

JAMES E. FISHER

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PROFESSIONAL EXPERIENCE:

12/23 – Present Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL Assistant Director of Human Resources

- Manage the Classification, Compensation and Benefits Section of the Human Resources Department.
- Coordinate the preparation and administration of the annual budget for the Human Resources Department; coordinate procurement and contract activities for the department.
- Interpret the District statute, Personnel Rules, Administrative Procedures, and other policies and recommend any necessary changes.
- Provide oversight and support for the Employee Selection function; provide support to all other sections of the Human Resources Department.
- Serve as Human Resources representative to the Civil Service Board; represent the department on various committees such as the Strategic Business Plan Committee.
- Serve in the absence of the Director of Human Resources.

7/11 – 12/23 Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL Human Resources Manager – Classification, Compensation and Benefits

- Manage all benefits programs for the organization including medical, dental, vision and life insurance; flexible spending accounts; deferred compensation; employee assistance program; employee wellness programs; and various voluntary benefit programs.
- Manage the compensation plan for 1,100 non-represented employees.
- Maintain the job classification system, coordinate position management activities during the annual budget process, and provide feedback on recommended changes to the organizational structure.
- Serve as internal administrator of the 457 Deferred Compensation Plan acting as a liaison between the Deferred Compensation Committee, the Third-Party Administrator, and the Investment Consultant.
- Manage the on-boarding and pre-employment process for new employees.
- Serve as lead for health care benefits negotiations during the collective bargaining process.
- Direct the request for proposal process for all benefits and personnel administration contracts including developing the RFP documents, evaluating proposals, conducting finalist interviews, making vendor recommendations, and managing the contract process.
- Develop and administer the annual budget for the Compensation and Benefits Section (\$50M annually).
- Lead a staff of 6 Human Resources Analysts and administrative personnel.
- Serve as Human Resources representative for the Strategic Business Plan Implementation Committee.

7/09 – 7/11 Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL Human Resources Manager – Employee Selection

- Manage the employment function for the organization including the civil service testing process and the recruitment function.
- Coordinate the administration of 60 – 70 civil services examinations annually.
- Serve as administrator for the Sigma Applicant Tracking System.
- Develop and administer the budget for the Employment Services Section of the Human Resources Department.
- Lead a staff of 14 Human Resources Analysts and administrative personnel.

9/07 – 7/09

**Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL
Senior Human Resources Analyst**

- Develop and administer civil service examinations including conducting job analyses and developing test content.
- Coordinate the scoring of civil service examinations and production of eligible lists.
- Recommend and manage consultants working on examination development.
- Recruit subject matter experts for test development and to serve as test raters.
- Supervise three Human Resource Assistants and a Principal Office Support Specialist.
- Serve as administrator for the Sigma Applicant Tracking System.
- Coordinate the RFP process for all proposals related to examination development.
- Led a Task Force to develop interview resources for District personnel.
- Project coordinator for the upgrade of the Sigma Applicant Tracking System to accept online employment applications.
- Developed a database using the Sigma Enterprise System for more efficient tracking of consultants and test raters.

9/04 – 9/07

**Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL
Associate Personnel Analyst**

- Review employment applications to ensure candidates meet minimum qualifications.
- Develop and administer civil service examinations including conducting job analyses and developing test content.
- Coordinate the scoring of civil service examinations and production of eligible lists.
- Recommend and manage consultants working on examination development.
- Recruit subject matter experts for test development and to serve as test raters.
- Served as a representative of the Employment Services Section on a committee to redesign the District website.
- Created an updated version of the Position Content Questionnaire used to gather data regarding job duties, work environment and necessary skills.

9/02 – 9/04

**Staffing Network, LLC, Elk Grove Village, Illinois
Human Resources Manager**

- Provide human resources support to staffing agency branch personnel in Illinois, Wisconsin, Michigan, and California.
- Manage all benefits-related functions including open enrollment for medical, dental and life insurance and the recommendation of vendors.
- Recruit, interview and recommend for hire all corporate staff.
- Develop and conduct necessary staff training including the development of sexual harassment training for managers and branch staff.
- Investigate and respond to all EEO/Department of Human Rights/FLSA claims.
- Developed an employee manual including the creation of policies for sexual harassment, employee conduct and vacation/sick leave use.
- Researched the development of a 401K plan for the company.
- Tracking all unemployment claims and taking steps to reduce costs.
- Perform branch audits for I9 compliance.

EDUCATION

M.S. Industrial/Organizational Psychology, Elmhurst College

B.S. Psychology, Elmhurst College