

Office of
Legislative
Human
Resources

SENATE COMMITTEE ON APPROPRIATIONS

MARCH 11, 2022

HUMAN RESOURCES CYCLE



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**