

# La’Neka Horton

## Accomplishments

- Excellent research and organizational skills.
- Well-organized with proven ability to effectively prioritize responsibilities, completing multiple, concurrent projects in a timely and professional manner.
- Analytical, articulate communicator possessing superior human relations, presentation and negotiation skills that ensure consistency, accuracy of information and successful outcomes.
- Detail oriented with high level of integrity and honesty in managing confidential and sensitive matters.
- Superior interpersonal, persuasive communication experience with key decision makers verbally and written.

## Professional Experience

### **Milwaukee FPC, Milwaukee, WI** **Staffing Services Manager**

- Plan, organize, and review the work of staff and provide training and development.
- Ensure staff adheres to rules, regulations, best practices and applicable laws related to employment testing.
- Determine the need for new selection procedures for entry level and promotional positions; approve qualifications, job postings, components and weights of tests, job analysis procedures, and test materials, as well as test scheduling and physical arrangements.
- Oversee the work of professionals contracted to perform pre-employment testing, including drug screening, medical, and psychological testing.

### **City of Milwaukee, Milwaukee, WI** **Temporary Human Resources Representative**

- Determine the eligibility of applicants based on minimum job requirements.
- Maintain effective and timely communication with candidates and hiring authority throughout the selection process.
- Administer Oral and performance examination and candidate information.
- Serve as a liaison between departments and applicants.

### **City of Milwaukee, Milwaukee, WI** **Temporary Human Resources Representative**

- Coordinate the redeployed workers from various departments assigned to the Health Department.
- Monitor, prepare and process requisitions, promotion and transfer requests, and reclassification requests.
- Update and maintain current job descriptions for all MHD positions, ensuring accuracy of essential job functions, competencies and compliance with ADA requirements.
- Provide guidance to hiring managers in the preparation of interview questions and rating tools.
- Extend job offers and shepherd candidates through the pre-employment process.

### **Village of Bayside, Bayside, WI** **Assistant Village Manager (40+ hours/week)**

- Interpret Municipal Code and administer various zoning, permitting and licensing inquiries.

- Provide strategic oversight of programs and operations of assigned areas including developing and coordinating budgets, administer expenditures for programs and projects; administer human resources policies and procedures, and determine appropriate personnel actions.
- Conduct complex and sensitive administrative, operational and managerial analysis, studies, and projects, analyze findings, and prepare reports on practical, implementable solutions.
- Manage Village safety and wellness program and committee.
- Manage facility maintenance program.
- Manage public works, stormwater, sanitary sewer and facility capital projects and purchases.
- Manage performance measurement and annual benchmarking programs as well as prepare monthly, annual and special reports.
- Attend Village board meetings and represent the Village Manager as necessary.

**Department of Neighborhood Services, Milwaukee, WI**

***Personnel Officer (40+ hours/week)***

- Develop and administer HR policies, strategies and organizational development initiatives in support of DNS's vision and core values.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance.
- Administer performance reviews to ensure effectiveness, compliance, and equity within the organization.
- Manage all aspects of employment investigations stemming from allegations of discrimination or harassment.
- Serve as the Department's Diversity, EEO, ADA, FLSA and Civil Rights Compliance Officer.
- Provide guidance, direction, and oversight for Personnel functions, including maintenance of personnel/personnel records, Worker's Compensation, statistical government reports.
- Represent the department at City Service Commissions, Council Committees, and Board meetings.
- Respond to claims made under the Unemployment Compensation or Workers' Compensation Acts. Provides testimony at hearing on behalf of the department.
- Payroll Management.
- Provide guidance, direction, and oversight for DNS payroll functions, including maintenance of personnel payroll transactions, mileage, dollars, hours and time owed and allowed adjustments.
- Administer the Sick Leave Control and Incentive programs.

