



**ARIN | 41**

MIAMI, FLORIDA | 15-18 APRIL 2018

# **Human Resources and Administration**

Erin Alligood, Director

# Human Resources and Administration Responsibilities at ARIN



- Talent Acquisition and Retention
- Compensation Management
- Performance Management
- Professional Learning and Development
- Support Board's Compensation Committee
- Employee Relations and Engagement
- Benefits, Payroll, and Contract Administration
- Legal Compliance
- Office Security
- Travel Administration
- Office and Facilities Management

# Human Resources and Administration Team



**Therese Simcox**

- Executive Support
- Board, AC, ASO AC  
Travel & Support
- 17 Years with ARIN!



**Sarah Ba**

- Facilities  
Coordinator
- Employee Travel
- HR Support



**Denise Alston**

- Reception
- Mail Distribution
- Office Supplies

# 2017-2018 Accomplishments

- Rated #14 on Washington Post's Top Workplaces Listing for 2017 in the Small Business Category
  - Conducted Employee Engagement Survey
  - Received 88% response rate from survey
- New COO Selection
- Medical Insurance Conversion
  - Moved to a more robust medical plan
  - Negotiated lower broker fees at a savings of 10%



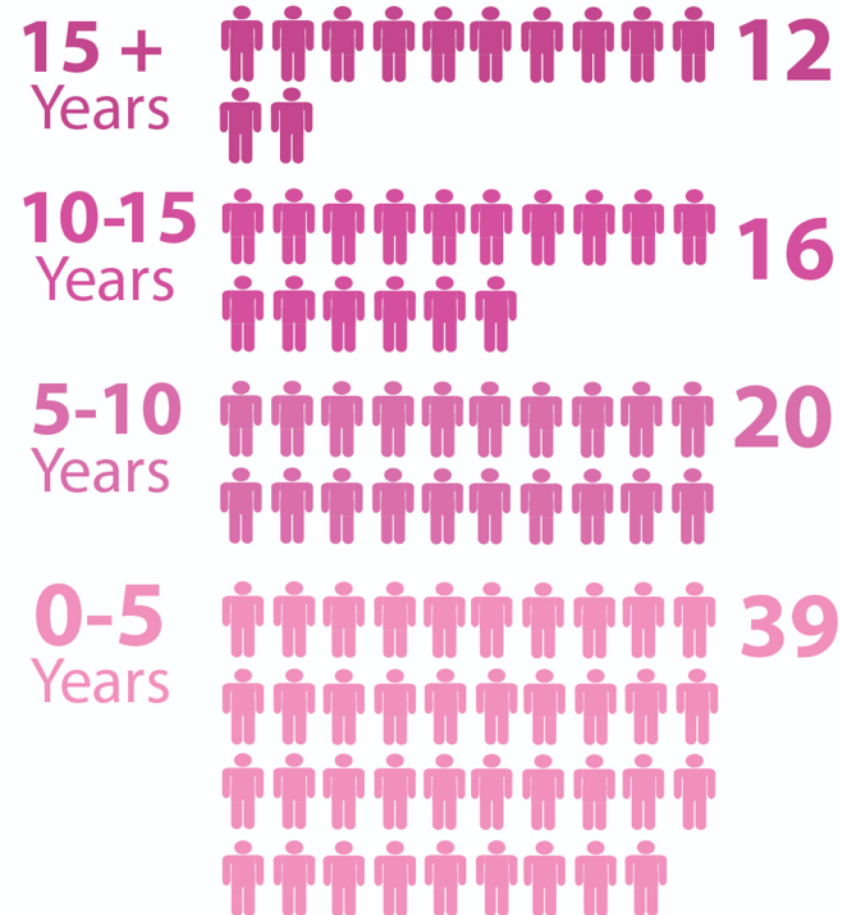
# Recent Projects in Progress

- Salary Survey
- Payroll Vendor Platform Change
- Management and Leadership Training
- 401K Review and Analysis
  - Conducted Fiduciary Training with outside legal counsel
  - Conducting on-going internal audit of plan

# Employee Statistics - 2018

- 87 Employees total
- 5 New Hires in 2017
- 1 New Hire in 2018
- Retention = over 95%
- Average tenure = over 7 years

# Employee Tenure



# Employee Tenure – Milestone Anniversaries

- 10+ Years: 16 Employees
  - Nate Davis
  - Garth Dubin
  - Cathy Handley
  - Frank Hill
  - Hollis Kara
  - Mark Kosters
  - Lisa Liedel
  - Andy Newton
  - Mike Pappano
  - Matt Rowley
  - Amy Sanchez
  - Maureen Seiler
  - Pete Toscano
  - Amaris Wang
  - Val Winkelman
  - Jon Worley



# Employee Tenure – Milestone Anniversaries

- 15+ Years: 10 Employees
  - Einar Bohlin
  - Jason Byrne
  - Tanya Gomez
  - Susan Hamlin
  - Richard Jimmerson
  - Doreen Marraffa
  - Leslie Nobile
  - Tammy Rowe
  - Therese Simcox
  - Ming Yan

# Employee Tenure – Milestone Anniversaries



- 20 Years: 2 Employees
  - Cathy Clements
  - Michael O’Neill

# Upcoming Projects

- Continue work on Management and Leadership training project
- Assist with COO transition
- Continue 401K plan review and analysis
- Complete Salary Survey work

# Questions?