

Melinda S. Garcia

Education:

Santa Fe Community College, Santa Fe, New Mexico

Phi Theta Kappa International Honor Society

Associate in Applied Science, Paralegal Studies Associate	May 2016
in Applied Science, Business Administration Certificate in	May 2016
Paralegal Studies	May 2016
Certificate in Legal Secretary	May 2016

State Bar of New Mexico

Paralegal Division Member and Certificate

State of New Mexico ADR Mediator

**Community
Involvement:**

City of Santa Fe Women's Commission Member

Experience:

03/2022- Current

State of New Mexico (ERB), Human Resource Manager II

HR Director

- Extensive experience analyzing and interpreting employment laws and policies, conducting investigatory interviews, drafting disciplinary actions and investigative reports, working with the General Council on disciplinary matters.
- Extensive experience in processing compensation and classification transactions, analyzing and providing written recommendations regarding analysis and findings.
- Extensive experience in processing worker's compensation claims, disability claims, Family Medical Leave requests (FMLA), and Americans with Disabilities Act requests (ADA).
- Strong knowledge of the New Mexico State Personnel Act and State Personnel Board Rules.
- Extensive experience with SHARE Human Capital Management (HCM).
- Drafted and implemented employee policy manual.
- Member of Executive Leadership Team and Change Management Committee.
- Ability to adhere to strict deadlines and provide exceptional customer service.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and flexibility to work effectively with management, staff and external entities.
- Strong verbal and written communication skills.
- Strong ability to articulate complex information.

Manage and administer bi-weekly PeopleSoft payroll, benefits and associated

actions within Department of Finance (DFA), General Services Department (GSD) and State Personnel Board (SPB) rules and regulations to ensure that required time frames are met. Process employee hires, transfers and terminations as needed with applicable payroll and benefits processing and closure. Manage and administer the SHARE recruitment process from request to recruit, obtaining needed approvals, job order creation and supplemental questions, screening and ranking lists, assisting hiring manager with related hiring compensation actions, preparing, and serving offer letters, and closing SHARE recruitment process. Provide and develop internal trainings and policy development.

05/2018 – 03/2022

State of New Mexico (SPO), Staff Manager

HR Services Manager

Provide human resources management and support to 12+ state agencies under State Personnel Shared Services. This includes all aspects of HR including but not limited to:

Providing HR guidance and direction to agencies and managed the delivery of HR policies, programs and services to include payroll. Process payroll using the PeopleSoft SHARE system to ensure employees are paid in accordance with Department of Finance and Administration (DFA) and State Personnel Office (SPO) rules. Manage, supervise and train staff by providing guidance and technical assistance on human capital management issues. Review and interpret federal and state laws, SPB rules and regulations for Cabinet Secretaries, agency HR managers and employees across state government. Provide guidance and draft complex agency reorganization proposals. Provide agency consultation on strategies, guidelines and best practices. Serve as agency HR trainer for HR staff and management for all state agencies. Serve as HR support to agencies who have HR vacancies and/or new staff. Conduct orientation/onboarding to new hires and transfers. Recruitment, selection and retention, FMLA, ADA, Workers Compensation, Disability, Benefits, Employee and Labor Relations. Maintain open, timely, positive communication with SPO, DFA and HR Contacts.

Currently serving as lead for the Docusign – New Hire Packet which positively impacted all HR divisions within the state.

Sole agency applicant/contact for the Family Friendly New Mexico Award (3+ years)

Employee Relations Deputy Bureau Chief (05/2018 – 05/2019)

Under HR consolidation, provide supervision and management of Employee Relations Specialists and Investigators within the Employee Relations Division. Provide technical expertise and advice by reviewing and analyzing employee disciplines for 38 consolidated agencies. This includes providing consultation, guidance, technical expertise, advice, and recommendations to agencies in the areas of employee relations, discipline, investigations regarding allegations of

possible misconduct, violations of agency policies and/or State Personnel Board (SPB) Rules. Ensure staff are providing appropriate guidance and recommendations regarding agency policies, practices and procedures to state agencies. Provide assistance to supervisors on development and implementation of Performance Development Plans and Attendance Development Plans. Consult and advise agency heads, management and employees on internal complaints and how to respond and/or resolve the complaint at the lowest level and occasionally respond on behalf of the agency. Prepare, attend and provide testimony at Unemployment Hearings and discipline appeals. Review and respond to HRD/EEOC complaints. Review and analyze agency policies and procedures for compliance to address internal complaints and/or disciplinary actions. Review staff's draft disciplinary actions to ensure the document contains accurate and detailed documentation that supports the discipline. Monitor ERD email account daily, make case assignments and log/track case assignments. Provide direct support to ERD Director as well as other divisions within the HR Consolidation.

