

LISETTE M. NEGRON

Employment Experience

06/21/2020 – *Present* GS-13

02/16/2020 – 06/20/2020 GS-12

**Human Resources Specialist (Classification) – GS-0201-13
Washington Headquarters Services (WHS) / Mark Center
Alexandria, VA**

CLASSIFICATION: Member of the classification team performing duties related to classification (position management, desk audits, classification of positions for GS, FWS, Cyber Excepted Service (CES), DCIPS, and AqDemo). Services are complex and dynamic primarily with large numbers of diverse, hard to fill and one of a kind professional, technical, or administrative positions. Many positions are high grade supervisory and managerial ranging from professional, scientific and/or executive occupational positions to high level administrative and program management positions in both the competitive and executive service.

Expert knowledge and mastery on Title 5 classification, agency's management and objectives, mission operating programs and the implications on personnel management and organizations. Exercise consistent methods and techniques of fact finding, analysis, qualitative and quantitative evaluation and diagnosis on complex problems to develop concrete action plans to provide appropriate recommendations and solutions to management.

Professionally and academically conduct written and oral communication to develop and deliver briefs, status reports, and correspondence to managers to promote understanding and acceptance of findings and recommendations.

Inputs and extracts data from a wide variety of source materials, to include, but not limited to DCPDS, BOERS, USASTAFFING, to query and create reports to ensure the prompt processing of all personnel actions and accuracy in position documentation in DCPDS.

Maintain effective relationships with high ranking management officials, co-workers, and others to ensure cooperative resolution of problems and to offer effective coordination of activities.

Expert ability to deliver compliance and technical review of classification documents to train and mentor other HR Specialists on the technical input, and resolution.

06/23/2019 – 02/15/2020 GS-12

**Human Resources Specialist (Compensation/Classification) - GS-0201-12
Department of the Navy / Assistant for Administration (DON/AA)
Pentagon, Arlington, VA**

CONSULTANT SKILLS: Consultant to organization leadership, by providing management advisory service, guidance to hiring managers, work center supervisors and employees on merit system principles, prohibited personnel practices, and the development and use of valid selection criteria, recruitment and placement, classification, and compensation matters. Assess and make recommendations on proposed organization restructuring, viable job analysis strategies, including development, and participating in communication and briefing plans.

CLASSIFICATION AND TRAINING COURSE DEVELOPMENT: As the delegated authority classification HR Specialist, I present expert advice formally and informally, plan and carry out work independently. I deliver innovative instructional methods that is suitable for our customers, coordinate meetings and administer training. Offer support to a number of separate and distinct Secretariat organizations and offices, with a complex variety of functions, types of positions, and military /civilian senior level managers. Advise and train managers and supervisors on Title 5 hiring authorities. Currently conducting a desk audit/position reviews for all position descriptions (GS 2-15) within the Secretariat to ensure new and current classified positions descriptions are within budget, on time for recruitment process and in accordance with applicable laws and policies; document evaluations and recommendations for recordkeeping, planning and execution of position management and classification.

Classify position descriptions applying job grading systems and Federal Laws, Executive Orders, to include Delegated Examining rules to determine the accurate classification of position (i.e. proper title, occupational series, grade, coverage under the Fair Labor Standard Act and competitive level code).

TEAMWORK AND INTERPERSONAL SKILLS: Provide customer service and problem-solving capability to executive level customers in the Navy Secretariat and Staff offices. Advise on complex concerns in classification, compensation and pay, position design and workforce recruitment and strategy by delivering solutions regarding situations referred by other specialists or management.

CUSTOMER SERVICE AND PROFESSIONALISM: Ability to research, analyze, and evaluate techniques so as to obtain and utilize pertinent information and to assure equitable treatment of all parties involved. Provide advisory services, by properly using current HR database systems to query, retrieve, and analyze information in order to accomplish program goals. Ability to present information to managers and employees both orally and in writing. Assist with new employees' orientation to provide information about the agency and various benefits available.

01/02/2019 – *Present*

Executive Officer/Safety Officer – 1LT. US Army Reserves.

1-320th RGT BN (Bravo Company) 886 Carolina Road. Suffolk, VA 23434

INDIVIDUAL ASSESSMENT: Under my leadership, as the Executive Officer of a Drill Sergeant (DS) unit located in Suffolk, VA, I am responsible for the development of future Drill Sergeants in preparing them for Drill Sergeant school. We transform civilians to combat soldiers. The highest honor as a commissioned officer is to identify new Drill Sergeant candidate and send them to train brand new soldiers. I evaluate, design and execute a training plan to ensure they meet specific needs and criteria for the Army Reserves.

