



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

January 9, 2020

City Council President Joseph P. Lopes
and Honorable Members of the New Bedford City Council
New Bedford City Hall
133 William Street
New Bedford, MA 02740

CITY CLERKS OFFICE
NEW BEDFORD, MA
2020 JAN 16 P 2:31
CITY CLERK

Dear City Council President Lopes and Honorable Members of the City Council:

I am pleased to submit for your confirmation the appointment of Judith Perkins as Director of Personnel for the City of New Bedford. Ms. Perkins is seasoned municipal human resources (HR) professional and the current HR Director for the Town of Reading, Massachusetts.

She has a combined twenty-two years of experience in municipal-level HR for the City of Lawrence and Town of Reading. As such, she is highly knowledgeable and well-versed in the field. Ms. Perkins is an active member of, and has received multiple human resources certifications from, The Society for Human Resource Management (SHRM) and Merrimack College. In sum, Ms. Perkins is an excellent choice, having amply demonstrated the professionalism and technical expertise required to successfully lead the City's Personnel Department.

Ms. Perkins has indicated she will move to New Bedford at the time of hire in fulfillment of the residency requirement.

At this time I am also respectfully requesting that Ms. Perkins be established at Salary Step 3 (\$102,132) on the Unit C Salary Schedule, which is commensurate with her twenty-two years of HR experience.

Both Ms. Perkins and a representative from the Personnel Office will be present at the City Council meeting on January 23, 2020 to answer any questions. Thank you for your consideration.

Sincerely,

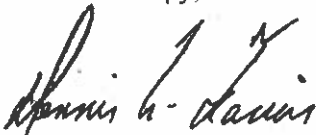

Jonathan F. Mitchell
Mayor

IN CITY COUNCIL, January 23, 2020

Referred to the Committee on Appointments and Briefings.

Dennis W. Farias, City Clerk

a true copy, attest:


Dennis W. Farias
City Clerk

JUDITH A. PERKINS

Human Resource Director – Positive Attributes

- Highly developed interpersonal and communication skills, multi-tasking, implementation and follow through
- Core ability to identify and cultivate relationships with, team members from entry level to executive level, members of the public, and key stakeholders within the community.
- Commitment to detail, confidentiality and timely delivery of goals and objectives.

AREAS OF EXPERTISE

- | | |
|--|--|
| • Human Resources Management | • Onboarding / Training Development |
| • Team Support & Development | • Classification and Compensation Planning |
| • Professional Development | • Budget Planning & Management |
| • Policy Development & Administration | • HIPPA/COBRA Compliance |
| • Problem Resolution | • Munis Software |
| • Work Plan Development | • Health Plan and Wellness Programs |
| • Advisory Functions Employee to Executive | |

EXPERIENCE

JUNE 2014 – PRESENT

HUMAN RESOURCES DIRECTOR, TOWN OF READING, MA

This position has afforded a widening of my skillset and has given me the opportunity to be involved with all aspects of Human Resources including the development of new positions, labor negotiations, reclassification and compensation plan development, staff training, job description development, internal investigations and transitioning to a more efficient digital employee records system. I serve on the Safety Committee which is transitioning to OSHA standards, PEC and other committees as needed and identified by the Town Manager. This position has also allowed me to utilize my coaching skills to assist Department Heads with difficult personnel issues and the development of a Performance Improvement Plan, which previously had not been utilized. I have negotiated separation agreements to bring closure to some difficult situations that had an unusual longevity without resolve. We service approximately 1,700 employees and retirees in our health and dental plans and cultivate an environment of wellness with our programs offered through MIIA. We recently transitioned our post 65 retirees to a plan which moves them into Medicare A and B allowing for a Medex Plan previously unavailable to them. This transition saved the Town a great deal of resources even as we picked up the expense of paying for the Medicare A and penalties associated with Medicare B late enrollment. I am responsible for the HR budget and supervise a staff of 2 full-time and 2 part-time employees focusing on developing efficiencies to streamlining of our processes to allow for a high service delivery level to our employees and retirees. With the help of a wonderful staff, we have transitioned a previously antiquated manual system of servicing our employees to an online employee self service system, currently still in development, to offer online open enrollment, performance reviews, recruitment, onboarding and more.

2012 – 2014

EMPLOYMENT SPECIALIST, THE PLUS COMPANY, TEWKSBURY, MA

The primary function of this position is to cultivate and develop business relationships with local businesses resulting in employment opportunities for individuals with intellectual disabilities represented by The PLUS Company. In addition to this role, I have been instrumental in the development of Massachusetts' first Business Advisory Council, bringing top executives from area businesses and educational institutions to serve, in addition to the cultivation of 2 newly developing training programs in both retail industry skills and administrative skills. I interface regularly with business owners, top management team members, vocational staff members and clients to provide a full range of support services needed to meet the employment

EDUCATION

HUMAN RESOURCES MANAGEMENT, eCORNELL – MAY 2020

BA BUSINESS ADMINISTRATION, ONLINE LIFE EXPERIENCE DEGREE

COURSE STUDIES AND CERTIFICATE PROGRAMS

Certified Training Solutions – DOT Reasonable Suspicion Training

Labor Arbitration Institute – Labor Law and Labor Arbitration – SHRM

JJ Keller & Associates – FMLA

MA Commission Against Discrimination – Train the Trainer Certification, Preventing Workplace Discrimination

Virginia Commonwealth University – Employment Specialist Certification

Merrimack College – Society of Human Resource Managers (SHRM) Certification Course 2008-2009

