

Washington, DC
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Ashlee Griffin

PROFESSIONAL WORK EXPERIENCE

FYI info

Washington, DC

November 2023- Present

Senior Human Resources Specialist (Federal - contractor)

Hours per week: 40

Duties and Related Skills

Human Resource Specialist, I specialize in Federal staffing policies, leveraging platforms like Monster and USAStaffing. I oversee seamless onboarding, coordinate salary structures, and provide guidance in line with OPM standards. In my role as Lead Senior Staffer, I refine recruitment processes and elevate staffing efficiency. Moreover, I offer strategic consulting to enhance overall staffing strategies.

With a demonstrated broad expertise in Federal staffing and placement policies, specializing in qualification determinations and analysis, proficiently utilizing various recruitment platforms, including Monster, USAStaffing, eRecruit, and HRLinks. Applying consultative skills effectively, collaborating with hiring managers and team members to support surge hiring initiatives, exhibiting exceptional interpersonal and customer service skills to foster positive relationships with stakeholders. Orchestrating seamless integration of new hires by overseeing onboarding procedures, coordinating salary structures, and facilitating security investigations, while also managing comprehensive orientation programs for incoming employees. Additionally, offering guidance to internal and external stakeholders in alignment with OPM standards, ensuring a cohesive approach to employee transitions and collaborating with external stakeholders to facilitate smooth transitions for incoming federal candidates. Leveraging in-depth knowledge and experience in technical competencies, including Veterans Benefit Programs, Competitive and Non-Competitive Personnel Actions, and special appointing authorities, demonstrating expertise in posting Vacancy Announcements and tailoring announcements based on type and hiring authorities. Proficiently determining Veterans Preference and managing selections, assisting managers and employees with various aspects of benefits administration, compensation, and staffing procedures. Serving as the Lead Senior Staffer, providing training on recruitment processes and offering advisory services to assigned organizations, advising on filling vacant positions, resolving staffing challenges, and advising supervisors and management on solutions for recruiting hard-to-fill positions. Moreover, preparing job announcements in compliance with regulations and position descriptions, determining correct salary ranges, extending job offers, and ensuring completion of pre-employment requirements, including creating New Hire records in Monster for Onboarding Manager. Furthermore, providing consulting advice to the agency Project Manager on optimizing cradle-to-grave staffing processes to enhance efficiency, streamline operations, and improve the team's Service Level Agreements (SLAs) and time-to-fill metrics.

District of Columbia Department of Health

Washington, DC

Apr 2021- November 2023

Senior Human Resources Specialist

Hours per week: 40

Grade: 13

Duties and Related Skills

Human Resource Specialist specializing in talent acquisition, I bring expertise in program design, branding, communication strategy, recruitment events, and projects. Proficient in managing PeopleSoft HCM modules, I possess extensive experience in full lifecycle cradle-to-grave recruitment and project management. This encompasses organizational structure design, position creation, and drafting position descriptions.

Managed all functions related to driving the delivery and execution of Talent Acquisition programming in alignment with various Federal and District recruitment policies, strategies, and goals. Assisted the Salesforce recruitment project with system configuration, implementation, and user acceptance testing to support in-system diagnostic issues, functionality, and enhancements. Oversaw all staffing actions within the Division, ensuring compliance with regulatory requirements for recruitment and placement, ranging from routine to complex. Developed and implemented staffing plans to meet organizational requirements and goals, advising supervisors and managers on administrative flexibility such as recruitment bonuses, relocation benefits, retention incentives, and compensation alternatives. Coordinated program activities to ensure the staffing needs of the organization were met, providing guidance and direction to stakeholders as needed. Remained current with relevant policies, procedures, and regulations related to staffing and provided advice and guidance to managers and supervisors on recruitment, placement, and staffing issues. Reviewed resumes and supporting documentation to determine eligibility and qualifications for positions to be filled. Issued referral certificates to managers with qualified applicants. Utilized the District Personnel Management (DPM) system to code all internal and external actions, correcting as needed. Trained team members and hiring managers on the recruitment process, including job announcements, certificates, job offers, and processing personnel actions. Advised supervisors and management on the Performance Management Program to include requirements for annual performance ratings, interim feedbacks, identification of performance related problems, and performance improvement plans.

