

Lawanda Janine Bouyea

Objective To obtain a position that will allow me to utilize my current knowledge in the Human Resources.

Professional Experience 07/02– Present Natividad Medical Center Salinas, CA
09/01- 06/02 Interim
02/00 – 12/00

Natividad Medical Center Hospital Assistant Administrator

- Responsible for oversight of all Human Resources Functions; to include recruitment, benefits, workers compensation, employee relations, employee recognition, employee contract administration tuition reimbursement program, classification administration
- Responsible for oversight of the Hospital Education Department, Volunteer Auxiliary, Staffing Resources, Patient Transportation and Records & Retention Departments
- Responsible for all employee relations matters; to include writing all disciplinary actions, conducting investigations, responding to grievances, and responding to DFEH, EEOC and OSHA complaints
- Assist with Labor negotiations for five different bargaining units for 1100 employees
- Development of recruitment strategies for physicians and negotiation of job offers
- Administer the Workers Compensation and Return to Work Program
- Participate in Human Resources TJC & DHS interview during State survey and respond to questions and concerns from surveyors
- Responsible for keeping abreast of the changes to state, federal and JCAHO laws and regulations
- Coordinate various Human Resources and Contract matters with Monterey County Counsel Office and County Human Resources Office
- Develop, monitor budgets for all assigned departments

08/99 -01/00 Natividad Medical Center Salinas, CA
01/01 – 05/01

Associate Personnel Analyst

- Develop of recruitment strategies, job announcements, supplemental questions, advertisements and oral and written examinations
- Develop, coordinate and administer examinations and testing materials
- Conduct position classification studies and determine appropriate classifications
- Conduct employee relations investigations
- Responsible for ensuring JCAHO guidelines related to the Human Resources function were met by hospital departments
- Participated in HR JCAHO & DHS interview during the JCAHO survey and responded to questions
- Counsel departments and employees on many aspects of Human Resources and