

# Daniel J. Grundmann MBA, SPHR

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## General Summary of Qualifications and Experience

Experienced university instructor in the field of Human Resource Management. Integrate field knowledge into classroom environment. Served as public sector human resources executive with extensive experience in the application of the human resources body of knowledge, management principles, organizational behavior, employment law, and government budgeting. Began a career in human resources with the City of Bloomington in 1997. Selected by Mayor to serve as Director of Human Resources in 2001. Behavioral competencies include initiative and creativity, teamwork, critical analysis skills, and communication with diverse members at all levels of the organization. Designed and administered, as lead or in a team, successful compensation systems, performance appraisal programs, early retirement/separation incentive plan, benefit programs, staffing and selection process. Provided leadership in management coaching and consultation, collective bargaining, labor/management relations, policy development, strategic HR planning, enterprise-wide budget analysis, HRIS/ERP implementation, design and delivery of training, and organizational development.

## Academic Experience

### Indiana University Lecturer

November 2013 – present *School of Public and Environmental Affairs, Bloomington, IN*

- Design and deliver upper division semester courses (V373 *Human Resource Management in the Public Sector*, V477 *Strategic Human Resource Management*, and V76 *Compensation Strategy and Systems*)
- Participant in 2013-2014 Center for Innovative Teaching and Learning (CITL) Course Development Institute and SPEA Faculty Learning Community
- CITL Non-tenure Track Faculty Learning Community Member
- Teaching and Learning Faculty Group member

### Indiana University Adjunct Faculty

January 2002 – November 2013 *School of Public and Environmental Affairs, Bloomington, IN*

- Designed and delivered upper division semester courses (V373 *Human Resource Management in the Public Sector*, V450 *Strategic Human Resource Management*, and V450 *Compensation Strategy and Systems*)
- Human Resources Major Development Committee member and co-author of proposal to create major
- Human Resources Minor Development Committee member
- Teaching and Learning Steering Committee member
- Grade Inflation Subcommittee member
- Faculty Learning Community member
- Participant in 2013 CITL Course Development Institute
- Founder and Faculty Advisor, Indiana University Student Human Resource Association (2005-2010)
- Speaker for new faculty orientation
- Consistently received outstanding student course evaluations

## **Professional Experience**

### **Director of Human Resources; City of Bloomington, IN**

January 2001 – November 2013

- Responsible for the human resources function for a municipality with three collective bargaining units, 700 employees with benefits (approximately 1,000 total employees at peak employment levels), and served on various executive leadership teams guiding policy and operations beyond human resources
- Directed and managed of all benefit programs including 10 years as a partially self-funded health plan with a Health Insurance Trust over \$11,000,000. Led efforts for conversion to voluntary high deductible plan resulting in 43% participation in first year and \$400,000 savings for City, and move to multiple employer welfare arrangement resulting in over \$2,000,000 savings in the first three years.
- Served on Board of Trustees for IACT Medical Trust and as Chair of both the Underwriting Committee and the Appeals Committee
- Appointed by two mayors, serving during four terms
- One of four members on Mayor's Budget Team responsible for budget analysis, process re-design, City Council budget presentation, and executive mentoring and guidance
- Member of strategic planning teams for two mayors
- Advised Mayor on general City policy and human resource strategy
- Collective bargaining team member and strategist (14 collective bargaining agreements, 3 labor unions)
- Judiciously and successfully handled highly sensitive matters of personnel in a political environment
- Co-directed the selection and implementation process of human resource information system and enterprise resource planning system along with online benefits enrollment
- Regularly presented legislation and annual budgets to City Council
- Provided visionary leadership for HR function including the development of a four-tier, internal management certificate program, an organizational development program, early retirement incentives, and significant benefit plan revisions
- Initiated Supported Employment Program placing applicants with developmental disabilities
- Initiated Underrepresented Student Intern Program recruiting students from traditional minority groups
- Managed and directed a department with staff of six employees and up to three part-time interns
- Performed HR generalist duties including labor relations, organizational development, policy development and analysis, and training development
- Appointed Acting Mayor of the City of Bloomington in the absence of the Mayor and Deputy Mayor

### **Assistant Director of Human Resources; City of Bloomington, IN**

January 1998 – January 2001

- Handled grievances, personnel investigations, and employee relations
- Member of collective bargaining teams
- Assisted in design, development, and implementation of new compensation plan and performance evaluation system
- Designed, developed, and delivered training and orientation programs
- Responsible for employee communications, policy interpretation, and recognition programs

### **Director of Safety Training and Communication; City of Bloomington, IN**

January 1997 – January 1998

- Managed OSHA-related training program including prioritizing, organizing delivery, and tracking
- Responsible for administration of organization's health and safety policy
- Organized and led employee safety committee
- Responsible for internal communications
- Selected by Mayor to lead the Employee Development Advisory Team

