

## **TED J. KOSOWSKI**

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**OBJECTIVE:** Contribute to the mission of the Metropolitan Water Reclamation District through successful management of human resources activities, utilizing proven management skills and educational experience.

**SUMMARY:** Extensive experience in human resources and operations management with success in supporting organizational objectives. Demonstrated abilities in selection, employee relations, administration, training and development, safety, sales and customer service.

### **PROFESSIONAL EXPERIENCE:**

April 1997-  
Present

#### **METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

##### **Assistant Director of Human Resources** (2010-Present)

Assist the Director of Human Resources in managing the day-to-day operations related to the human resources programs at the District.

- Coach and provide guidance to Human Resources Managers, Safety Manager and Risk Manager related to work or projects in their functional areas
- Provide oversight of Employee Relations activities including the negotiation and administration of the seven collective bargaining agreements and apprentice programs
- Interpret statutes, Personnel Rules, Administrative Procedures and other District rules; recommend changes and develop and implement new rules and policies
- Collaborate, assist and support Human Resources Managers with respect to departmental initiatives related to the District's Strategic Plan
- Assist in the preparation and handling of matters before the Civil Service Board
- Assist in the preparation and administration of the Human Resources Department Budget

##### **Human Resources Manager** (2006-2010)

Manage all Labor and Employee Relations activities.

- Supervise staff of five professional analysts and one office support specialist
- Negotiate and administer collective bargaining agreements representing trade and labor unions, including developing bargaining strategies, preparing cost analyses for proposals, briefing the Board of Commissioners on status of negotiations and drafting final contract language for Board approval
- Advise, counsel and serve as a resource to department heads and managers on matters concerning grievances, investigations and disciplinary matters and provide interpretation of collective bargaining agreements, personnel rules and administrative procedures
- Conduct investigations into employee complaints, employee misconduct and employee performance
- Manage the non-represented employee complaint process and provide recommendations to the Director of Human Resources to resolve complaints or uphold administrative actions

- Review and recommend approval of all disciplinary suspensions to the Director of Human Resources
- Act as liaison between District and union business agents in matters concerning interpretation and administration of collective bargaining agreements
- Manage the represented employee grievance process, including representing the District as a management advocate at Step III Grievance Hearings

**Senior Human Resources Analyst** (2004-2006)

**Associate Human Resources Analyst** (2001-2004)

Assist in the management of Labor and Employee Relations activities.

- Participate and support manager in all facets of labor negotiations and act as project lead for activities for the section
- Advise, counsel and serve as a resource to department heads and managers on matters concerning grievances, investigations and disciplinary matters and provide interpretation of collective bargaining agreements, personnel rules and directives
- Conduct investigations into employee complaints and provide recommendations to resolve complaints or uphold administrative actions
- Participate in all phases of the grievance process, including representing the District as a management advocate at Step III Grievance Hearings

**Associate Human Resources Analyst** (1999-2001)

Assist in the management of the Human Resources Administration activities.

- Make employment offers to prospective employees and manage post-offer employment screenings
- Process all personnel transactions including appointments, transfers, wage increases, retirements and separations
- Manage Relief Worker hiring and onboarding process

**Assistant Human Resources Analyst** (1998-1999)

Assist in the management of the Public Service Office.

- Screen applications to determine applicants eligibility for civil service examinations
- Develop valid and reliable tests for various civil service classifications

**Human Resources Assistant** (1997-1998)

Score all civil service examinations administered by the District using various statistical methods.

- Assist in the preparation and administration of civil service examinations
- Create eligible lists for all successful candidates and maintain vault files of examinations

May 1996 -  
April 1997

**PRO STAFF PERSONNEL**

Downers Grove, Illinois

(Contract supplier of personnel to various Fortune 500 companies.)

**Staffing Manager**

Recruit and retain applicant pool for various clerical and industrial positions.

- Assess clients' staffing requirements and screen, interview, test and hire applicants
- Manage entire branch location, including internal operations staff within budget requirements

November 1993 **SCHULZE AND BURCH BISCUIT COMPANY** Chicago, Illinois  
- May 1996 (Manufacturer of fine food products for Nabisco, General Mills and General Foods.)

**Shift Processing Manager**

Responsible for meeting production schedules, ingredient yield objectives and quality standards for multiple production lines in unionized manufacturing environment.

- Supervise, train, schedule and evaluate up to 75 line employees and mechanics
- Coach and supervise up to three production supervisors
- Minimize production downtime through diagnosis of mechanical problems and appropriate scheduling of mechanical preventative maintenance
- Collaborate with Engineering staff on production efficiencies and equipment improvements
- Test new products and applications with customer Research & Development departments

July 1992 - **PRUDENTIAL** Palos Hills, Illinois  
November 1993

**Registered Representative**

Market and sell full line of insurance and investment products.

- Licensed to sell life, health, auto and property insurance and various annuity and mutual funds
- Develop client base and assess needs for various product lines while maintaining existing book of business

June 1986 - **UNITED PARCEL SERVICE** Chicago, Illinois  
July 1992

**Shift Supervisor/Area Coordinator/Safety Intern**

Manage package sorting and loading operations in a high production, accuracy intensive environment.

- Supervise, train, and evaluate up to 50 employees in loading and sorting operations
- Maintain records and manifests in accordance with D.O.T. regulations
- Safety internship incorporated educational experience with organizational development and training activities to minimize vehicular accidents and industrial injuries

**EDUCATION** **DEPAUL UNIVERSITY** - Chicago, Illinois  
**Bachelor of Arts, Magna Cum Laude** - March 1992  
Major: Industrial and Organizational Psychology  
GPA: 4.0 / 4.0 (major); 3.8 / 4.0 (cumulative)

**LOYOLA UNIVERSITY** - Chicago, Illinois  
Selected Courses from Masters of Science in Industrial Relations Program

**PROFESSIONAL**

**AFFILIATIONS** **National Public Employer Labor Relations Association**  
**Illinois Public Employer Labor Relations Association**  
**Human Resources Roundtable - Sister Agencies of the City of Chicago**