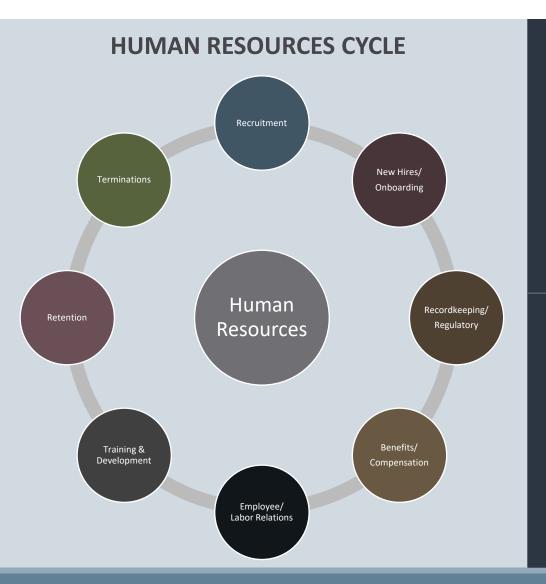
Office of Legislative Human Resources

HOUSE COMMITTEE ON APPROPRIATIONS

FEBRUARY 15, 2022



### YOUR LEGISLATIVE HR OFFICE

#### **Arlene Donovan**

Director, Human Resources

- Job Summary: Plans, leads, directs, develops, and coordinates the policies, activities, and staff of the HR department, ensuring compliance and implementation of the HR mission and strategy.
- Started April 2021

#### **Eliza Giroux**

**Human Resources Generalist** 

- Job Summary: Helps to create, integrate, and sustain solutions related to the daily HR functions. Administers the policies, programs and practices that support the HR mission and strategy.
- Started July 2021

We are building the HR Department based on need and priority.

## CURRENT AND/OR COMPLETED INITIATIVES

- Collaborating with NCSL re: Compensation Study
- Implemented Recruitment Process
- Created Policies and Forms
- Built Online Shared HR Resource Site
- Created and Administered COVID-19 Response and Tracking
- Formalized UVM Internship Program
- Handling Employee Relations

## ONGOING AND UPCOMING INITIATIVES

- New and Revised Trainings
- Compensation Structure
- Additional Policies
- Recruiting Activities
- Performance Management
- Other Consulting Services

# QUESTIONS?