

## KATHLEEN E. LETOURNEAU, PPP

[kekletourneau@comcast.net](mailto:kekletourneau@comcast.net)

(561) 793-8459

### **PROFESSIONAL PROFILE**

A results-oriented Human Resources professional, with a record of progressively responsible positions within local government. Experience included the rare opportunity to observe first hand, the transition of the organization from a political sub-division of the State of Florida into incorporation of a local municipality, Village of Wellington.

A “can do” professional who will utilize experience, knowledge, and available networking resources to get the job done.

### **AREAS OF EXPERTISE**

- **Administration**
- **Operations**
- **Strategic Planning**
- **Financial Management**

### **SIGNIFICANT ACCOMPLISHMENTS**

#### Administration

- Managed all [employee insurance benefits](#) enrollment, dependent & carrier coverage changes, disenrollment, and payroll deductions along with assisting and educating employees with claims processing issues regarding health, dental, life, short/long term disability, and pension to ensure a dependable, reliable Benefit Program for all staff levels.
- Organized the [New Hire Orientation Presentation-Benefits Segment](#) notifying presenters and participants, of the upcoming schedule of events, compiling benefit literature packets based on sequence of events for both presenters and participants review during (and after) the educational event, resulting in a highly organized and efficient presentation educating all new employees.
- Coordinated [FMLA](#) qualifying events regarding documentation, management/supervisory staff notification, and tracked usage (with disability benefits when applicable) through payroll, resulting in employee confidentiality under HIPPA and accurate, legally complaint payroll timekeeping.
- Developed a [desk manual](#) as a guide for staff to perform necessary duties during my absence along with [Supervisory Staff Training Manuals](#) resulting in better communications between departmental staff, supervisory staff and Administration personnel.

#### Operations

- Structured the basis of a municipal organizational “[Pay Grade](#)” system resulting in a defined fair pay system of the Class and Compensation program, which has evolved meeting the needs of today.
- Assisted in the initial development of initial municipal [Job Descriptions](#) and [Recruitment Advertisements](#), defining essential job requirements and qualifications to ensure an experienced and knowledgeable workforce.
- Researched and assisted in implementing the [Drug Free Workplace program](#). Obtained training and education to partner with management for compliance and interface with Workers Compensation resulting in Workers Compensation premiums reduction and to support a safer work environment.
- Implemented [Background Screening](#) process resulting in an overall higher caliber staff, reducing personnel related issues, and in some cases ensuring citizen/public safety.

#### Strategic Planning

- Collaborated with several committees to provide input to revise the [employee handbook and safety handbook\(s\)](#) resulting in written guidelines that evolved to meet the employers’ mission and culture.

- Participated in benefit committees, and health insurance selection committees resulting in a higher quality employee benefit(s) and insurance coverage reducing costs to employees and employers.

Financial Management

- Partnered with management teams in restructuring cost allocations for labor hours producing better fiscal accountability.
- Administered the employee Workers' Compensation with continuing goal to lower National Council on Compensation Insurance (NCCI) experience rating of less than 1.0, decreasing premium costs, improved employee morale, and safer, healthier work environment.
- Set up the employee direct deposit data base and streamlined the process to ensure timely payroll deposits while decreasing payroll check reconciliation and improve time management.

**PROFESSIONAL EXPERIENCE**

**Village of Wellington**

**March 1, 1996 to May 1, 2009**

Wellington, FL

Department: Human Resources

Position: Human Resources/Benefit Specialist

**Acme Improvement District incorporated and become the Village of Wellington**

**March 1996**

**Acme Improvement District**

Wellington, FL

Department: Finance

Position: Payroll/Personnel Clerk

Position: General Clerk

**1991 – March 1996**

**October 5, 1987 - 1991**

**EDUCATION/TRAINING:**

Palm Beach Community College, Lake Worth Florida

Institute of Government

Barry University Continuing Education - Human Resources Certificate Program

Florida Sterling Council TQM Classes – 1994 Greater Boynton Beach Chamber of Commerce Florida

Comp USA Computer Training - Word, Excel, Outlook,

FEMA – Emergency Management Institute June 2006

Introduction to Incident Command IS-100,

ICS for Single Resources and Initial Action Incidents IS-200

National Incident Management System (NIMS) an Introduction IS-700

**AFFILIATIONS**

Member of Human Resource Association of Palm Beach County (HRPBC)

Member of Florida Public Personnel Association (FPPA)

Member of Society Human Resource Management (SHRM)

Member of Palms West Amateur Radio Club

**LICENSE/CERTIFICATIONS**

Florida Public Personnel Professional Certification 2007, 2008, 2009

State of Florida, Notary Public

Technician License, Ham Radio Operator - July 2007 to current (KI4YFU)