

**PATRICK K. PENDLETON (MBA/HCM, IPMA-SCP, RPL, Author,
ICS Commander, and CCP)**

165 Providence Dr.
Covington, GA 30016
Home: (571) 830-4080 Cell: (571) 830-4080
pkpendleton@yahoo.com

Highlights of Qualifications and Professional Experience

- Over 20 years of Operational, Human Resources, and Project Management experience in the safety-sensitive areas of government (Federal, State, and Local)
- Federal Bureau of Investigation (FBI) Academy training (Strategic Management, Organizational Leadership, Supervisory, Case management, and Task Force Coordination)
- Mental Health First Aid Certification
- Master's in Business Administration with a concentration in Health Care Management Human Resources Strategy experience in organizational development and performance programs
- Compensation Analyst Credential (CAC)/ Certified Compensation Professional (CCP) for Compensation Planning
- Provide installation/department-level human resource advisory services to management at all levels.
- Performs program evaluation of a full range of HR programs and develops and executes improvement/enhancement plans.
- Prepares and delivers written reports, correspondence, and oral presentations.
- Human Resources Certifications by the International Public Management Association (IPMA) Senior Certified Professional (SCP) and Cornell University, Strategic Human Resources Leadership Program
- Project Management experience and Data Analytics, and dashboard creation
- APCO Registered Public-Safety Leader (RPL)
- Budgetary forecasting
- Compensation market analysis
- Employee Relations training (Disciplinary and investigation processes, FMLA, ADA, HIPPA, and EEO)
- Policy and Process improvement experience
- Talent Acquisition and Recruitment processing
- Payroll and incentive pay processes and programs
- Over 18 years of Executive Leadership and Supervisory experience
- Act as a catalyst for the development and implementation of department-wide HR initiatives and policies
- FEMA ICS 100 – ICS 800 level Certifications

Core Knowledge & Skills:

Career Development/Training	Policy Creation and Management	Labor/Union Relations
Materials Management	Distribution Center Management	Operational Leadership
Business Process Improvement	Project Management	HR & Technical
Instruction Strategic Planning	Vendor Management	Logistics Management

Procurement & Contracting Employment Law
File Auditing and Data Analytics Budgetary Management

Diversity and Inclusion
Employee Engagement

Completed Education:

- (2024 – **Currently enrolled**) **Doctorate** (DSL) Program, Liberty University, Lynchburg, Virginia
- (2023 - 2024) **Federal Bureau of Investigations (FBI) Academy training** (Strategic Management, Organizational Leadership, Supervisory, Case management, and Task Force Coordination)
- (2024 - 2024) Organization Wellness for Law Enforcement Certification
- (2020 - 2020) Mental Health First Aid Certification
- (2019 - 2019) Economic Research Institute (ERI), Compensation Certified Professional Credential (CCP)
- (2018 - 2018) **Cornell University**, Strategic Human Resources **Leadership** Management Credential
- (2009 - 2010) **MBA/HCM**, Saint Leo University, Saint Leo, Florida; 3.5 out of 4.0 GPA; 42 Credit Hours
- (1992 - 1996) BA, Communication Studies, Lynchburg University, Lynchburg, Virginia; 124 Credit Hours
- (2002 - 2003) Law Enforcement Specialist Certification (US Navy), Technical and Tactical, Emergency Training, Miramar College, San Diego, California, 40 Credit hours 4.0 out of 4.0 GPA
- (2015 - 2018) Human Resources IPMA-SCP Certification
- (2016) APCO Quality Assurance and Quality Improvement and RPL Certifications
- (2015) AMA Internal Investigation, Project Management, and **Data Analytics** Certifications
- (2014) Human Resources Generalist Certification, Atlanta, GA; Human Resource Certification Institute - HRCI
- (2015) FEMA, NIMS 100, 200, 700, and 800 level Certifications
- (2016 - 2017) PENN State, **High Impact Supervision**, Law Enforcement Agency Budgeting, and **Leadership and Command** Certifications

Computer Expertise:

Zoom, Go to Meeting, Laserfiche, E1, Performance Pro, Knowledge of ERP Financial Systems such as SAP, Oracle, PeopleSoft, etc., SharePoint, Munis Accounting/budget, NEOGOV, Legistar, and SCEIS/Kronos payroll systems, TALEO, Adobe design software, and proficient in Microsoft applications: Excel Spreadsheets, Word, and PowerPoint presentations. Also proficient in all forms of communication software: email, web chat, text and teleconferencing, Map Infor Analyst/DISC, and Power BI

Professional Experience:

Human Resources Consultant
South Eastern Area,
March 2025 - *Present*
Owner

HR Consultant duties and functions:

