

DARRELL LAVANCE CLARK, M.S.

EDUCATION

Ph.D., Ethical Leadership (*Candidate*)

St. Thomas University

M.S., Employment Law

Nova Southeastern University

B.A., Sociology

University of South Florida

COMPUTER SKILLS

Human Resources Information Systems (i.e., Peoplesoft, MUNIS/Tyler Technologies, Anthology HR/Finance (formerly Campus Management/Microsoft Dynamic365), Taleo, iCIMS, Talent-Ed) Software systems (Microsoft Word, Excel, Access, PowerPoint, Forms, Bookings, Teams, SharePoint, Power BI, Zoom, DocuSign)

PROFESSIONAL

Assistant Vice President, Chief Human Resources Officer, **Pasco-Hernando State College**, 9/2018 – present

- Serves as a member of the President Administrative Cabinet (PAC) and the President's Administrative Leadership Team (PALT)
- Serve as the Chief Learning and Equity Officer
- Provide feedback on all legal matters relating to existing policy, procedures, memorandums of understanding (MOUs), and draft proposal for faculty contract negotiations
- Hold signature authority for the President on all employment offers
- Responsible for developing and implementing the colleges new Employee Relations plan (to include an employee hotline, case management tracking system, forms, processes, etc.)
- Led and implemented a virtual new hire orientation via CANVAS
- Led a successful HR/Payroll, iCIMS applicant tracking, and Timeclock PLUS leave and time entry implementation during the pandemic, while staying on-time and on-budget.
- Serve as the custodian of personnel records
- Manage \$1.3 million fiscal year operational budget
- Responsible for talent acquisition, talent development, and retention
- Inform Board of Trustees on all personnel related matters (on behalf of the President)
- Serve as the retirement coordinator (manage the Florida Retirement System pension and investment enrollments)
- Act as the Local Agency Security Officer (LASO) for all background related items through the Florida Department of Law Enforcement
- Updated all Human Resources forms and move the onboarding process to DocuSign for employees and adjuncts
- Implemented a reasonable accommodations process
- Serve on the Compensation Work group through the Collective Bargaining process
- Annual review and updating on the Employee Handbook

- Maintain and update the employee compensation manual to accurately reflect changes in annual budget
- Updated processes and policies around Family Medical Leave, sick, vacation, etc.
- Represent the College on the Florida State College Risk Management Consortium
- Serve on the benefits and risk management committee (workers compensation reporting, tracking, and implemented a Transitional Return to Work Programs)
- Created an ADA process by which employees can request reason accommodations
- Maintain compliance is met and work with the Auditor General on annual audits.
- Ensure all state reporting is submitted timely
- Manage Protected Health Information (PHI) for all employees at the College

Manager, Human Resources/Human Capital Partner, **Pasco County Schools**, 2/2014 – 9/2018

- Advise hiring managers on the hiring process, managed employee records through our new HRIS system. Chaired the Professional Review Committee regarding background screening and its relationship to the Florida State Professional Standards.
- Work closely with the Information Technology department as it relates to our HRIS and other systems (Tyler Technologies-MUNIS, AS400, TrueNorthLogic, etc.)
- Evaluate and train staff on work requirements and expectations.
- Develop departmental and district-wide policies and procedures. Interpret policies and procedures to ensure comprehension and compliance among staff.
- Implement applicable district, state, and federal policies, laws, and regulations, to include union agreements and contracts.
- Ensure annual projects are completed timely as dictated by the contract or state/federal statutes and make recommendations for improvements as appropriate.
- Ensure audit compliances as it related to records management.
- Involved in the full life cycle of recruiting. Work closely with university contacts to place interns and recruit upcoming graduates. Provide retention data to the University on those hires as listed in federal statute. Use exit interview data to help implement retention efforts across the school district.
- Develop training material (PowerPoint, Podcast, etc.) on various processes and present to shareholders.
- Serve on both the instructional and non-instructional bargaining units, advising the Chief Negotiator on HR processes and developing proposed changes.
- Manage budget of \$500,000 as it relates to 5 major projects key in onboarding our new hires.
- Perform other duties as assigned

Senior Human Resources Generalist, **FedEx Ground**, 6/2009 – 2/2014

- Investigate employee relation issues and complaints via the alert line or complaints received directly from employees, while making recommendations/conclusion towards corrective actions.
- Monitor Impact Ratio Analysis (IRA) under the Office of Federal Contract Compliance Programs (OFCCP) compliance to identify potential adverse impact as it relates to race and gender groups.
- Involved in employee injury processing and updates to OSHA logs, review and navigate reasonable accommodation request from employees who have non-work-related injuries while advising operations.

