JAY M. RATCHMAN
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Professional Objective:
To obtain a higher-level Human Resources leadership position, with a forward thinking and community focused organization.

Experience:
City of Appleton—city government serving over 72,000 citizens. The City of Appleton employs approximately 640 full-time and part-time, union and non-union employees, as well as an additional 600 seasonal employees.

Interim Human Resources Director   **April 2021 through present**
This department head position reports directly to the Mayor and is responsible for fostering positive employee relations through directing all human resource and risk management strategy functions.

- Serves as a member of the City Leadership team.
- Provides strategic support on human resources and risk management functions.
- Provides leadership, employee development support, and supervision to the HR Department team.
- Serves as the chief negotiator for labor agreements.
- Responsible for departmental budget.
- Directs all employee compensation and benefit programs.

Deputy Director of Human Resources   **June 2019 through present**
This management position reports to the Human Resources Director and is responsible for numerous leadership functions within the Human Resources Department.

- Direct supervision of Human Resources personnel.
- Daily management in the areas of recruitment, employee relations, compensation and benefits, staff development and training, safety and worker's compensation, risk management, and employee wellness programs.
- Support labor relations and negotiations.

Human Resources Generalist II   **August 2004 through June 2019**
This is a professional position that reports to the Deputy Director of Human Resources and is responsible for performing a variety of human resource functions.

- Provides direct support to departments to maintain appropriate staffing levels.
- First line contact for employee relations matters.
- Handling of worker's compensation claims.
- Delivers safety training and programs.
- Coordinates employee wellness programs.

Landmark Staffing Resources, Inc.—employment service specializing in office, accounting, and nursing resources.

Director of Human Resources   **September 1996 through August 2004**

This senior level position reported to the CEO and directed all human resource, risk management, and payroll strategy functions.

- Member of company strategic planning team, leadership team, and executive advisory committee.
- Oversight of employee selection processes.
- Negotiation of all employee fringe benefit programs.
- All aspects of employee relations.
- Ensures compliance with federal and state employment laws.
- Supervision of human resources and employee payroll personnel.
- Supervision of corporate administration team (receptionists and administrative staff).

Benefits Coordinator   **December 1995 through September 1996**

- Administration of fringe benefit programs: health/life/short-term disability, 401(k)/profit sharing, and paid time-off program.
- Safety and worker's compensation.

Education: **Silver Lake College**

Master's degree in Management and Organizational Behavior

University of Wisconsin Oshkosh

Bachelor's degree in Business Administration
Majors: Human Resources Management and Finance

Volunteer Experience: **Town of Greenville**
- Fire Commissioner 2018-present

YMCA Fox Cities
- Past Human Resources Committee Member

Harbor House Domestic Abuse Center
- Past Board of Directors Member
- Past Human Resources Committee Chairperson

Other volunteer experiences include speaking at various high schools, Fox Valley Technical College, and Northeast Wisconsin Technical College on human resources topics. I was also a volunteer youth head and assistant baseball coach for six years.

Certificates: **SPHR** (Senior Professional in Human Resources)
SHRM-CP (SHRM Senior Certified Professional)

References: Available upon request