- Policy and Compliance: Develop, review, and ensure adherence to HR policies and legal requirements.
- Recruitment and Staffing: Advise on talent acquisition strategies, assist with hiring processes, and support workforce planning.
- Compensation and Benefits: Design competitive salary packages and benefit programs; conduct market analyses.
- Performance Management: Implement performance evaluation systems and provide training on effective feedback practices.
- Employee Relations: Mediate workplace conflicts, handle grievances, and ensure a positive workplace culture.
- HR Analytics: Analyze workforce data to identify trends and recommend strategic improvements.
- Training and Development: Design and deliver training programs to enhance skills and support career growth.
- Succession Planning: Develop strategies for leadership continuity and future workforce needs.
- Organizational Development: Support change management initiatives and recommend ways to improve organizational efficiency.
- Regulatory Advising: Guide compliance with employment laws such as FMLA, ADA, EEOC, and OSHA standards.
- HR Strategy: Align HR functions with business goals to drive organizational success.

City of Atlanta Human Resources Director
City of Atlanta, GA,
October 2021 - March 2025
Supervisor, Deputy Commissioner, Anthony Roberts
(859) 576-7477

City Director, Public Safety: Oversee 5,000+ APD, DOC, and AFR civilian and sworn employees.

- Perform HR research, interpret policies/laws, revise classification standards, and execute desk audits (e.g., reclassification packages).
- Utilize partnerships with local/regional municipalities for recruitment, administrative support, and HR program development to serve the community.
- Human Resources Director: Plan long-term talent needs by identifying low-performance areas and mentoring/coaching employees for growth.
- Manage personnel file audits, open records requests, FMLA/ADA mediation meetings, and Grievance/Complaint investigations.
- Public Safety HR Director: Implement new DHR policies, train employees per applicable laws/regulations, and develop organizational strategies.
- Recommend personnel budget strategies and project timelines to prevent delays or unmet expectations.
- Certified Compensation Professional (CCP): Develop compensation study packages that reduced turnover and increased retention among Public Safety COA employees.
- Provide succession planning support and implementation for Public Safety departments undergoing reorganization.

- Address employee relations issues via training forums and COA policy dissemination.
- Registered Public-Safety Leader (RPL): Manage Public Safety organizational changes, enhance communication, and foster employee consensus.
- Consult with HR, COA Unions, and City legal staff on personnel matters, Civil Service Board Hearings, conflict resolution, and technical advice.
- Employee Relations: Maintain presence at Roll-Call visits, offer policy clarity, and address concerns.
- Provide HR guidance to Public Safety agencies on employment laws (FMLA, ADA, FSLA, EEO, etc.).
- HR Leadership and Analytics: Published HR leadership book to guide staff on best practices.
- Focus on employee engagement, retention, and performance in low-performing areas.
- Coordinate succession planning and coach for retention improvement and turnover reduction.

City of Albany Human Resources Director
The city of Albany GA,
March 2021 - October 2021
Supervisor, City Manager Sharon Subadan
sdsubadan@gmail.com

As the City HR Director, I performed the following:

- Covered EEO, Recruitment, Pension, Payroll, Benefits, and Training city-wide.
- Perform research, interpret policies and laws, and apply a variety of classification standards to outdated descriptions and desk audits for desired outcomes.
- Managed the budget and project timelines to avoid unjustifiable costs.
- As a Certified Compensation Analyst (CAC), created compensation packages that reward the most valuable and productive employees to decrease turnover and increase retention.
- Conducted succession planning and implemented programs that fit the department, organization, and agency's needs. These HR programs helped me facilitate talent management processes and coach client groups on how to evaluate, motivate, and effectively lead talent.
- Gathered data and performed audits on pension, retirement, and recruitment files, procedures, and policies/processes to avoid any legal jeopardy.
- Designed and directed human resources projects and prepared assigned departmental staffing budgets
- Developed and implemented activities related to staff development and discipline, and interpreted and disseminated personnel-related information and regulations.
- As a Registered Public-Safety Leader (RPL) I understood and managed organizational change, created effective and efficient ways to communicate, built a connection and consensus with workers, and enhanced team performance to better consult and negotiate labor issues.
- Consulted with department and city legal staff on various personnel matters to provide technical advice, consultation, and assistance to the executive team members on personnel matters and issues.

