

Eduardo E. Saffle

JD, LLM, PHR, SHRM-CP

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EDUCATION

Cornell University, *Advanced Certificate in Human Resource Management (2014)*

University of Miami School of Law, *Master of Laws in International Arbitration (2010)*

Washington and Lee University School of Law, *Juris Doctor (2009)*

University of Pennsylvania, *Bachelor of Arts in Political Science (2004)*

EXPERIENCE

Florida Department of Health, Ft Lauderdale, FL

Human Resources Director, July 2013 – Present

- Direct all aspects of talent management, including recruitment, selection, pre-employment screening, behavioral event interviews, hiring, and retention, working with managers to assess needs, create succession plans, and develop internal candidates for promotional opportunities.
- Conduct market research to keep the agency's hiring practices competitive.
- Conduct customer satisfaction surveys and provide feedback to senior leadership.
- Manage the benefit plans offered by the State of Florida personnel system.
- Administer the FMLA program, ensuring compliance with applicable laws and policies.
- Conduct needs assessments and provide training, including supervisory training, monthly leadership trainings, one-on-one trainings, and presentations at annual education conference.
- Manage the performance management system, and ensure 100% completion rate.
- Direct all employee and labor relations matters, including discipline and grievances
- Defend the agency in unemployment hearings and appeals thereof.
- Coach and counsel employees at all levels, and oversee performance improvement plans.
- Ensure programs and practices are in compliance with all applicable Equal Employment Opportunity policies, procedures and federal and state laws.
- Serve as an in-house expert on developments in employment and labor law.
- Manage an estimated budget of \$650,000 per fiscal year.
- Reduced advertisement posting time from two weeks to one business day.
- Successfully guided the agency through multiple EEOC investigations and a Department of Labor Wage and Hour investigation (September 2014).

Labor Relations Manager, March 2011 – June 2013 (Promotion)

- Manage all aspects of labor relations, including agency and collective bargaining grievances, as well as other administrative proceedings.
- Investigate allegations of misconduct and deliver disciplinary action.
- Conduct behavioral interviews, reference checks, and background screenings.
- Earned 100% compliance rating in 2011-2012 Labor Relations audit.

LANGUAGE

Spanish (native), French (intermediate), Mandarin Chinese (foundational)