

# ROBYN SAFRON, SPHR

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## CAREER SUMMARY

Manager with demonstrated experience in Human Resources and Administrative Management for numerous manufacturing and technical organizations. Proven strategic skills in fast-paced, rapidly changing environments.

### Broad-based experience in:

- |                            |                      |                                |                            |
|----------------------------|----------------------|--------------------------------|----------------------------|
| * Benefits                 | * Compensation       | * Performance and Goal Setting | * Union Negotiations       |
| * Compliance               | * HRIS/Payroll       | * Organizational Change        | * Metrics and Benchmarking |
| * Communications           | * Wellness           | * Strategic Planning           | * Mergers and Acquisitions |
| * International Operations | * Policy Development | * Employee Relations           | * Recruitment Practices    |
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## PROFESSIONAL EXPERIENCE

### HydraForce, Inc

Designer and Manufacturer of hydraulic systems

#### Sr. HR Manager

April 2013 - ongoing

Lincolnshire, IL

- Develop strategy for and manage all daily Human Resources functions, lead team of 5
- Manage Benefits, including design and budgeting of benefits, vendor selection and negotiation
- Lead HR integration team for Brazilian acquisition, necessitating learning of Portuguese and trips to Brazil
- Manage Recruiting function during period of increasing workforce by 25%
- Develop and implement Wellness Initiatives
- Coach, counsel and mentor supervisors, managers and executive team
- Develop strategic partnerships with various State and local agencies to create pipelines for future employees
- Created STEM trek program with local high school districts focused on Engineering and Manufacturing
- Revamped existing Intern program and tripled scope and created Capstone project for interns

### Tsubaki Holdings, Inc.

Chain Manufacturing, Tier One automotive supplier; 9 US locations

#### Manager, Compensation and Benefits

Wheeling, IL

January 2012 – December 2012

Total Human Resources responsibility for compensation and benefits policy formulation and interpretation, compliance with legal and regulatory issues, management of health and welfare plans, Trustee for defined contribution plan, compensation, recruitment, performance management, HRIS, due diligence, employee communications and multi-state payroll. Had additional responsibility for managing a start up operation in Portland, TN

- Led Compensation and Benefits function providing policy, procedural and administrative structure.
- Developed Corporate Human Resources and Benefits budgets to meet overall strategic business goals. Metrics reporting to CFO validating departmental initiatives and resulting effectiveness.
- Instrumental strategic input of new operation in TN, managing recruiting, grant application and policy design.
- Benchmarked and revised salary grades and structures for non-union positions; provided counsel to Labor Negotiations team during union negotiations and worked with Union Leadership following contract ratifications.
- Restructured benefit plans to be PPACA compliant and to reduce redundancies.
- Initiated and implemented corporate performance management/goal setting training. In charge of performance, training and growth potential including annual review process and various incentive programs.
- Recruitment for Executive, professional and support level staff. This included sourcing, interviewing and coordinating the total pre-employment process through to offer stage and indoctrination. Responsible for all employment agreements.
- Successfully handled all legal issues pertaining to terminations, EEOC, ADA, workers' compensation, unemployment, FMLA, COBRA and wages. Provided counsel for resolution of disputes.
- Ongoing evaluation, cost control and indoctrination for all benefit plans including compliance reporting/ERISA, medical, dental, bonus, 401(k) and employer match, life, flexible spending, LTD, STD, bonus, tuition and time-off.
- Administration and compliance for all compensation, payroll and tax issues.
- Development and ongoing maintenance of policies and procedures to support the rapidly changing needs of the corporation.

### Grayhill

Electronics Manufacturer, 3 domestic and 3 international locations

#### Human Resources/Talent Leader

LaGrange, IL

June 2010- January 2012

- Head of planning and development for all HR functions: employment issues, benefit programs, compensation and recruitment.
- Provided counsel to Board of Directors and Senior Leadership team on HR function and initiatives.
- Restructured compensation plans and introduced Pay for Performance, Variable Pay; established metrics for executive pay.

- Reviewed, rewrote, graded and indexed job descriptions for entire organization; developed succession planning for all job families leading to major improvement in employee relations and retention.
- Redirected recruitment efforts with focus on best practices and retention.
- Established compensation and benefit policies for Singapore and German locations.
- Mentored and coached supervisors and managers on employee relations and union avoidance.

#### **Prairie Packaging**

Bedford Park, IL

Plastics manufacturer, 5 domestic locations, 2 international locations

#### **Director, Compensation and Benefits**

**2006-2008**

- Led Compensation, Benefits and HRIS functions providing policy, procedural and administrative structure.
- Realized cost savings of \$1.78M (30%) on medical plans while expanding coverage to meet employee needs.
- Achieved superior retention rates by revising existing salary ranges to reflect market.
- Created internal job description, grading and promotion process.
- Maximized performance by designing and rolling out new performance management program with focus on strategic alignment.
- Redesigned Management Bonus program integrating company goals with individual and departmental performance goals.
- Reduced health costs by initiating Corporate Wellness Program and introducing employee incentives.
- Led initiative updating HRIS system to include an integrated timekeeping, HR and Payroll web-based system.
- Designed compensation and benefit programs for startup operation in NC that reflected needs of locality and attracted talent to location.
- Developed Benefits budget to meet overall strategic business goals. Metrics reporting to CEO validating departmental initiatives and resulting effectiveness. Provided counsel to Board of Directors for annual budget process.

#### **Senior Manager, Compensation and Benefits**

**2005-2006**

- Updated job description and salary grade plans to reflect company's technological advances as well as market benchmarks.
- Developed and trained existing and new staff.
- Managed internal harassment investigations and worked with outside counsel on disciplinary and termination actions.
- Provided FMLA, ADA and Diversity training to supervisors and managers.

#### **RGS Consulting**

Long Grove, IL

#### **Principal**

**2002-2005**

- Provide consulting in diverse Human Resources areas including benefits redesign, FMLA management, performance management and goal setting, handbook development, employee communications, job analysis, audit, compensation, HRIS/benefits automation selection, process development, metrics and training in various industries including: manufacturing, senior care and healthcare.
- Partial client list: Synovate, Lutheran Life Communities and Prairie Packaging.

#### **Suburban Surgical, Inc.**

Wheeling, IL

Manufacturer of medical products for veterinary industry

#### **Human Resources Manager**

**2000 - 2002**

- Handled all Human Resources and Payroll functions.

#### **William A. Mercer**

Deerfield, IL

Human Resources consulting firm

**1997-2000**

#### **Compensation and Benefits Analyst**

#### **Quad Environmental Technology**

Northbrook, IL

Environmental engineering

#### **Human Resources Manager**

1988 - 1997

## **EDUCATION, ORGANIZATIONAL MEMBERSHIP AND PROFESSIONAL DEVELOPMENT**

#### **Northeastern Illinois University**

#### **Bachelor of Arts Degree – French**

- Senior Professional Human Resources Certification (SPHR) May 2014, renewed September 2017
- Member District 211, North Chicago CSD and Vernon Hills High School Business Advisory Boards
- Awarded Secretary of Defense Patriotic Employer Award, August 2015
- Honored by German American Council for work developing Apprenticeship programs, October 2017
- Continuing education topics include: Strategy, Management, Performance, Compensation, ERISA Compliance, Effective Recruitment, FMLA, Employment Law, HRIS, Diversity, ADA, Wage and Hour, Corporate Ethics, COBRA, HIPAA, Audits, Workers' Compensation, Best Practices in HR, Harassment, HR Effectiveness and Tax Law.