Fulton County Sheriff's Office Human Resources Manager**City of Atlanta, GA****January 2019 – March 2021 (50+ hours per week)****Supervisory Chief Jimmy Carter (404) 202-3344****Reason for leaving:** Commute to Atlanta and the newly elected Sheriff

- As the HR Director/Manager, I provided overall administration of Departmental Human Resources functions for 1002 employees that included, but were not limited to: investigations, background checks, recruiting, personnel transactions, payroll preparation, new employee orientation, training and certifications, and employee relations.
- My responsibilities also included staffing 24 hour/7 days week operation for the Fulton County Jail, staffing security personnel for the various Fulton County courts and the Justice Center Complex, overseeing training functions in-house and at the Fulton County Public Training Center, designing and directing human resources projects, preparing departmental staffing budgets, managing human resources and administrative support staff as assigned, coordinating and approving retirement certificates, pension payouts, 457 and defined benefits plans, and performing enrollment processes.
- As the Chief Ethics Officer, I investigated or oversaw investigations of complaints of fraud, waste, ethical violations, or unlawful conduct for disciplinary recommendations.
- I researched, interpreted, and applied a variety of classification standards, with published criteria, for administrative, management, and professional positions, including desk audits.
- This helped me provide expectations and strong job descriptions to my network of Talent Centers to support client groups and execute Talent programs by providing them with employees who fit in that client's mission and vision.
- As a Certified Compensation Analyst (CAC), I understood and created compensation packages that rewarded the most valuable and productive employees to decrease turnover and increase retention.
- I audited recruitment files, recruitment procedures, and policies/processes to avoid any legal jeopardy

Operations Manager/HR Manager for Right at Home**Covington, GA Right at Home****October 2018 – January 2019 (50+ hours per week)**

- **I was brought into the organization to establish structure:** As the temporary Operations Manager, I coordinated, managed, and monitored the workings of various divisions in the organization. Manage customer support.
- Planned and supported sales and marketing activities.
- Reviewed financial statements and data.
- Utilized financial data to improve profitability.
- Prepared and controlled operational budgets and inventory.
- Planned effective strategies for the financial well-being of the company. Improved processes and policies in support of organizational goals.
- Formulated and implemented divisional and organizational policies and procedures to maximize output. Monitored adherence to rules, regulations, and procedures.
- Planned the use of human resources.
- Organized recruitment and placement of required staff.

Human Services HR Director/Administrator**City of Virginia Beach Human Services****August 2017 – October 2018 (50+ hours per week)****Supervisor Director of Human Services Danette Smith Contact (704) 726 - 7265****Reason for leaving:** Military Spouse Transfer and Retirement in GA

- As the HR Director, I have directed a full range of comprehensive/innovative Human Resources (HR) programs in support of over 1500 employees.
- Gathered data and audited recruitment files, recruitment procedures, and policies/processes to avoid any legal jeopardy. I supervised a staff of 16 employees on 3 different HR teams (Employee Relations, Recruitment, and HRIS teams).
- I directed a full range of human capital management programs, including organizational design, position management, recruitment and staffing, performance management, employee and labor relations, classification, compensation, and benefits, and integrated human capital resource planning, management, and utilization with other phases of planning and analysis to meet mission requirements.
- I served as an expert and consultant and provided managers with interpretations of the agency's employee and labor relations procedures, practices, policies, and guidelines when the issues involved are new, highly controversial, and/or precedent-setting. I developed complex labor relations proposals and counterproposals that effectively reflect the management's agenda.
- I ensured that tools are in place for the assessment of individual and organizational performances.
- I evaluated and made recommendations concerning overall plans and proposals for highly complex, controversial, or sensitive agency HR projects impacting the accomplishment of strategic directives.
- These evaluations and recommendations have led to improvements in the areas of talent development at both the administrative and executive levels to strengthen skillsets across teams. My role as the HR Director demands broad responsibilities that include organizational leadership and strategic thinking.
- I have researched, interpreted, and applied a variety of classification standards, with published criteria, for administrative, management, and professional positions as a part of my organizational strategy.
- Coordination and approval of retirement certificates, pension payouts, 457 and defined benefits plans, and enrollment processes.

Division Chief**City of Alexandria's (E911), Alexandria, VA****August 2011 – August 2017 (40+ hour weeks) Supervisor, City of Alexandria's Public Safety****Deputy Director, Joseph Barasoain Contact (571) 355 -5086****Reason for leaving:** Military Spouse Transfer to Norfolk, VA

- As a Division Chief of HR and Budgetary Ethics for the City of Alexandria, I have to multitask between Human Resources and Budget-related duties, including (VEC) unemployment Hearings, recruitment policy changes, and the reporting of vacancies and Budget expenditure reports to the City.
- Planned, coordinated, and directed the various aspects of comprehensive human resources programs including recruitment, staffing, and operating pay matters; classification and position management; employee relations and labor relations; employee benefits & work-life,

performance management, training, and development; Human Resources Information Technology (HRIT), and personnel action processing.

