

James Arkens

Director of Human Resources at Mono County

Bridgeport, CA - Email me on Indeed: [indeed.com/r/James-Arkens/612bad5e60deda8a](https://www.indeed.com/r/James-Arkens/612bad5e60deda8a)

Visionary, quality-focused human resources leader and senior management member credited with [...] savings through efficiency and process improvements affecting benefits, communications, and labor practices. I am fluent in labor & employee relations to meet corporate goals.

WORK EXPERIENCE

Director of Human Resources

Mono County - Bridgeport, CA - 2010 to Present

- Acting Chief Administrative Officer
- Leader of HR team
- Revamp Personnel Policies
- Lead negotiator
- Implementation of GEMS HRIS program
- Employee and Labor Relations
- Organizational Development

Director of Human Resources, Labor Management, and Safety

Holy Cross Hospital - Taos, NM - 2004 to 2009

- Leader of HR group: HR Generalist, Benefits Specialist, & File Clerk/Assistant
- Member of the Senior management team.
- Hands-on human resources professional known for deliberate and focused approach, with frequent accolades for successful labor negotiations (lead negotiator), reduction of benefit cost, and collaborating with external groups including insurance brokers, mediators, labor groups, and attorneys. Perfect CMS survey and head recruiter.
- Active leadership role in ADA/FMLA/FLSA/EEOC
- Supervision of payroll/benefits - changes in benefits recently saved hospital over \$60,000 per year.
- Co-chair of labor/management team (resolve numerous Union issues)
- Progressive oversight of health insurance - recognized for changes in plan and implementation of drug card resulted in \$300,000 plus savings per year.
- Dramatic results in implementing changes in benefits and other issues that resulted in better coverage and lower costs in the area of life insurance, workers compensation, cellular phones, and pagers.
- Chair of Hospital Activities Committee - provides employee morale incentives.
- Vast leadership experience as a long-time member of a City Council (President for 8 years) and County Administrator.
- Masters Degree in Business Administration assists in a senior management role.

Administrative Coordinator/Human Resources Director (County Manager)

Shawano County, WI - County Government - 2000 to 2004

- Negotiated dramatic changes in health insurance coverage saving the County over \$300,000 annually
- Directs preparing \$43 million annual County Budget
- Implements directives of the County Board, Committees and Commissions.

- Manages and performs activities related to personnel, safety, publications, risk management, data processing, lead negotiator, and other areas of labor relations including arbitrations, hiring, recruiting, and disciplinary.

Human Resources Manager and IS & Maintenance Manager for Taylor County WI

NORTHWEST REGIONAL PLANNING COMMISSION - Spooner, WI - 1998 to 2000

- Spooner, WI - Cooperative - contracts employees to local governments - Taylor County - 275 employees 1998 - 2000
- Performed all Human Resources functions including negotiation, arbitration, disciplinary, recruiting, and hiring.
- Restructured the Human Resources Department
- Lead negotiator settling labor agreements with 5 bargaining units.

Human Resources/Safety & Fire Protection Technician - Union President

Marinette - Manufacturing - 1977 to 1998

paper) - 1250 employees

1977-1998

- Performed shift supervision.
- Administered departmental scheduling & call in procedures.
- Worked directly with corporate fire protection, safety & security as well as with insurance carrier and local emergency agencies.
- Co-chaired Labor/Management Leadership committee.
- Established Join Labor/Management Safety Committee; resulting in a decline of our OIR from 11.0-3.5.
- Involved in all hiring; both salaried and hourly as well as recommendations for salaried promotions.
- Handled all grievances.
- Investigated, prepared, and presented all arbitration cases.
- Negotiated 5-year labor contract, Incentive pension & severance packages, and multi-skilled maintenance agreement.
- Established Teams/Team Concept; attended numerous seminars.
- Contributed to weekly management staff meetings, met with corporate leadership; Divisional Presidents and Vice Presidents.
- Worked directly with Compensation Manager on issues dealing with payroll, insurance, workers compensation, and pension.
- Lobbied in Washington, DC with politicians and the Justice Department.

EDUCATION

B.A. in Business Administration

LAKELAND COLLEGE - Sheboygan, WI

1991

MBA in Business Administration

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