I ensure unit readiness by tracking their health, performance evaluations, awards, promotions, safety training and corresponding related training for DS school. Each candidate must pass their

physical fitness test, hold the rank of E-5 to E-7, have served at least 4 years of active duty and be a graduate of Basic Leadership Course.

STRESS TOLERANCE: My duty is to lead and mentor DS candidates; they stand ready to embrace leadership training and have the character, and ability to perform in stressful situations.

PROGRAM AND PROJECT MANAGEMENT: As the safety officer, I conduct periodic safety evaluations to identify long and short-term needs in accordance with safety regulations, directives, and instructions; and to evaluate the effectiveness of safety programs and procedures. Maintain injury mishap data, analyzes reports, and initiate action to improve safety program.

08/23/2019 – *Present*

Professor – Business Ethics BUSE 200

Lakewood College – Distance Learning

I assist and advise students on business ethics standards, the consideration of questions of moral right versus wrong in the context of business practice. How individual business leaders are increasingly being held responsible and accountable for their ethical behavior and organizations have learned that the costs of unethical actions can be high, both legally, and from the perspective of brand image and reputation. As part of the course, we also review how organizations can establish and encourage an ethical culture while monitoring for compliance.

06/26/2016 – 11/10/2018

Human Resources Specialist- GS-0201-11

Department of the Air Force / Joint Base Langley-Eustis, VA.

501 Madison Ave. Fort Eustis, VA 23604.

ORAL COMMUNICATION: Provided administrative and technical oversight to employees and managers in regard to employee benefits, service awards programs, retirement, workers' compensation, unemployment benefits, leave and attendance questions or disputes. Counseled employees and their beneficiaries on coverage options, and variances in coverage, advantages and disadvantages of benefits, relocation and retention incentives. Assign correct pay category, occupational series, title, grade level, and Fair Labor Standards Act (FLSA) designations.

INFLUENCING/NEGOTIATING: Researched applicable policies and organizational precedents to recommend managers the appropriate corrective techniques to address conflict in the workplace. Provided guidance on employee rights, disputes and grievances to arrive at solutions to improve working relationships among employees, management and labor officials. Reviewed collected data to prepare and issue draft correspondences on grievance procedures and appropriate options. Participated in union meetings either informal or formal. Advised management on strategic options in mediation.

PERSONNEL AND HUMAN RESOURCES: Applied human capital management and affirmative action programs such as, recruiting, managing, and optimizing human resources policies and procedures to provide guidance and assessment in all stages of the recruitment process to managers with staffing needs, position classification and conduct qualifications analysis on professional, technical and administrative positions. Posted vacancies in NAFjobs

and qualified candidates for vacant positions. Verified applicant's eligibility preferences and qualifications and refer best qualified candidates for consideration. Performed external recruitment and strategies by attending job fairs and recruitment events at local communities.

Processed Request for Personnel Actions (RPAs) using HR database systems, such as Business Objects, DCPDS, and Time-Keeping Systems in a timely manner to eliminate a disruption in records management. Used HR database systems to effectively provide managers with a weekly status report profiling assignment within respective facilities and HR department. Provided authoritative technical assistance to other staffing specialists in resolving controversial recruitment and placement problems by applying quantitative and qualitative data analysis skills.

ORGANIZATIONAL ASSESSMENT: Conducted Unit Compliance Inspections UCI (Self Inspection) and unannounced Multidisciplinary Inspection (MDTI) on targeted facilities to verify that the requirements were met in the programmatic areas in accordance with the Department of Defense.

ACCOUNTABILITY: Responsible for the accountability of screening and initiating background investigations using Electronic Questionnaires for Investigations Processing (e-QIP), Personnel Investigations Processing System (PIPS), and Joint Personnel Adjudication System (JPAS). Initiate fingerprints cards, States and Local records checks, and drug testing procedures.

01/02/2018 – 01/01/2019

Health Services Administrator (70B). Medical Services Corps Officer (2LT). U.S. Army Reserves. 444th Medical Company (Ground Ambulance Unit) Beaver, WV.

FACILITATION: As Headquarter Platoon Leader, I was responsible for soldiers' annual performance evaluations, promotion, demotion, performance awards, permanent change of stations and payment processing/reimbursement. As the Defense Travel System administrator and lodging-in-kind program manager, I was responsible for over 30 individuals that live over 150 miles from unit receive reimbursement for travel expenses.