- Gathered data and audited recruitment files, recruitment procedures, and policies/processes to avoid any legal jeopardy.
- Evaluated and made recommendations concerning overall plans and proposals for highly complex, controversial, or sensitive agency HR projects impacting the accomplishment of strategic directives.
- I served as an expert and consultant and provided managers with interpretations of the agency's employee and labor relations procedures, practices, policies, and guidelines, when the issues involved are new, highly controversial, and/or precedent-setting. Coordination and approval of retirement certificates, pension payouts, 457 and defined benefits plans, and enrollment processes.
- I developed complex labor relations proposals and counterproposals that effectively reflect the management's agenda.
- I was also in charge of the preparation of requisition packages, POs, and RFPs and all procurement processes, interviewing of applicants; employee performance evaluations, administration of the Family and Medical Leave Act, (FMLA), preparation and maintenance of complex human resources records that must comply with various City, State, and Federal laws as well as licensing and accreditation regulations.
- I trained others in structured interviewing techniques and assure compliance with City, State, and Federal rules and regulations about equal employment opportunity (EEO) and disability accommodation (ADA).
- I coordinated performance analysis and statistical data for meetings and performance measures in creating SOP and Directives based on the statistical data calculated.
- Then I tracked the impact of the increase or decrease of Human Resources issues and Fiscal expenditures on the department. As the CMS Webmaster, I have set up the DEC Website as a Human Resources recruiting tool to inform future candidates.
- I have also updated and maintained the site to include recruitment procedures, pictures, and announcements about our New Department and information from our director.

Administration Officer (AOD)

South Carolina Department of Disabilities and Special Needs; February 2008 – August 2011 (40+ hours per week)

Supervisor Director of Staff Development Rufus Britt contact (843) 873-5750 Reason for leaving: Military Spouse Transfer to VA (overseas deployment)

- My job title is Administrator and Safety Officer during the week and Facility Director on the weekend for the Department of Disabilities and Special Needs at Coastal Center, SC.
- Gathered data and audited recruitment files, recruitment procedures, and policies/processes to avoid any legal jeopardy.
- My biggest achievements are increasing personal safety by teaching PCM techniques and tools, and writing and coordinating new State/Departmental Standard Operating Procedures (SOPs) that have reduced workers' compensation (injuries at work) by 70%.
- I also maintained the Budget for Training personnel on campus.
- I also aided with client behaviors, staff coverages, and investigation paperwork for the entire Coastal Center, which has increased the response time and turnover of all abuse cases.
- I also trained employees to use radio communication for emergencies efficiently.
- I oversaw 12 units/cottages with over 100 staff members and nurses per shift and roughly 171

patients/clients.

- I oversaw the campus security and Human Service Assistant (HSA) Staff scheduling.
- I served as an expert and consultant and provided managers with interpretations of the agency's employee and labor relations procedures, practices, policies, and guidelines when the issues involved are new, highly controversial, and/or precedent-setting.
- I developed complex labor relations proposals and counter-proposals that effectively reflect the management's agenda.
- I also provided Professional Crisis Management (PCM) and Fire Safety training as the Lead Instructor for 516 staff members, classes of 150-200 students on an annual basis, in helping redirect intense client behavioral outbursts and maintain a safe environment for a strong relationship between parents, staff, and clients.

Operation Specialist/Master at Arms

United States Navy- Stateside and Overseas; August 1999 – October 2007 (60+ hours per week)

(Top Secret Clearance - TSC)

Supervisory (MAC) Senior Chief Marty Campbell Contact (619) 746-3210

Reason for leaving: Completed Contract *Honorably*

- Global Human Resources Management in writing, coordinating, following, and teaching new Naval/Federal Standard Operation Procedures (SOPs) to local and foreign supporting soldiers and security officers.
- Also as a Law Enforcement Specialist and Navy Command high stress and crisis Instructor/Mentor for 150-200 soldiers for monthly training, which was about 1800-2400 soldiers a year on duties that included deployment issues, Identifying multiple high-risk areas, and job training on Task Force Command Satellites in the P3 Aircraft community, analyzing secret messages, information system technician and operation specialist for Anti-Submarine force, Control of Operations in the Arabian Gulf, Japan, Korea, and Hawaii.
- Logistics and distribution management of military equipment and supplies.
- I was the Command Duty Officer and Lead Force Protection Instructor of an Anti-Terrorism Unit in the UAE and Bahrain. Conducted Training in a high-tempo anti-terrorism/Force Protection area of operations with Classes of 100-200 soldiers every month.
- I can state with 100% accuracy that all my missions sustained 0% casualties with 100% success as stated on my DD214, with RE-RI status.
- I was a Harbor Patrol Coxswain, Chemical, Biological, and Radiological (CBR) and Visit, Boarding, Search, and Seizure (VBSS) Instructor for 1000s of soldiers in Hawaii, the UAE, and Bahrain every month with classes of 50-100 soldiers.
- I was a Command-and-Control Officer in charge of the Tactical Operations and Intelligence Briefing training/coordination in Japan, Korea, Bahrain, UAE, California, and Hawaii.

References: Will be furnished on request.