District of Columbia Department of Employment Services- Washington, DC**Jan 2019 - Apr 2021****Human Resources Specialist**

Hours per week: 40

Grade: 12

Duties and Related Skills

Results-driven Recruiter with a proven track record of spearheading full life cycle recruitment efforts for successful program implementations. Skilled in developing efficient recruiting metrics and data tracking systems to drive constant improvement and create transparency for all hiring managers. Adept at partnering with internal and external stakeholders to achieve organizational goals.

Spearheaded full lifecycle recruitment efforts for the implementation of the District's Paid Leave Program, successfully hiring 148 employees and facilitating a seamless launch on July 1, 2020. Partnered with internal and external stakeholders to develop efficient recruiting metrics and data tracking systems, driving continuous improvement and enhancing transparency for all hiring managers. Collaborated with a team of 2 recruiters to swiftly address unexpected recruitment needs for 75 Office of Unemployment Compensation Examiners due to COVID-19, while also assisting in transitioning to a virtual posture and maintaining the agency's commitment to serving the District and its constituents. Provided comprehensive training for HRIS & HR personnel on system processing, along with creating necessary training documentation, and offered direct daily support and information sharing with the HR Officer and Executive Leadership. Conducted audits and maintained configurations in the HR system to ensure ongoing system performance. Upheld legal compliance, internal equity, and external competitiveness for compensation and all benefit offerings across the agency. Additionally, performed functional systems administrator duties to sustain day-to-day operations of HR-related systems, including building and generating complex HR queries, reports, and metrics

Medix- Washington, DC**Apr 2018 - Jan 2019****Senior Recruiter**

Hours per week: 40

Duties and Related Skills

Senior Recruiter adept at cultivating strategic partnerships, enhancing diversity hiring initiatives, and effectively managing external agency relationships. Proficient in proactive recruitment strategies and pipeline development to staff hard-to-fill vacancies.

Coordinated the talent acquisition process for three out of the five staffing divisions, fostering strategic relationships through recruiting groups and events, active recruitment, and cultivating pipeline candidates to fill vacancies. Collaborated closely with hiring groups to establish and refine hiring goals and objectives; oversaw external agency relationships to ensure continuous candidate flow and cost control. Achieved a 15% increase in diversity hiring, in alignment with the corporate diversity initiative. Formed partnerships with other diversity recruiters and events teams to expand the candidate pool and spearheaded innovative "diversity sourcing" initiatives.

Hennes & Mauritz- Washington, DC**May 2015 - Apr 2018****Recruitment Onboarding Training Development Store Manager**

Hours per week: 40

Duties and Related Skills

Enhanced recruitment processes for DMV region operations consisting of an executive team and twenty-two store teams by implementing a strategic group interview process centered on the company's core values and competencies. This initiative not only optimized hiring procedures but also bolstered employee retention and morale. Collaborated closely with stakeholders to ensure alignment with organizational goals and values, fostering a positive and cohesive work environment.

Successfully managed recruitment efforts, filling 200 positions within the first three months of hiring, thereby meeting deadlines to ensure stores were fully staffed for all store openings and peak seasons. Matched suitable candidates to appropriate roles, garnering excellent feedback from store managers and the regional executive team, which led to selection as a regional recruitment trainer. Accomplished leader with a strong focus on succession planning and internal development, resulting in a 30% increase in internal promotions through change management strategies. Proactively identified growth opportunities, emphasizing leadership development both internally and in external hires who aligned with the company's culture and values.

SECURITY CLEARANCE: Public Trust (Background Check)**SKILL SETS**

Software Proficiencies: Taleo | Bullhorn | Tableau | Salesforce | Google Suite | Boolean | Oracle HCM | HR Links | Monster |
Knowledge and Interests: Retention | Leadership | Succession Planning | Recruitment | Human Resources | Payroll | Full Life Cycle Recruitment | Recruiting Metrics and Data Tracking | Stakeholder Management | Program Implementation | Virtual Recruitment | HR System Processing and Training | Compensation and Benefits Management | Query, Report, and Metric Generation