ORGANIZATIONAL DEVELOPMENT: Assisted 70 soldiers in health administration services. Ensured the Army's Ground Ambulance Unit run efficiently. Organized and monitored supply equipment in medical and non-medical areas of patient evacuation, treatment and tracking. Planned, developed, and directed administrative activities and services in a medical organization, which included distribution, records and files management, and desktop publishing.

Planned, coordinated and monitored the treatment of patients. Customized technical training support courses for respective departments that allowed soldiers to perform their job responsibilities.

Ability to make accurate, immediate sound decisions by performing under a strategic workforce planning and the use of effective analytical and evaluative methods.

06/28/2010 – 01/01/2018

**Operations Specialist First Class Petty Officer (E-6), U.S Navy Reserves.
Leading Petty Officer for Fleet Forces Maritime and Air Operations Command.
NOSC Little Creek Amphibious Base, Virginia Beach, VA.**

INDIVIDUAL DEVELOPMENT: As Command Career Counselor and Leading Petty Officer, I compiled data and organized performance awards to recognize and merit junior sailors to increase qualified personnel. Served as the critical link between the individual sailor and supporting organizations, including Navy Personnel Command. Managed the Navy Enlisted Retention and Career Development Program. Processed promotions, separations, and advice and reenlist personnel. In addition, as a Urinalysis Coordinator, I conducted monthly urinalysis examinations to 85 personnel to maintain our zero-tolerance awareness in the command.

ANALYSIS AND DECISION MAKING: Managed 85 military personnel by conducting systematic studies to identify the needs of the organization and to protect personnel, facilities and equipment. Tracked vulnerabilities and program shortfalls. Prepared weekly status reports and memoranda of agreement to prioritize and manage response protocols accordingly. Planned schedules and coordinated command-level security education and awareness program. Responsible to coach, guide and supervise junior sailors.

05/17/2014 – 06/25/2016

**Contact Representative, GS-0962-05/06, Social Security Administration,
5850 Lake Herbert Drive, Norfolk, VA 23502**

PROGRAM MANAGEMENT: Responsible for analyzing, evaluating, and coordinating programs requirements for U.S Citizen and Lawful Permanent Residents by formulating procedures and reinforcing Social Security Administration guidelines for their entitlements. Scheduled and coordinated in person and telephone interviews daily. Responsible for ensuring customers concerns are promptly addressed in regarded for benefits and other government compensations.

Civilian Education

January 2021 (Pending)	Doctorate in Business Administration (Dr.B.A.) – Human Resources Management, Northcentral University, Arizona, AZ, GPA 3.4
May 2017 (Conferred)	Graduate Certificate in Health Care Management, Saint Leo University, Norfolk, VA GPA 3.5
October 2015 (Conferred)	Master’s Degree in Business Administration- Human Resources, Saint Leo University, Norfolk, VA. GPA 3.5
December 2013 (Conferred)	Bachelor’s Degree in Health Sciences and Public Health, Minor in Psychology, Old Dominion University, Norfolk, VA. GPA 3.10

Certification and Training

Federal Human Resources Management Certificate
Federal Principles of Classification Certificate
Federal Advanced Position Classification Certificate
Federal Staffing and Placement Certificate

Equal Employment Opportunity in the Federal Sector Certificate
Federal Employee Relations Certificate
Federal Human Resources Analytics Certificate
Human Resources Management Certificate Level I
Civilian Professionalism Development Program
Federal Wage System Data Collector Training (Defense Civilian Personnel Advisory Service - DoD)
Command Financial Specialist (U.S Navy)
Command Career Counselor (U.S Navy)

Expertise

Computer Office Programs: Word, Excel, Outlook Access, PowerPoint. DCPDS, USA Staffing, Business Objects, HRLink, TWMS, SLACADA.

Marketing: Public Administrator, Social Media, Customer Support, Problem Solving, Recruiting Strategies.

Training: Teamwork, Staff Training and Development, Business Ethics and Social I Responsibility.

Human Resources: Employment Law, Recruitment and placement, Manpower and Personnel, Compensation and Benefits, Advanced Classification, HR Analytics, Policy Development, Organizational Development, Mentoring and Coaching, Performance Management, Strategic Planning.

Languages: Fluent in English and Spanish.

Active Affiliation

January 2020 – Present The National Society of Leadership and Success

January 2018 – *Present* Military Officers Association of America (MOAA)

January 2016 – *Present* Member of Society of Human Resource Management (SHRM).