

# RESUME:

Carol Ann Green

## EDUCATION:

- Paralegal Certificate: San Francisco State University, December 2006
- Master's degree in Public Administration, Golden Gate University, San Francisco
- Bachelor's degree in Spanish/French, California State University at Los Angeles

## PROFESSIONAL EXPERIENCE:

### **Human Resources Management Consultant (Business License #00137, P.O. Box 1668, Pacifica CA 94044):**

Self-employed - January 2004 to Present: Human Resources management and consulting assignments have included the following:

- Peralta Community College District, March 2004 to June 2008: HR and Employee Relations research and consultation; June 2004 to October 2005 assignment included Risk Management
- Trudy Largent and Associates, Esq.: Classification analysis and report, April 2008
- West Valley/Mission Community College District: Feb to Mar 2008: Complaint investigation and report
- Foothill-DeAnza Community College District, August to December 2007: HR operations and executive administration consultation; October 2005 to February 2006: HR administrative consultation; policy/procedures development; ADA/EEO compliance (accommodations; investigations and reports)
- San Jose/Evergreen Community College District, April to August 2007: HR operations and administration; December 2006: executive total comp survey
- Solano Community College District, March 2007: complaint investigation, report, and recommendations; March to June 2006: Interim Director of Human Resources.
- Santa Rosa Junior College, June 2004 through September 2004: Interim EEO Compliance Officer
- Chabot/Las Positas Community College District, March to April 2004: Sexual Harassment training
- Marin Community College District, January 2004 through January 2005: Interim Human Resources Administrator/EEO Compliance Officer

**Adjunct Instructor:** Santa Clara University - Counseling, Psychology, and Education Department, January 1996 through March 2004 - taught annual 3-unit graduate course, "Human Resources and Development in Higher Education."

**Director of Human Resources,** and previous Human Resources administrative positions, San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402, January 1974 through February 9, 2004 (retired).

Responsibilities included research, development, implementation and evaluation of Human Resources policies, legal compliance, procedures and forms for faculty, management and classified staff; recruitment and selection policies, procedures and forms; performance evaluation; discipline. Other responsibilities included supervision and evaluation of Human Resources staff; collective bargaining management team participation and support; process coordination with legal professionals; employee training; database implementation and management; EEO, Sexual Harassment and ADA complaint investigations; marketing and outreach programs and services; design, development, implementation and maintenance of position classification system.

**Assistant Personnel Analyst,** City of Oakland, Oakland City Hall, 14<sup>th</sup> and Broadway, Oakland 94612: November 1970 through November 1973. Responsibilities included recruitment/selection; classification system maintenance; test construction and administration; and wage/salary administration.

## COMPUTER SKILLS:

Microsoft Word/Microsoft Office, including Legal Pleadings; LexisNexis and Findlaw (legal research); Human Resources information system (SCT BANNER)

## PROFESSIONAL MEMBERSHIPS:

- College and University Personnel Association/Human Resources (CUPA/HR)
- Association of California Community College Administrators (ACCCA)
- Association of Chief Human Resources/EEO Officers (ACHRO/EEO)
- San Francisco and National Paralegal Associations (SFPA and NFPA)

*REFERENCES AVAILABLE UPON REQUEST*