## **Communications Director; United Way of Monroe County, IN Inc.**

January 1995 – January 1997

- Designed and created promotional materials
- Created and implemented marketing strategies
- Represented the organization publicly in media and at community events
- Planned and organized events
- Wrote and edited monthly newsletter with circulation to 3,000 community members

## **Professional Awards/Honors**

- Inaugural SPEA Student Choice Awards – *Most Personable Award*, in recognition of amiable and approachable faculty member of undergraduates (2015)
- DiversityWorks Distinguished Service Award in recognition of efforts and accomplishments to enhance employment outlook for individuals with disabilities (2014)
- Teaching Excellence Award for Adjunct Faculty, Indiana University SPEA (2012)
- Society for Human Resource Management's Academic Award (2012)
- Indiana Association of Rehabilitation Facilities (INARF) State Partnership Award (2009)
- Council for Community Accessibility Professional and Community Service Award (2007)
- Third Place in nation, awarded by United Way of America, for campaign materials among United Ways in metropolitan areas with fewer than 150,000 people (1996)
- Certified by Human Resource Certification Institute as SPHR - Senior Professional of Human Resource Management (2000–2015)

### **Relevant organization awards:**

- DiversityWorks Special Employer Recognition Award - City of Bloomington (2010)
- South Central Indiana HR Association Outstanding Employer of the Year Award - City of Bloomington (2008)
- Student IUHRA teams placed 2<sup>nd</sup> and 3<sup>rd</sup> in the Indiana SHRM State HR Competition (2008)

## **Education and Professional Training Summary**

### **Western Governors University, Indiana**      *Salt Lake City, UT/ Indianapolis, IN*

- **Master of Business Administration, Management and Strategy**
- Competency-based assessment model. Coursework included Finance, Strategic Decision Making, Organizational Management, Supply Chain Analysis, E-Business, Risk Management, Leadership, HR Management, Corporate Social Responsibility, and Strategic Management

### **University of Washington**      *Seattle, WA*

- Studied Political Economy and Comparative Politics for three years in a combined MA/PhD program (no degree)
- President of the Political Science Graduate Student Association
- Academic advisor for undergraduate Political Science majors
- Full tuition remission

### **Indiana University**      *Bloomington, IN*

- **Bachelor of Arts**
- Majors in Political Science and East Asian Languages and Cultures, Minor in Economics

- Member of Blue Key National Honor Society
- President Pro Tempore of Indiana University Student Association Senate
- Co-founder and leader of highly successful and effective campus political party

## **Hangzhou University**                      *Hangzhou, People's Republic of China*

- Studied Chinese language and culture for one semester
- Instructor of English language and U.S. culture for graduate students

## **Professional Training Summary**

- Society for Human Resource Management Annual Conferences (2013, 2010, 2008, 2006, 2004, 2001, 2000) Topics include, among many others: *variable pay plans, PPACA, strategic HR management, employment law, FMLA, FLSA, ADA, sexual harassment, change management, discipline and discharge, hiring and interviewing, on-boarding, negligent hiring, adding HR value, compensation & benefits, HR ethics, recruitment and retention, workplace violence, ADR, 360 degree feedback, internal branding, developing workplace culture, performance evaluation, employee handbooks.*
- South Central Indiana Human Resource Association (1999-2013) Monthly meetings and annual spring conferences include myriad sessions approved for CEU credit by Human Resources Certification Institute. Topics range greatly and include, among many others: *new developments in employment law, conflict resolution and management topics, HR and strategic planning, HR consulting, change management, workplace violence, executive coaching, living wage legislation, on-boarding, diversity, and understanding the CFO.*
- *Strategic Human Resource Planning*, University of Michigan School of Business Executive Education Center (40 hour course, 2001)
- *Employment and Reasonable Accommodation, ADA-Indiana* (2005, 2010)
- *FLSA Revisions*, Society for Human Resource Management, US Dept. of Labor (2004)
- *Labor Arbitration and Mediation*, American Arbitration Association (2002)
- *USERRA*, Society for Human Resource Management (2002)
- *Professional Certification Preparation for SPHR*, Society for Human Resource Management (three-day seminar, 1999)
- Topics of numerous other training seminars led and/or attended include but are not limited to: *affirmative action plans, responding to conflict, situational leadership, project management, understanding sexual harassment, child labor laws, writing and delivering performance reviews, confined space entry, trenching and shoring safety, lock-out/tag-out, CPR, first aid, first responder, and various computer applications*

## **Professional and Community Activities**

- Diversity Director, Board of Directors; Indiana State Council of the Society for Human Resource Management (2012 - present)
- Director; Indiana Business Leadership Network for employment of people with disabilities (2012-present)
- Member, Society for Human Resource Management (1999 - present)
- Member, Board of Directors; The Project School (2014 – present)
- Member, South Central Indiana Human Resources Association (1999-present); Special Projects Manager, Board of Directors (2005- 2010)
- Trustee, Board of Trustees; Indiana Association of Cities and Towns (IACT) Medical Trust (2011-2013)
- Chair, Board of Trustees Underwriting Committee; IACT Medical Trust (2011-2013)
- Chair, Appeals Committee; IACT Medical Trust (2011-2013)
- Member; Indiana University SPEA Service Corps Advisory Board (2005-2013)

