

Job History/Experience

US Department of Labor/VETS; Honolulu, HI
Assistant Director for Veterans' Employment and Training Service
9/9/2012 – Present
Series: 0301
Grade: GS-12, step 5
Fulltime/80 hours per week
Flex Schedule/Telework Approved

In concert with the State Director, utilizes human resource background and business management education to develop, implement, and monitor strategic planning for achieving the mission of the Hawaii State field office which includes developing, organizing, and coordinating efforts and actions to improve and expand employment counseling, job search, and job placement opportunities for veterans and other eligible persons in Hawaii and Guam. Provides technical assistance and program advice to Federal and State agency representatives and competitive grant recipients on program development and planning activities to ensure cooperation and compliance with all laws and regulations relating to veterans' employment and training. Conducts USERRA and Veterans' Preference investigations and prepares for possible referral to the U.S. Department of Justice/Office of Special Counsel for litigation.

Responsibilities:

- Manage and execute programmatic oversight and analysis of quarterly reports of Jobs for Veterans State grants for Hawaii and Guam state partnerships to maintain positive collaboration and support goals and outcomes that meet VETS' overarching strategies;
- Provide guidance, technical assistance, and quarterly analysis of grant reports to facilitate Jobs for Veterans State Grants and Homeless Veterans' Reintegration Program success;
- Utilize excellent communication skills to perform public relations activities to further the objectives of US DOL/VETS by providing briefings to employers and private groups on the various aspects of the rights and responsibilities associated with the Uniformed Services Employment and Reemployment Act (USERRA) and the Veterans' Employment Opportunity Act;
- Promote job development and job advancement activities for eligible veterans at job fairs and other special programs that match eligible veterans with appropriate job and training opportunities;

Hawaii Air National Guard, Honolulu, HI
HI 2004-2012
Recruiting & Retention Superintendent

Served as the principal administrator/manager for Air National Guard programs associated with the recruitment and retention of military members and the primary point of contact for National Guard Bureau on strength related issues affecting the State of Hawaii.

Responsibilities:

- Advised state command staff on all recruiting and retention related issues and provided recommendations concerning force management;
- Developed, deployed, and measured effectiveness of comprehensive high volume recruiting strategy to support current strength needs and standup of new missions which included F-22 and Intelligence Squadron missions;
- Selected, supervised, trained, and lead recruiting and retention team of thirteen personnel to achieve goals to maintain organizational strength;
- Set production targets and conducted studies of work methods via desk top audits in order to recommend ways that recruiters and retainers could improve work methods, staff utilization, communication and overall productivity;
- Served as principal administrator and resource advisor for all recruiting and retention funds. Fiscal responsibility included development, management, and 100% execution of annual recruiting and retention budget with no errors;
- Procured resources required to sustain recruiting and retention efforts via requisite Department of Defense contracting and procurement processes;
- Provided oversight and assessment of incentive, Montgomery GI Bill, and State of Hawaii tuition reimbursement programs;
- Ensured activity operated efficiently and effectively in the area of information technology (IT) by planning, procuring, coordinating installation and maintenance, and ensuring physical security of all IT related equipment;
- Exhibited excellent communication skills with ability to communicate at all levels of leadership.