

Valarie S. Boykins, PHR

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#### Summary

Highly respected human resources professional successful in creating and sustaining collaborative and cohesive working relationships for staff and management. I am an analytical decision maker with outstanding interpersonal skills. Recognized for ability to develop employees and increase their productivity.

### Core Competencies

Qualified by education and experience with several years of results-oriented experience. Background includes expertise in the following areas:

Recruitment and Retention  
Awareness & Skill Building  
Relationship Management  
Training and Development  
Strategic & Analytical  
Thinking Skills

Employee/Labor Relations  
Management Consulting  
Policy Interpretation  
Collaboration & Leadership  
Creation & Implementation  
of Employee Surveys

Affirmative Action Planning  
Employment Law  
Conflict Resolution  
Employee Engagement  
Performance Planning  
Management of Diversity

### Professional Experience

**Freestore Foodbank**  
**Cincinnati, Ohio**

**2017-present**

#### Vice President of Human Resources & Organizational Development

##### Position Scope

- Guide and manage the overall provision of Human Resources services, policies and programs for the organization.
- Development of an overall HR business plan with measurable objectives and a budget.
- Overall talent management strategy and implementation including workforce planning, recruiting, interviewing, hiring, training and development; performance planning, management development and improvement; and succession planning.
- Fiduciary responsibilities for the administration of company's benefits and 403B, 457; retirement plans.
- Organizational development, change management initiatives, and company-wide culture and environment for employees.

**TriHealth (various positions listed below)**  
**Cincinnati, Ohio**

**2005-2017**

#### Director of Employment/Talent Acquisition

**2011-2017**

##### Corporate Offices

##### Accomplishments

- Create and implement people strategies that align to short & long-term business initiatives and objectives
- Define and build talent development strategies aligned with succession development plans across functions

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- Creation and implementation of electronic on-boarding process for new hires reducing in person non-productive orientation time
- Design and implementation of Talent management strategy and automation and Success Factors version II system upgrade for Recruitment Portal upgrade
- Align business goals with strategic initiatives and develop benchmarks across all business functions to consistently meet diversity goals
- Social Media Recruitment 60% increase in followers and exceed national average of CTR of 0.8 with TriHealth achieving 2.38

#### Position Scope

- Manage system-wide employment services for diverse business operations
- Directly responsible for Director level and above positions recruiting for organization
- Management oversight for employment team staff at two locations
- Budget preparation for largest budget in HR division
- Responsibility for contract staff placement and agency contracts for all non-nursing positions
- Provide support and consultation to TriHealth executives, directors, managers and supervisors on employment practices and policies

#### Director of Diversity Bethesda Oak Corporate Offices 2008-2011

- Create, lead and implement a multi-dimensional diversity strategy which enhances TriHealth strategic mission
- Facilitates implementation of appropriate diversity change management initiatives associated with organizational transition activities
- Manages day-to-day operations and problem solving of diversity issues and organizational issues. Develops assessments and recommends interventions.
- Investigate and resolve internal complaints and EEO and other related external charges or complaints
- Enhancement of human capital needs by education, coaching and leading diversity and inclusion into all aspects of organization.
- Accountable for all aspects of diversity initiative which includes recruitment, training, supplier diversity, consultant services and employee relations.

#### Employee Relations Consultant Good Samaritan Hospital 2005-2008

- Conduct relationship consultations regarding employee relations issues and devise appropriate plan of action
- Consult with managers to assist them with assessing and resolving complex relationship issues, including modifying inappropriate behavior.
- Develops and implements employee relations programs and processes to promote positive employee relations including employee advocacy
- Interact daily with management and employees to ensure open lines of communication are maintained to address/resolve any issues, needs, and/or concerns as they arise.

#### **Health Alliance (various positions listed below)** 1985- 2005 **Cincinnati, Ohio**

#### Manager of Workforce Diversity 2003-2005

- Conduct and facilitates Diversity Training for all members of The University Hospital
- Strategic planning for Diversity Education and skill building
- Identify, design and conduct training needs for staff and managers
- Perform training for new hires on diversity and organizational values, and behavioral expectations.
- Develops and implements employee relations programs and processes to promote positive employee relations including employee advocacy.
- Community liaison for hospital sponsored activities
- Conducts management education and facilitation of company policies and procedures.