02/10 – 05/2018

Cuddy & McCarthy, LLP, Employment Law Paralegal

Assist two senior partners in a busy employment law litigation practice and an associate attorney in a firm of 23 lawyers. Drafting, review, analyze and organize documents and files, monitor ongoing activity and pending deadlines in litigation and transactional matters. Assist in client (State of New Mexico and private companies) consultation regarding human resources/employment law issues (ADA, FMLA, FLSA), employee relation investigations, grievances and mediations by conducting independent interviews, review and analyze evidence and perform legal research regarding issues and/or complaints within the clients' workplace, issue written reports, findings and determination based on the facts and findings of the investigation. Draft and file responsive correspondence and pleadings to the EEOC, State Personnel Board, New Mexico Human Rights Bureau, New Mexico Unemployment Appeals Tribunal and/or local Courts. Prepare for and attend hearings and mediations and on a rare occasion testify and/or provide a written affidavit. Draft and respond to subpoenas and request for employee records. Perform a variety of administrative task including docketing, calendaring, handling multiple client phone calls and meetings. Draft pleadings and electronically file and serve in State and Federal Court. Assist with developing training material and assist in large scale training conferences for the State of New Mexico and New Mexico School Board Association. Providing support to Human Resource professionals throughout the state, this includes reviewing and developing personnel policies and procedures, updating these policies and procedures based on changes in the law. Draft various correspondence, interrogatives and document requests.

10/06 – 11/10

Kohls, Front Store Manager (Evening Position)

Supervision and oversight of front lanes and 25+ employees (cashiers, customer service and sales). Completion of daily audits of cash drawers and daily readings. Approval and authorization of void and return transactions for each register. Complete final end of day reads, count of each register, close each register and verify all cash transactions. Mentor, train and assist cashiers and customer service representatives to provide the best customer service and

assure customers feel welcome and pleased. Maintain excellent verbal and written communications with store manager. Communication regarding sales, credit, concerns and strategies. Participate in all recruitment efforts for front of store positions, review applications and interview candidates. Train all new front of store staff. Ensure staff are familiar with Kohls Employee Handbook. Named employee of the year, twice.

04/05 – 02/10

Martinez Architecture Studio, P.C., Office Manager

Responsible for maintaining and upholding a successful office, including but not limited to all Human Resources functions (recruitment, selection, trainings, discipline and termination), employee complaints, investigations (complaints, investigations, fact findings, and mediation), employee benefits (malpractice insurance, health insurance) and payroll. Schedule all appointments for the Architects and associates, screen telephone calls, organize travel arrangements, plan and coordinate Board Meetings, apply for building permits in various counties and states, prepare submittal packages for several City and County Review Boards including, HDRB, BOA, BCD/DRC, Planning Commission, Summary Committee and City Council. Work closely with clients, contractors, attorneys and city, state and county agencies. Solely responsible for all accounts payable/receivables, Human Resources and contract development. Assure all contract deliverables are meet and accepted. Maintain an organized filing system.

04/04 - 04/05

Coca-Cola Bottling Company, General Manager Executive Assistant

Responsible for keeping the General Manager organized and tasked. Perform internal investigations and audits on employees. This includes investigating employee/management complaints and reporting written findings to the General Manager. Operate as property manager for several rentals and served as liaison; assist with company legal issues and new Real Estate developments. Assist in various areas of the company, human resources, sales, accounts payable/receivables, route management, event planning and marketing. Purchase promotional supplies for marketing as well as office supplies. Organize travel arrangements for several employees to accommodate schedules. Maintain files; send/receive faxes, office and assistant duties, multi-phone lines.

06/03 – 04/04

Felker, Ish, Ritchie and Geer, Bookkeeper

Duties included but not limited to drafting legal documents, contracts, agreements, liens and various other civil and real estate law documents for 6 attorneys. Transcribed correspondence documents on a daily basis. Responsible for keeping a running balance for two company bank accounts. Also responsible for support staff and attorney payroll, accounts payable/receivable, billing, filling, fax, copy, scheduling, ordering supplies, running professional and personal errands for attorneys, court run, Notary Public.

04/02 – 06/03

First Judicial District Attorney, Prosecuting Administrator

Duties included opening all misdemeanor domestic violence files before prosecution. Data entry into CMS (case management system). Preparing documents for files such as Subpoenas, Motions, Discovery and various other court related documents. Transcribe all witness/defendant interviews for trial. Also in charge of closing files, this includes making sure all appropriate documents are included in the file. Also responsible for requesting evidence, reports and photos from police agencies. Prepare all legal documents for Rio Arriba, Los Alamos, and Chama felony and misdemeanor files. Documents include: Discovery, Motions to Revoke Probation, Trial Subpoenas, Bench Warrants, Judgment & Sentence, Extensions, Criminal Complaints and various other court related documents. Work closely with five attorneys and three victim advocates.

08/00-04/02

Best Buy, Office Assistant

Provide administrative assistant to the stores operations manager. This support included processing inventory and scheduling incoming deliveries. Review and process applications for new store employees. Process timecards for payroll purposes. Build weekly schedule for staff. Log and track call outs and no shows. Audit BB Credit Card applications. Assist customer service counter, process returns, and large item purchases for nontaxable transactions.