**Cardinal Stritch University, Milwaukee, WI**

***Adjunct Instructor (15 hours/week)***

- Incorporate a variety of teaching methodologies within a class
- Organize, prepare and revise (as needed) course material
- Facilitate online discussions with students

**Milwaukee Fire and Police Commission, Milwaukee, WI**

***Human Resources Representative (40+ hours/week)***

- Develop and implement recruitment plans and strategies.
- Develop content valid selection processes for entry level and promotional examinations.
- Determine appropriate job analysis methods; conduct job analysis to determine critical tasks
- Server as a liaison between department personnel and outside contractors employed by the Commission.
- Participate in on-going Human Resources planning and staffing related issues with public safety departments and employees.
- Develops new and /or improved processes and conducts research related to the development of improved services.

**City of Milwaukee, Milwaukee, WI**

***Human Resources Representative (40 hours/week)***

- Develop and execute recruitment plans and strategies.
- Determine the eligibility of applicants based on minimum job requirements.
- Determine appropriate job analysis methods; conduct job analysis to determine critical tasks
- Plan and develop or recommend use of valid and reliable test components.

- Make recommendations for modifying and improving examination and selection processes.
- Determine timelines for each selection process component and schedule test administrations.

**Milwaukee Fire and Police Commission, Milwaukee, WI**  
**Recruiter (40+ hours/week)**

- Develop, coordinate and implement a comprehensive and effective recruitment effort for entry level positions in the Police and Fire Departments.
- Develop community outreach programs, create job postings for various media publications
- Perform all recruitment activities including identifying, arranging, and coordinating participation at recruitment events.
- Attend recruitment events, television and radio programs, and other speaking engagements to promote job opportunities.
- Make recommendations and assist in the development of strategies necessary to ensure adequate continuous representation of minorities and women within all ranks.

**\*Milwaukee Police Department, Milwaukee, WI**  
**Training Coordinator (40 hours/week)**

- Facilitate orientation for Milwaukee Police Department new hires within the Communications Division.
- Supervise Telecommunicators and Dispatchers within training and on the job training.
- Assist in development of hiring standards and interviewing of potential employees.
- Liaison between senior management, section staff and project teams.
- Recruit and maintain trainers, Communications Training Operators, regarding Communications operations.
- Issuance, maintenance, and tracking of all Communications Division personnel equipment.
- Prepare clear, concise and complete reports with supporting documentation on probationary employees for management evaluation.
- Maintain 911 audio and video libraries.

**\*Milwaukee Police Department, Milwaukee, WI**  
**Police Dispatcher (40+ hours/week)**

- Determined the significance of requests for service and assign an appropriate level of police resources.
- Worked collaboratively with district supervisors to monitor and control the response of police personnel to calls for police service or emergency situations.
- Operated, entered and retrieved information using the Computer Aided Dispatch system and Department forms.
- Responded promptly and effectively to request received by radio officers and/ or supervisors for personnel, equipment or other stated needs.
- Monitored the status of units, which were out of service and took appropriate action.
- Reported non-compliance by police personnel with prescribed rules, operating procedures, or FCC regulations to supervisory officers.

**New Journey Group Home, Milwaukee, WI**  
**Owner/Executive Director (40 hours/week)**

- Managed and supervised a staff and residents of up to twenty individuals.
- Provided leadership in developing program, organizational and financial plans.
- Maintained official records and documents and ensured compliance with federal, state and local regulations.
- Maintained working knowledge of significant developments and trends in the field.

- Was responsible for the recruitment, employment and release of all personnel and ensuring adequate funds are available to permit the organization to carry out its work.

## **Education**

Master of Science in Management– Cardinal Stritch University, Milwaukee, WI [REDACTED]

Bachelor of Science in Business Management– Cardinal Stritch University, Milwaukee, WI [REDACTED]

## **Professional Development/Specialized Training**

### **Milwaukee Police Department Academy**

- Leadership in Police Organizations Certification
- Domestic Preparedness for Dispatchers
- Ethics in Communications
- Basic TIME System Certification Course
- TIME System Train-the-Trainer
- Tactical Communications
- Crisis Intervention Training
- IS-00700.a (NIMS)

## **Membership/Affiliations**

- Member of Society of Human Resources Management (SHRM)
- Member of Recruiter Network of Southeast Wisconsin