- Manage employee survey and identify organization improvement opportunities

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Human Resources Manager/Consultant

1996- 2003

- Coordinate the employee relations and labor relations efforts to associates and managers.
- Monitor and implement contractual agreement for 3 labor unions (AFSCME, IUOE, ONA) at The University Hospital. Serve as Employee and Labor Relations representative for contract negotiations.
- Conduct investigations and review disciplinary decisions with managers.
- Manage the daily activities of the recruitment and retention team at The University Hospital
- Conduct exit interviews, maintain statistical data, monitor trends, analyze turnover data, and make recommendations for increased retention and reduction in turnover/vacancy rates.
- Communicates effectively with all levels of management and conducts training for new exempt-level team members.
- Establishes and maintains a recruiting process for both internal and external recruitment.
- Responsible for researching internal and external compensation ranges as related to outside market data.
- Develops and maintains comprehensive recruitment strategies and processes for assigned service line.
- Maintain current job descriptions on all positions.

Facilitator, Total Quality and Diversity Management

1995- 1997

- Provide hospital-wide training for Achieving High Performance through Living Our Values. Assist employees in adopting University Hospital's Core Values into daily work activities.
- Coordinate major initiatives to employees to heighten and broaden awareness surrounding hospital's mission.

Client Relations Coordinator

1991-1996

- Interact with outside clients concerning their complaints, service, and billing regarding laboratory testing.
- Arrange consultations and set-up new client accounts.
- Review and organize statistical data and feedback on service provided.
- Develop and analyze surveys to define trends in laboratory testing and requests for research and development.

Supervisor, Test Referral Center

1988-1991

- Supervise laboratory support staff for three shifts, seven days a week operation.
- Oversee daily operations including processing medical data in lab system computer and billing procedures.
- Manage resolution of problems, exceptions, etc.
- Maintain departmental budget and prepare annual fiscal budget.
- Conduct formal training/discipline, develop and implement policies and procedures.

Medical Laboratory Technician

1985-1988

- Run stat and routine hematology, urinalysis and glucose procedures.
- Maintain Quality Control on instruments and specimens.
- Perform outpatient and inpatient phlebotomy.

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**Education**

- Bachelors of Sciences Organizational Leadership College of Mount Saint Joseph
- Professional Human Resources Certification (PHR) June 2000
- Columbus State University, Associate Degree in Applied Sciences in Medical Laboratory Technology
- University of Cincinnati

**Computer Programs/Systems**

Microsoft Office Applications	Kronos-Time and Attendance Payroll System
Meditech-Human Resources/Payroll (HRIS)	Success Factors- Applicant Tracking System (ATS)
Lawson-Human Resources/Budget/Payroll (HRIS)	Power Plan Budgeting & Forecasting

**Certification & Professional Memberships**

SHRM certified Professional in Human Resources (PHR), since 2000  
Member: Society for Human Resource Management, since 1996; American Society for Healthcare Human Resource Administration (ASHHRA), since 2001; National Association Healthcare Service Executives

**Additional Information**

Cincinnati Reds Diversity Committee  
Board Member UMADAOP of Cincinnati, Inc. (Urban Minority Alcoholism & Drug Abuse Outreach Program & Recovery Services)  
Board Member Southwest Ohio Region Workforce Investment Board  
Uptown Consortium Workforce Committee  
Class XVII Graduate Urban League African American Leadership Development Program  
TriHealth Corporate ArtsWave Campaign Chair  
Premier National Supplier Diversity Committee Co-chair  
Certified Diversity Trainer Pope and Associates  
Member of Health Alliance Senior Leadership Diversity Task Force  
Chair of Minority Nursing Scholarship for University of Cincinnati and Miami University  
Recipient, YMCA Black Achievers' Award  
Cincinnati Herald Newspaper-Woman of Distinction Recipient  
Martin Luther King, Jr. Scholarship Recipient, UC Medical Center

**References Available Upon Request**