

Kate M. McDaniel

Personal Summary

Human Resources professional with over fourteen years of experience in diverse industries. Areas of expertise include employee recruitment and retention, staff development, mediation, conflict resolution, benefits, compensation, and risk management. Demonstrated success in developing Human Resources programs and policy. Excellent communicative and interpersonal skills, as well as the ability to develop lasting working relationships within all levels of an organization.

Professional Experience

City of Killeen, Killeen TX

Assistant Director of Human Resources, August 2015 – Present

- Responsible for and directly supervises the following Human Resources functions/sections: Compensation and Benefits, Employment Services, and Risk Management
- Investigates and supervises the investigations of issues affecting employer/employee relations and legal compliance regarding; Title VI, Title VII, harassment, sexual harassment, discrimination, and retaliation
- Conducts needs assessments for all aspect of Human Resources
- HR Project lead for the ERP/HRIS system conversion
- Ensures organization wide compliance with federal, state, and local employment laws, ordinances, and policies
- Acts as the ADA liaison between employees and the City for the consideration and implementation of temporary and permanent accommodations
- Assists with forecasting long-term staffing needs, succession planning, and organizational development
- Facilitates and functions as lead trainer in the City's Supervisor's Training Academy
- Responsible for EEO4 reporting
- Provides organization wide training with specialized focus in Communication and Conflict Resolution
- Assists in preparing the annual budget to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Acts as the Civil Service Director in the absence of the Executive Director and is a named delegate
- Participates annually in GIS Day
- Provides training to employees/departments upon request for all HR related topics
- Administrator in the City's electronic timekeeping and performance management systems
- Functioned as project manager for the City's electronic timekeeping and performance management conversions
- Created and implemented various compensation structures for classified and civil service employee groups

Risk Manager, September 2009 – August 2015

- Coordinated risk-associated functions including risk/loss identification and analysis
- Facilitated the needs assessment for Risk staffing resulting in the addition of two authorizations and assumption of all claims management for the City
- Functioned as the City Safety Officer and administered and monitored all City safety programs
- Maintained/updated City safety manuals and publications
- Maintained compliance with safety/risk/workers' compensation legislation/laws
- Managed all workers' compensation claims

- Managed work related and non-work-related light duty programs
- Responsible for liability, workers' compensation, and property insurance and maintaining insurance schedules
- Functioned as liaison to attorneys, physicians, insurance companies and individuals in times of asset damage/loss
- Managed/evaluated City's random and post-accident drug testing programs
- Ensured the development and maintenance of emergency evacuation plans for all City facilities
- Responsible for training of 1,100+ City employees on safety and incident reporting functions
- Assisted with the on-boarding and orientation of all new employees
- Assisted with the open enrollment of 1,100+ City employees

JSP Mold LLC, Milledgeville IL February 1999 – June 2009

- Responsible for OSHA compliance of manufacturing facility
- Conducted monthly employee/executive safety meetings
- Wrote/revised safety plans, policies, and procedures
- Responsible for OSHA 300 log
- Filed/recorded workers' compensation claims
- Responsible for daily purchasing of manufacturing materials plant wide
- Communicated daily with vendors to ensure quality, price, and delivery of manufacturing materials
- Scheduled shipment of goods with various freight services
- Aided in outsourcing of necessary projects/processes
- Assisted in insurance and 401K enrollment
- Maintained employee attendance and vacation logs
- Entered employee timecard changes into timekeeping system
- Entered employee deduction changes into payroll system
- Maintained HRIS database for Human Resources function
- Worked as a laborer (February 1999 – Dec 2006)

Education

North Central College, Naperville IL

Bachelor's in Business Management, Minor in Psychology, June 2005

Milledgeville High School, Milledgeville IL

Diploma

Memberships, Certificates and Awards

- Current member of the Texas Municipal Human Resources Association
- Current member of the Central Texas Society of Human Resources Management Chapter
- Train the Trainer - Basic Mediation Training by Mediators and Arbitrators of America (2018)
- Graduate of Leadership Killeen (2018)
- City of Killeen Employee of the Month (September 2011)