

County Council of Howard County, Maryland

2022 Legislative Session

Legislative day # 13

RESOLUTION NO. 123 - 2022

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Tyera N. Sheppard to the Personnel Board.

Introduced and read first time on Sept 6, 2022.

By order Michelle Harrod
Michelle Harrod, Administrator to the County Council

Read for a second time and a public hearing held on Sept 19, 2022.

By order Michelle Harrod
Michelle Harrod, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments ____, Failed ____, Withdrawn ____ by the County Council on Oct 3, 2022.

Certified by Michelle Harrod
Michelle Harrod, Administrator to the County Council

NOTE: ~~[[text in brackets]]~~ indicates deletions from existing language; TEXT IN SMALL CAPITALS indicates additions to existing language. ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

OBJECTIVE To continuously be of service to the Fire Department, and the citizens of Howard County, by furthering the Department's mission of educating, protecting, and serving the public; by hiring and retaining a more diverse workforce that is reflective of the community it serves; and by creating more efficient business processes that ultimately increase productivity in and around the Department.

- SKILLS & ABILITIES**
- Possess strong analytical, communication (oral/written), and customer service skills
 - 9+ years as Human Resources Liaison
 - 8+ years of supervisory and fiscal management experience
 - 5 years of payroll preparation experience
 - Capable of using computer software and systems to automate and streamline processes, maintain records, produce reports, and access informational resources
 - Proficient in Microsoft's Office Suite and Google Apps
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EXPERIENCE **ADMINISTRATIVE COORDINATOR (ADMINISTRATIVE ANALYST II), HOWARD COUNTY FIRE & RESCUE SERVICES**

December 2020 – Present

- Serve as Human Resources Liaison
- Utilize NeoGov to facilitate hiring and recruitment
- Establish and manage systems, that work in conjunction with Position Management, to accurately track vacancies
- Complete and submit personnel action forms (PAF) to initiate all personnel actions, to include: hiring, termination, promotion, pay changes, shift re-assignments, and transfers
- Assist in the coordination and completion of promotional and testing processes
- Supervise the activities of the newly established Recruitment Team
- Coordinate recruitment events, create advertisements, and encourage opportunities for community engagement
- Manage the Department's performance management system (Tenzinga)
- Manage various databases and generate reports as needed
- Analyze, innovate, or improve upon current business processes to increase efficiency, communication, and productivity

DIRECTOR OF ADMINISTRATIVE SERVICES (ADMINISTRATOR II), MD DEPARTMENT OF HEALTH (MDH), BOARD OF NURSING

May 2015 – November 2020

- Served as Human Resources Liaison
- Managed all personnel transactions: recruitment, discipline, termination, classification, FMLA requests, telework agreements, and PEP evaluations
- Formulated, executed, and controlled annual \$9M operating budget, as well as supplemental budgetary requirements (quarterly projections, fiscal notes, revenue management, etc.) and close-out
- Directed the daily operations of two (2) customer service desks
- Managed a team of six (6) individuals
- Interpreted and applied State of Maryland and MDH regulations with agency operating policies, including the State Comptroller's accounting regulations, Health Occupations Article 8, and COMAR
- Analyzed expenses, revenues, and other budgetary data. Prepared budget requests, quarterly projections, and reports as necessary
- Presented quarterly fiscal management report, to Board of Directors, in order to review the financial position of the agency
- Established and managed internal control systems and processes for cash and credit receipts, in accordance with GAAP and the Accounting Procedures Manual of the state of Maryland
- Served as Agency Fiscal Officer (AFO) and Agency Procurement Card Administrator (ACPCA); approved all fiscal transactions and expenditures

MANAGEMENT ANALYST I, BALTIMORE COUNTY GOVERNMENT, OFFICE OF INFORMATION TECHNOLOGY, FISCAL ADMINISTRATION

April 2010 – May 2015

- Served as agency payroll preparer and liaison to Human Resources
- Managed County contracts with Ricoh, Verizon, Motorola, and Brekford
- Analyzed usage of Ricoh and Canon copiers—assigned to various County agencies—and used that data to generate invoices, using the County's financial management system (AMS)
- Maintained working relationships with County vendors and various County agencies
- Managed front office operations

EDUCATION

UNIVERSITY OF BALTIMORE, MASTER OF BUSINESS ADMINISTRATION/PUBLIC SECTOR MANAGEMENT

January 2019 – December 2021, 3.75 GPA

MORGAN STATE UNIVERSITY, BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION

August 2003 – May 2008, 3.4 GPA