

SHELBY | HR Solutions



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Award-winning human resources consultant and thought leader with over 30 years of experience guiding CEOs and transforming workplace culture. Provides fractional HR services, addressing a comprehensive range of issues such as talent acquisition and retention, management training, disciplinary actions, medical leave/accommodation, compliance, and termination processes. In-house HR experience spans diverse employers, including the US District Court, CA State Assembly, Sutter Community Hospitals and HGA Architects and Engineers. Develops people leadership practices that enhance employee engagement, performance, retention, and work-life integration. Serves as an Expert Witness in employment-related litigation, offering authoritative insights, case review and testimony.

PROFESSIONAL EXPERIENCE

Shelby HR Solutions, Chief Executive Officer - Sacramento, CA

2021 - Present

Human resources consultant and thought leader. Guide CEOs in dramatically improving workplace culture and leadership practices through engagement surveys and proprietary tools. Assess and support HR leaders on a wide array of HR issues including talent acquisition and retention, management training, disciplinary actions, medical leave/accommodation, compliance, and termination processes. Serve as a leadership consultant to accelerate and enhance individual and team effectiveness. Act as an Expert Witness for employment-related litigation including disability leave, workplace investigation, reasonable accommodation, and 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 the executive management team to develop and implement HR strategies, wage and salary structures, incentive programs, and company policies.
- Played a pivotal role in accelerating organizational performance and enhancing individual employee productivity.
- Collaborated with senior leaders to formulate and execute HR strategies that supported business objectives and drove organizational success.
- Actively participated in multiple national task forces aimed at improving client experience, boosting productivity, and enhancing employee satisfaction.

- Led initiatives that were instrumental in transforming the corporate culture, resulting in a more inclusive, engaging, and high-performance workplace environment.
- Managed complex employee relations issues, conducted thorough investigations, addressed complaints, and handled highly confidential employment matters with discretion and professionalism.
- **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 the 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.

- Handled 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 advisory capacity, assisting executive management and 21 Federal Judges and approximately 150 court staff regarding employee relations, benefits, recruitment and classification standards.
- Created manager training and development programs.
- 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 including 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, Michael G. Foster School of Business – 1989
Bachelor of Arts, Business Administration

CERTIFICATION

Human Resources Certification Institute

Certified as a Professional in Human Resources (PHR) through May 2027

Cornell University

Wellness Counseling, May 2022

Sparck-Certified #BeHeard Survey Partner

September 2022

Co-Efficient Survey Partner

September 2022

CURRENT MEMBERSHIPS

Society of Human Resources Management, *Member*

Camellia Symphony Orchestra, *Violinist*

PRESENTATIONS & SPEAKING ENGAGEMENTS

APRIL 17, 2024

Guest Speaker, National Presentation with Natural Food Co-Op Executives

Merriman Management Support

Topic: Culture – Make it or Break it

JULY 21, 2023

Guest Speaker, San Francisco, Association of Computer Machinery,

IEEE Consultants Network of Silicon Valley, Mountain View, CA

Topic: How a Toxic Workplace Environment Impacts Employee Engagement

MARCH 30, 2023

Keynote Speaker, Sacramento Executives Network Group, Roseville, CA

Topic: Retention Strategies & Building A Great Workplace Culture

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.***”