

GARTH R. MALETIC SHRM-SCP

PROFESSIONAL EXPERIENCE

HR DIRECTOR - WI Office of the State Public Defender

8/2022 - Present

- Lead and administer the full spectrum of human resources functions for a statewide agency of over 700 employees across 38 offices, including Compensation & Titling, Recruitment, Employment Relations, Payroll & Benefits, and Training
- Lead and oversee the multi-year strategic planning process for the HR bureau in alignment with agency priorities, including identifying gaps, setting goals, developing objectives in support of those goals, assigning tasks to teams, and monitoring progress
- As a member of the Executive Leadership Team, provide strategic guidance, consultation and training to agency leadership and managers
- Interpret and advise leadership on all HR-related laws, policies, statutes and administrative codes including FLSA, EEO/AA, ADA, FMLA and Title IX
- Lead and manage a service delivery team of HR Business Partners, Payroll & Benefits Specialists, and HR Assistants, including providing mentorship, setting goals, evaluating performance, and providing coaching to foster a positive and inclusive team environment
- Oversee workforce relations using a collaborative approach to employee investigations, determining appropriate discipline, and advising managers on conflict resolution and performance management strategies
- Develop, implement and update HR policies, using data analysis to drive decision-making
- Direct HR process improvement efforts and change management initiatives to identify and improve inefficiencies through program evaluation and data analysis in support of the agency's goals and priorities

HR SECTION CHIEF (Classification, Compensation & Staffing) - WI DNR

9/2015 - 7/2022

- Lead and direct the statewide Staffing, Classification and Compensation section for the DNR's staff of over 3800 employees including multiple business units located across the state
- Hire, train, supervise and lead a team of HR Business Partners, HR Assistants, and Limited Term Employees including setting goals, managing performance, coaching and training
- Provide consultation and training to agency leadership on Recruitment, Classification, HR Policy, Civil Service processes, Organizational Development and the WI Compensation Plan
- Lead the bureau's DEI efforts, including revising policies to ensure best practices are followed, and implementing policies to address wage disparities among under-represented groups
- Lead the agency's annual Discretionary Equity and Retention Award (DERA) analysis to address compensation issues related to retention and equity among agency staff
- Review and approve all of the DNR's job postings and assessment/exam criteria to ensure compliance with Civil Service rules and best practices prior to publication
- Lead and direct advanced classification initiatives including changes to classification specifications, job audits, development of new classifications, and classification surveys
- Provide executive-level data analysis to inform agency strategic initiatives
- Lead and direct process improvement efforts to address and improve inefficiencies through program evaluation and data analysis in support of the agency's goals

HR PROGRAM OFFICER - WI Department of Justice

1/2015 - 9/2015

- Plan, develop and lead the Department's recruitment strategies with the goal of improving talent acquisition and retention efforts for an agency of over 600 employees

- Provide expert consultation services to department leadership in the areas of Staffing, Classification, Compensation and Employee Relations
- Lead the department's compensation analysis of internal and external labor market data to inform recruitment and compensation decisions
- Consult with, and provide guidance to DOJ leadership on HR Policy Interpretation, Compensation Plan initiatives, Classification requests and Civil Service rules
- Develop and deliver staffing and supervisory training to meet the organization's needs.
- Supervise a team of HR Specialists, Payroll & Benefits Specialists and HR Assistants

HR BUSINESS PARTNER-SENIOR – WI Department of Justice

6/2013 - 1/2015

- Manage the full recruitment cycle for over 100 vacancies per year with the goal of attracting and retaining top talent
- Analyze and make recommendations for job reclassifications, compensation surveys and position descriptions. Conduct classification surveys as required
- Provide consultation to agency leadership on HR policies, benefits and employment relations
- Assist in the development, implementation, interpretation and revision of departmental human resources policies and procedures
- Manage harassment/discrimination complaints, medical accommodations and FMLA requests

EXECUTIVE PAYROLL & BENEFITS COORDINATOR – WI Dept. of Administration

7/2012 – 6/2013

- Administer and audit payroll and leave accounting for multiple state agencies encompassing over 30,000 staff, ensuring compliance with all state statutes, administrative code and agency policies
- Troubleshoot payroll issues and serve as the primary resource for agency technical assistance

GUIDE SERVICES MANAGER– Trek Travel, LLC

4/2005 - 6/2012

- Lead and administer all Guide Services functions for a 50-member international workforce including recruitment, onboarding, training, scheduling, and performance management
- Lead the development, and implementation of the Guide Service Standards, including bi-annual training of all guide staff to ensure compliance to the highest industry customer service standards.
- Manage an annual operating budget of over \$1,000,000
- Develop, maintain and continuously improve all tour guide training processes

BIKE TOUR GUIDE & REGIONAL EXPERT (Southwest France) – Backroads

4/2000 – 1/2005

- Operate flawless, logistically-heavy active travel trips of up to 25 clients while maintaining an average guest satisfaction rating of over 95%
- Develop and maintain over 50 active travel trips in France including route design, budget development, contract negotiation and vendor management

TRAINING & CERTIFICATIONS

SHRM-SCP certificate (Senior Certified Professional - Society for Human Resource Management)

Six Sigma Yellow Belt Certification – Waukesha County Technical College

Advanced Employment Relations Certification - State of Wisconsin, Department of Administration

Affirmative Action Officer Professional Training – State of Wisconsin, Department of Administration

WI Civil Service Classification Certification – State of Wisconsin, Department of Administration

WI Civil Service Staffing Certification – State of Wisconsin, Department of Administration

EDUCATION

UNIVERSITY OF WISCONSIN SCHOOL OF BUSINESS – Project Management

SENECA COLLEGE – Commercial Diving (President's Honor List)

UNIVERSITY OF MANITOBA – Liberal Arts