- Monitor training compliance for all new and current employees, as well as, developing and tracking on-boarding for new hire/promotions.
- Certified instructor for Select Interviewing, Total Quality Management/Quality Driven Management, e-Hire/ATS, Sexual Harassment, Termination process, PH Performance Improvement programs
- Monitor and positively impact turnover/retention numbers for hourly, non-exempt, and exempt employees.
- Responsible for conducting internal control audits on employee files/processes.
- Assuring all reports are submitted in a timely manner and completed accurately
- Attend and moderate engagement meeting to gather critical information about areas of improvement for the facility
- Identify and establish critical recruiting contacts at Colleges and Universities to source for a wide range of positions, while controlling cost associated with traditional advertising.
- Advise key members of management and other internal customers/employees
- Implement and introduce new policy and procedures to the HR staff and Florida District operation.

Human Resources Representative, **FedEx Ground**, 6/2007 – 5/2009

- Performed workplace investigations and close out within 15 days of opening
- Work with site managers to close out open positions within 30 days
- Maintain file compliance
- Track and manage training compliance with assigned locations
- Advise station managers on employee issues and documentation
- Approve or deny employee separation/termination request

Regional Recruiter, **FedEx Ground**, 4/2002 – 5/2007

- Recruiter for West Florida (Tampa, Ocala, Ft. Myer, and St. Petersburg) and Southeast Region (North Georgia, All of Alabama, and southern Tennessee)
- Follow the entire life cycle of an employee from hire to separation
- Monitor and positively impact retention of employees
- Training managers on hiring package handlers and maintaining file compliance
- Assist with interviewing package handlers for the respective facilities
- Utilize both print and active recruiting measures with the local colleges and universities
- Report back to District Manager on successful and failed recruiting measures on the month scorecard

Administrative Assistant, **FedEx Ground**, 1/2002 – 3/2002

- HR administrative assistant for the regional recruiter
- Prepare and conduct new hire orientations
- Maintain employee files and compliance
- Manage unemployment claims

Service Manager- Dock (PT), **FedEx Ground**, 6/2001 – 12/2001

- Manage the loading and scanning of packages to delivery trucks for drivers
- Address employee attendance, leave, and time sheet issues
- Train new hires and improve employee performance and utilization

Package Handler (PT), **FedEx Ground**, 4/2001 – 5/2001

- Load, upload, and scan packages for delivery
- Perform routine quality assurance task
- Re-package damaged items timely to go out for deliver to customers.

SERVICE

2021-Current Council on Business Affairs (COBA) – HR Council Chair (Florida College System)
2019-2021 Treasurer, HR Tampa, Inc.
2016-2019 Vice Basileus, Pi Iota Chapter (Omega Psi Phi Fraternity, Inc.)
2014-2016 Keeper of Records and Seal, Pi Iota Chapter (Omega Psi Phi Fraternity, Inc.)
2012-2014 Keeper of Finance, Pi Iota Chapter (Omega Psi Phi Fraternity, Inc.)

AWARDS AND HONORS

2017 Omega Man of the Year, Pi Iota Chapter (Omega Psi Phi Fraternity, Inc.)
2013 FedEx Ground Station of the Year (Tampa, FL)
2012 FedEx Ground Station of the Year (Tampa, FL)
2011 FedEx Ground Station of the Year (Tampa, FL)
2010 FedEx Ground Station of the Year (Tampa, FL)
2009 FedEx Ground Station of the Year (Tampa, FL)

PROFESSIONAL MEMBERSHIP

Society for Human Resources Management

- HR Tampa Chapter (Board Member)
- Nature Coast HR Society (Hernando County Chapter)

Omega Psi Phi Fraternity, Inc. (Pi Iota Chapter – Tampa, FL)