

SHELBY | HR Solutions



Erin L. Shelby, PHR

PO Box 188353
Sacramento, CA 95818
Erin@Shelbyhrsolutions.com
Mobile: 916.849.4079

Award-Winning human resources consultant and thought leader. Advises senior management on a wide array of HR issues including compensation, recruiting, disciplining, compliance, hiring and firing. Inhouse HR experience includes diverse employers such as US District Court, California State Assembly, Sutter Community Hospitals and HGA Architects and Engineers. Passion for developing and sustaining people leadership practices that contribute to employee engagement, high performance, retention, and balance. Expert Witness for employment-related litigation.

PROFESSIONAL EXPERIENCE

Shelby HR Solutions, Owner - Sacramento, CA **2021 - Present**

Human resources consultant and thought leader. Advises senior management on a wide array of HR issues including recruiting, disciplining, compliance, hiring and firing. Leadership consultant to accelerate and enhance individual and team effectiveness. HR Expert Witness for employment-related litigation including wrongful termination.

HGA Architects and Engineers, Human Resources Manager - Sacramento, CA **2018 - 2021**

Award-winning, national interdisciplinary design firm. 12 offices around the US and over 900 employees. Managed three California offices: Santa Monica, San Diego and Sacramento handling all aspects of human resources.

- Partnered with executive management team regarding HR strategy, wage and salary, incentives, and policies. Accelerated organizational performance and individual employee productivity.
- Served on multiple nationwide task forces to improve client experience, productivity, and employee satisfaction.
- Instrumental in transforming the corporate culture in the offices she supported.
- Recruited for architectural, engineering, and design staff.
- Awarded 100 Best Places to work in by LA Business Journal & Sacramento Business Journal.

California State Assembly, Human Resources Consultant - Sacramento, CA **2005 - 2018**

The California State Assembly is the lower house of the California State Legislature consisting of approximately 1,200 employees supporting 80 elected members and 33 standing committees. The Assembly promulgates laws for most populous state in the Union and fifth-largest economy in the world with each member representing nearly 500,000 people, the largest population-per-representative ratio of any state lower house.

California State Assembly, Human Resources Consultant (cont.)

- Handled a wide-variety of employment-related matters including complex, often politically sensitive investigations and complaints.
- Responsible for ensuring policy compliance initiatives including medical leave, reasonable accommodation, safety, workers' compensation, unemployment, Americans with Disabilities Act (ADA), CA Family Rights Act (CFRA), Family Medical Leave Act (FMLA), CA Department of Fair Employment and Housing (DFEH), and Peace Officer Bill of Rights (POBR).
- Senior Investigator in spearheading the integrity of thorough and objective investigations, addressed complaints as directed by Assembly Rules Committee. Compiled comprehensive documentation while ensuring organizational and legal compliance.
- Collaborated with internal and organizational business partners to define employee performance standards and expectations, including coaching, counseling, career development and discipline.
- Provided management oversight for recruitment and selection practices, meeting critical staffing needs, and accelerating organizational growth and scalability.

US District Court, Eastern District of California, HR Specialist - Sacramento, CA 2001 - 2005

The USDC Eastern District of California is a federal trial court in the Ninth Circuit which encompasses the largest geographical area of the four districts in California with offices located in Sacramento, Fresno, Redding, Bakersfield and Yosemite.

- Served in an advisor capacity, assisting executive management and 21 Federal Judges and approximately 150 court staff regarding employee relations, benefits, recruitment and classification standards.
- Planned and directed employee training and development programs, including:
 - *Handling Employee Relations in a Team Environment*
 - *Hire the Best: Effective Interviewing Techniques*
 - *Resolving Conflict in the Workplace*
 - *Preventing Sexual Harassment*
 - *Work Schedule Management*
 - *Coaching to Expectations*
- Led investigations on employee relation issues and claims, and compiled comprehensive documentation, ensuring alignment with federal policies, regulations, and stated expectations of the US District Court.
- Handled complex employment matters for the US Probation Department, Eastern District of California.
- Maintained and administered benefit, leave and payroll-related actions to include FMLA, disability and workers' compensation issues. Served as the Official Representative of USDC at unemployment hearings.

ADDITIONAL PROFESSIONAL EXPERIENCE

Consolidated Communications, Human Resources Specialist, Roseville, CA	1998-2001
Sutter Community Hospitals, Human Resources Generalist, Sacramento, CA	1996-1998
The Ink Company, Benefits Administration Manager, West Sacramento, CA	1994-1996
Founders Title Company, Human Resource Manager, Sacramento, CA	1992-1994

EDUCATION

University of Washington - 1989

Bachelor of Arts, Business Administration

CERTIFICATION

Human Resources Certification Institute

Certified as Professional in Human Resources (PHR) through May 2024

Cornell University

Wellness Counseling, May 2022

Sparck-Certified #BeHeard Survey Partner

September 2022

CURRENT MEMBERSHIPS

Sacramento Area Human Resources Association, Member

Society of Human Resources Management, Member

Camellia Symphony Orchestra, Violinist

PRESENTATIONS & SPEAKING ENGAGEMENTS

SEPTEMBER 8, 2022

Panelist, Global Humanitarian Technology Conference, Santa Clara University

Topic: Retention Strategies for Women and Minority Engineers.

OCTOBER 28, 2021

Co-Teach/Guest Presenter, UC Davis, Continuing & Professional Education, HR Management Certificate Program.

Topic: Emotional Intelligence and Conflict Management.

OCTOBER 13, 2021

Guest Presenter, California State University, Sacramento

Topic: Human Resources.

OCTOBER 7, 2021

Co-Teach/Guest Presenter, UC Davis, Continuing & Professional Education, HR Management Certificate Program.

Topic: Leadership Development.

MAY 10, 2021

Guest Speaker, California State University, Sacramento, Delta Sigma Pi, Business Fraternity

Topic: Recruiting strategies and jobs in human resources.

APRIL 5, 2021

Guest Presenter, California State University, Sacramento

Topic: Managing Employee Performance.

AWARDS

Human Resources Certification Institute

Recipient of the District-Wide "Ambassador Award" for Federal Court Staff, US District Court, Eastern District of California for "***Commitment to excellence in serving the public and reflecting a high standard of professionalism.***"