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PROFESSIONAL PROFILE & CAREER HIGHLIGHTS

Human Resources (HR) executive with extensive operations experience in addition to managing and leading teams of HR professionals in both corporate and public sector business entities including department consolidations resulting from corporate acquisitions, multi-site/multi-state HR management, and ground-up HR department design and implementation. A hands-on and highly computer literate (MCSE) team leader abundantly skilled as a senior management executive with superior oral and written communication skills.

Currently serving as Sam Houston State University's **Associate Vice President for Human Resources and Risk Management**.

As **Director of Employee Services** at **Spring Branch ISD** (4,600 employees), successfully managed group of fourteen (14) human resources professionals administering employee benefits programs, retirement plans, safety programs, workers' compensation, unemployment, employee compensation, payroll, employee leaves, employee relations and discipline, FLSA compliance, and State reporting. Implemented an online paperless payroll and benefits processing system, the first in Texas public schools. As **Project Manager** at **MCI WorldCom**, managed implementation teams installing data networks for corporate clients throughout the United States. As **Director of Human Resources** at **Rankin Automotive Group** (1,200 employees), assembled and directed a highly effective team of HR generalists that managed payroll, employee benefits, compensation, workers' compensation, and commercial property and casualty insurance for seventy five (75) warehouse and retail locations in Texas, Louisiana, and Mississippi. Completely redesigned and implemented new employee benefits plan as auto parts firms were purchased and consolidated.

PROFESSIONAL HISTORY

SAM HOUSTON STATE UNIVERSITY	Current
Associate Vice President for Human Resources and Risk Management	
Managing a team of nineteen (19) Human Resources and Risk Management professionals involved in every facet of operations.	

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT	
Director of Employee Services	2003 - 2010
Managed a team of fourteen (14) Human Resources professionals responsible for Risk Management (safety & workers' compensation), Employee Benefits (health, dental, vision, cancer, life, legal, flexible spending, and retirement products), and Human Resources Records (payroll setup, compensation, leaves administration, employee contracts).	
<ul style="list-style-type: none">• Advised District leadership, department heads, and principals on Fair Labor Standards Act compliance, employee relations, employee discipline, and provided final approval of terminations.• Directed all employee communications including management of the District's employee retention and recognition programs and annual update of the employee handbook.	

- Designed and implemented Employee Self Service, an online application to assist employees with benefits enrollment, paycheck lookup, absences, along with other helpful employee-friendly features. Web utility significantly reduced employee requests for information and assistance.
- Developed and implemented first paperless payroll process in Texas school districts, saving Spring Branch ISD over \$100,000 annually in labor and supply costs.
- Greatly enhanced the SBISD employee benefits package by adding additional products and services, plus established a new online enrollment process.
- Managed annual employee benefits renewal process placing all products and services out for bid, providing complex cost and design analysis to leadership and Board for discussion, organization of the annual open enrollment process, design of web enrollment utility and support desk functionality, management of the employee benefits committee, and preparation/presentation of final annual employee benefits package to Board of Trustees for approval.
- Developed a new safety and risk management program and migrated SBISD to a partially self-funded workers' compensation program creating \$400,000 in annual savings.
- Directly managed compensation plan for 4,600 District employees including examination of market trends, cost analysis, and compliance with local/legal policy and law. Provided District leadership various compensation cost scenarios for consideration as part of the annual budget process. Managed departmental aggregate salary enhancement requests as part of the budget process and provided individual salary request approvals.
- Designed and implemented an online employee contract management system saving the District thousands in labor and contract printing costs.
- Implemented an online annual salary notification acknowledgement system thereby avoiding the issuance of paper salary memos to all 4,600 employees.

MCI WORLDCOM

2000 - 2003

Project Manager

Managed WorldCom internal department teams and interfaced with customers to take the lead with total ownership of many network installations around the country.

- Managed implementation of complex data network circuit installations to ensure timely project execution, completion, and system integrity; large network projects managed for WorldCom corporate customers, such as: Level 3, Qwest, Grande Communications, Nextel, Big Pipe, Touch America, and others.
- Successfully interfaced with all internal and external parties by providing one central point of responsibility and communication for each project, providing improved customer satisfaction and retention.
- Provided technical and organizational assistance to facilitate coordinated project processes and timely completions. Interpersonal and leadership skills enhanced by over twenty (20) years of HR management experience. Technical skills augmented by successful completion of Microsoft's most coveted certification, the MCSE.

RANKIN AUTOMOTIVE GROUP, INC.

1994 - 2000

Director of Human Resources

Created and managed a team of six (6) HR generalists including a period of major transition as Rankin purchased auto parts distribution firms in Texas, Louisiana, and Mississippi.

- Cut overall HR department expenses by 40% by consolidating and centralizing all administration in Houston corporate offices.
- After acquisitions were completed, placed all employee benefits options (self insured medical, dental, life, 401k admin., etc.) out for new bids due to larger group discounting, and was able to cut company costs by 25%. Also, placed all casualty and workers compensation insurance products out for bid and was able to gain a 30% savings.
- Developed a redesigned Rankin employee benefits program to minimize company expenditures while taking into consideration existing programs already in place at acquired companies.
- Implemented a networked ADP payroll and HR software process, thereby reducing labor costs for handling this \$45M payroll for 1,200 employees.
- Mentored all executives and store/warehouse management on employee relations including legal implications, FLSA compliance, and corporate policy impacts.

ZENITEX ELECTRONICS, INC.

1977 - 1994

President

Owned and operated successful commercial/consumer electronics services firm with forty (40) technicians and administrative employees, tripling sales by 1990 and making Zenitex the largest independent electronics services organization in Houston.

- Computerized and automated all repair service item tracking, payroll, and accounting activities resulting in dramatic increases in organizational efficiencies, customer satisfaction and retention, and reduced administrative costs.
- Conceived, designed, and implemented aggressive Human Resources programs to meet changing employee retention requirements while adequately addressing corporate/ownership liability protection.
- Designed and supervised construction of new company facility located at 1720 Yale St., Houston, Texas, which served as corporate headquarters for fourteen years.

EDUCATION & CERTIFICATIONS

Bachelor of Science, Business
University of Houston, Houston, Texas
 Overall GPA 3.22

Senior Professional in Human Resources (SPHR) Certification

MCSE, MCSA, MCP, NET+, A+, CCNA certifications
Southern Methodist University, Bellaire, Texas