

# Darcy R. Adcock

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## **Assistant Director of Human Resources, *Lake County, Waukegan, IL (4/2021-present)*** (Interim HR Director since 1/2/2024)

- Hire, supervise and train the Human Resources team, consisting of HR Generalists, HR Analysts, HR Coordinators and Payroll Specialists
- Develop and implement programs, procedures, and policies for 2700 employees.
- Review the administration of policies concerning benefit plans covering accident and health insurance, retirement, and pension income continuance, etc.
- Review and recommend action plans for compliance with all applicable federal and state laws and regulations pertaining to employment.
- Provide management assistance and support to County departments.
- Assist the Director in preparing and managing the annual budget for Human Resources
- Assist the Director in negotiating 18 collective bargaining agreements.
- Develop recommendations and programs that are responsive to employee needs as it applies to training, hours of work and other conditions of employment.
- Advise departments on the appropriate enforcement of work rules to ensure consistent and predictable application.
- Lead internal investigations and serve as main point of contact for employee relations issues and workplace concerns.
- Develop strategies and programs to administer wage and benefit programs as cost effectively as possible.
- Procure contracts for service in a cost-effective manner, including expiring insurance coverage, broker services and employee activities.
- Oversee Risk Management function.
- Oversee the biweekly payroll and partner with IT to improve system, software and processes.
- Oversee recruitment for all county departments, averaging 200 vacancies.

## **HR Specialist/Benefits Manager, *City of Des Plaines, Des Plaines, IL (8/2017-4/2021)***

- Responsible for administration and maintenance of all City benefit programs, including medical, dental, vision, life insurance, 457, IRA, police/fire pension, IMRF, and wellness programs.
- Partner with payroll and finance department to ensure all updates are completed within several HRIS databases.
- Conduct new hire orientations and employee exits.
- Maintain the records for 450 active employees, as well as 200 retired City employees.
- Manage employee performance, benefits, responsibilities, and rights to the verbiage stated in 5 different union contracts.
- Lead investigations and employee relations initiatives

**Customer Support Supervisor, Aerotek, Inc., Deerfield, IL (9/2010-8/2017)**

- Manage customer support team, responsible for recruitment, development, management, and training
- Oversee administration and management of 75 internal employees and 1500 contract employees.
- Responsible for onboarding and offboarding of all internal new hires
- Administer internal and external benefits program.
- Process weekly internal payroll
- Serve as initial point of contact for internal/external employee relations related inquiries and partner to investigate as needed.
- Compliance and training of the FSG scorecard goals, incl. Workers Compensation, Unemployment claims, Pre-employment compliance
- Ensure world-class customer service is being provided internally and externally.
- Partner with Director on business operations, including office growth, performance reviews, process implementation and employee relations issues.
- Management of all compliance audits and reports

**Human Resources Manager, Euromonitor International, Chicago, IL (4/2006-9/2010)**

- Responsible for hiring and managing full time administrative team, and onboarding/offboarding.
- Process a monthly multistate payroll and international 1099s.
- Develop, administer, and monitor procedures outlined in Employee Handbook
- First point of contact for all employee relations complaints, completed multiple investigations and liaise with legal counsel for escalated charges.
- Administer and monitor group health insurance plan (medical, dental, life insurance, STD, FMLA)
- Liaise with health insurance companies regarding coverage questions, claims and documentation and negotiate with brokers and carriers during plan renewal period.
- Counseled employees on insurance plans and walked employees through open enrollment.
- Designed, implemented, and administered Short Term Disability Plan
- Administer and monitor 401K plan and counsel employees on the plan.
- Handle VISA applications with labor attorney
- Responsible for full life cycle of Accounts Payable and Accounts Receivable process
- Established, managed, and administered a new travel program and policy.

**Customer Support Supervisor, Aerotek, Inc., Schaumburg, IL (8/1999-4/2006)**

- Manage customer support team across multiple locations.
- Responsible for all preparation of internal new hires and new hire training
- Responsible for exit interviews and other termination procedures
- Process, verify and distribute internal payroll for over 1500 employees.
- Administer, prepare, and complete all pre-employment paperwork for internal and external employees.
- Prepare documentation for unemployment claims and testify at the hearings.
- Process workers compensation claims and follow through with treatment.
- Administer health insurance for internal and external employees.
- Administer pre-employment drug tests and background checks.