COBRA Resources, Inc. – HIPPA & COBRA certification, Mastering HIPPA & COBRA 2006

Council on Education – Workplace Investigations – Employment Law Certification - September 07 – Human

Resource Management Certification - Georgetown University Course

University of Mass Donohue Institute

Basic Media Relations, Intermediate Media Relations, Advanced Media Relations, Facilitative Leadership, Project

Management, Policy Setting, Management Skills, Investigative Techniques

Northern Essex Community College – Supervisory & Management Certification

LAWRENCE CITY COUNCIL & COMMUNITY ACTIVITIES

- Chair – Personnel Committee
- Vice Chair – Housing & Economic Development
- Chair – Vendor Committee
- Budget & Finance Committee
- FEMA Disaster Recovery Team Member
- Member Brownfields Commission Lawrence
- Mayor Dowling Transition Team Member

Merrimack Valley United Way - Campaign Volunteer, Executive Account Manager 1997-2001

Community Health Charities of New England – Leadership Council Member 2006-2010

Catholic Charities – Merrimack Valley Board Member 98 – 01

Founder – Prospect Hill Neighborhood Association & LRY Neighborhood Partnership

Director – St. Patrick's Cheerleading - Head Coach Central Catholic Varsity Cheerleading

American Red Cross – 2002 Hometown Hero Award

Veronica's Challenge - Founder

Jennifer Ortiz Foundation – Executive Board Member, Event Coordinator & Volunteer

References Upon Request

Unit C Salary Schedule July 1, 2018

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Year	1	2	3	4	5	6	8	10
% Increase		5.0%	3.0%	2.5%	2.5%	3.0%	4.3%	4.3%
M-01	\$42,084	\$43,347	\$44,647	\$45,762	\$46,907	\$48,314	\$50,391	\$52,608
M-02	\$43,767	\$45,080	\$46,433	\$47,593	\$48,784	\$50,247	\$52,407	\$54,713
M-03	\$45,518	\$46,884	\$48,290	\$49,496	\$50,735	\$52,256	\$54,503	\$56,902
M-04	\$47,339	\$48,759	\$50,221	\$51,477	\$52,764	\$54,346	\$56,684	\$59,178
M-05	\$49,233	\$50,708	\$52,230	\$53,536	\$54,875	\$56,520	\$58,951	\$61,546
M-06	\$51,693	\$53,244	\$54,841	\$56,213	\$57,619	\$59,347	\$61,898	\$64,622
M-07	\$54,278	\$55,906	\$57,584	\$59,023	\$60,499	\$62,314	\$64,993	\$67,853
M-08	\$56,992	\$58,702	\$60,463	\$61,975	\$63,524	\$65,430	\$68,243	\$71,246
M-09	\$59,841	\$61,637	\$63,486	\$65,074	\$66,701	\$68,701	\$71,656	\$74,809
M-10	\$62,834	\$64,718	\$66,660	\$68,327	\$70,035	\$72,136	\$75,238	\$78,549
M-11	\$66,603	\$68,602	\$70,659	\$72,427	\$74,237	\$76,464	\$79,752	\$83,261
M-12	\$70,599	\$72,718	\$74,900	\$76,772	\$78,692	\$81,052	\$84,537	\$88,257
M-13	\$74,837	\$77,081	\$79,393	\$81,379	\$83,413	\$85,915	\$89,609	\$93,553
M-14	\$79,326	\$81,706	\$84,157	\$86,262	\$88,418	\$91,070	\$94,986	\$99,166
M-15	\$84,086	\$86,608	\$89,207	\$91,436	\$93,723	\$96,534	\$100,686	\$105,115
M-16	\$89,972	\$92,672	\$95,451	\$97,837	\$100,283	\$103,291	\$107,733	\$112,473
M-17	\$96,271	\$99,157	\$102,132	\$104,686	\$107,304	\$110,522	\$115,275	\$120,347
M-18	\$103,009	\$106,099	\$109,282	\$112,014	\$114,815	\$118,259	\$123,344	\$128,771
M-19	\$110,219	\$113,526	\$116,932	\$119,855	\$122,852	\$126,537	\$131,977	\$137,785
M-20	\$117,935	\$121,473	\$125,117	\$128,245	\$131,452	\$135,395	\$141,216	\$147,431
M-21	\$127,369	\$131,191	\$135,126	\$138,504	\$141,968	\$146,226	\$152,514	\$159,224
M-22	\$137,560	\$141,686	\$145,937	\$149,585	\$153,325	\$157,925	\$164,715	\$171,962
MPT-4	\$23,669	\$24,379	\$25,110	\$25,738	\$26,382	\$27,174	\$28,342	\$29,589
MPT-8	\$28,496	\$29,352	\$30,232	\$30,988	\$31,762	\$32,714	\$34,122	\$35,622
MPT-12 (50%)	\$35,300	\$36,359	\$37,449	\$38,386	\$39,346	\$40,527	\$42,269	\$44,128
MPT-12 (75%)	\$52,950	\$54,539	\$56,174	\$57,580	\$59,019	\$60,788	\$63,403	\$66,193
MPT-13 (75%)	\$56,127	\$57,810	\$59,546	\$61,035	\$62,561	\$64,436	\$67,207	\$70,165
MPT-18	\$103,009	\$106,099	\$109,282	\$112,014	\$114,815	\$118,259	\$123,344	\$128,771