- Lead Business Representative, Diversity Works Business Leadership Network (2008-2012); Member (2006 – 2013)
- Member, Executive Leadership Team; American Heart Association Annual Gala (2008-2012)
- Read for the Record and Community Partners in Reading volunteer (2005-2011)
- Member, Public Law 221 Jackson Creek Middle School Improvement Committee (2006-2012)
- Member, Public Law 221 Templeton Elementary School Improvement Committee (2001-2005)
- Member, Jackson Creek Middle School Assistant Principal Selection Committee (2009)
- Member, Templeton Elementary School Principal Selection Committee (2005)
- Guest lecturer for undergraduate and graduate level classes in the Indiana University School of Public and Environmental Affairs and School of Public Health (1999 to present)
- President, Bloomington Press Club (1999-2000); Vice President (1997-1998); Member (1996-2010)
- Member, Indiana University School of Continuing Studies Advisory Board (2001-2011)
- Member, IVY Tech Office Administration Education Advisory Board (1998-2008)
- Member, WFHB Community Radio Advisory Board (2002 to 2011); volunteer programmer (1993 to present); Chair, HR Committee and board member (2001)
- Member, City of Bloomington Utilities Service Board (1996-2001)
- City Council Appointee, City of Bloomington Affordable Housing Task Force (1996)
- Volunteers in Tutoring Adult Learners, Quiz Bowl team member (2002-2005, 2012)
- Mentor for IU student interns serving social service community through Press Club (1995 to 2003)
- Monroe County Head Start volunteer teacher's aid (1992-1993)

## Representative List of Speaking Engagements

<u>Year</u>	<u>Organization/Event</u>	<u>Role/Topic</u>
2014	U.S. Business Leadership Network Annual Conference (Orlando)	Panelist: <i>Models of Success and Sustainability</i>
2014	Wabash Valley Human Resource Association Annual Conference	Presenter: <i>Correcting Behavior Without Punishment</i>
2014	The Nonprofit Alliance of Monroe County	Presenter: Two, 3-hour open forum sessions on HR topics
2014	IU SPEA Service Corps	Panelist: Professional Development Seminar
2014	Public Policy and International Affairs Program	Panelist: <i>Changing the Face of Government; Government Career Paths</i>
2001 - 13	City of Bloomington Common Council	HR Director: Regularly presented proposed legislation and compensation budgets
2012	U.S. Business Leadership Network Annual Conference (Orlando)	Presenter: <i>BLN and SHRM in Partnership; The Newly Emerging Indiana Model</i>
2012	Indiana Society for Human Resource Management Annual Conference	Presenter: <i>Finding a New Diversity Strategy for Your SHRM Chapter or Employer</i>
2012	Indiana Association of Cities and Towns Medical Trust Annual Mtg.	Presenter: <i>Newly Established Underwriting Policy for Determining City Contribution Structure</i>
2012	Indiana University SPEA Graduate Student Orientation	Panelist for career orientation program
2011-2014	Diversity Works Annual Employer Awards	Master of Ceremonies
2009-present	IU SPEA Graduate Seminars	Guest lecturer: <i>Public Sector HR Management</i>
2012	Indiana Association of Rehabilitation Facilities quarterly state meeting	Presenter: <i>The New IN SHRM Focus on Employment of People with Disabilities</i>
2011	Indiana Association of Cities and Towns Annual Conference	Panelist: <i>A Thorough Examination of Onsite Primary Care Clinics</i>
2010	Indiana Association of People in Supported Employment (APSE) Annual Conference	Presenter: <i>Working Together; INBLN and INSHRM</i>

2010	Indiana Society for Human Resource Management Annual Conference	Presenter: <i>The Value and Purpose of Business Leadership Networks</i>
2009	Indiana APSE Annual Conference	Presenter: <i>The Employer's Perspective; Why Hire People with Disabilities?</i>
2008	Indiana's Summit on Economic Development, Employment and Disability	Presenter: <i>The Role and Impact of Business Leadership Networks</i>
2008	IU SPEA Experiential Exchange conference	<i>HR Leadership in the Public Sector</i>
2008	U.S. APSE National Conference (Louisville)	Presenter: <i>Community Development And the Role of Business Leadership Networks</i>
2008	Indiana University Career Services	<i>Job Search Strategies</i>
2007	IU SPEA graduate student orientation program	Presenter: <i>The role of SPEA Service Corps Fellows and Relationship with Employers</i>
2007	American Society for Quality	<i>Creating Consistent Quality in the HRM Process</i>
2004	Bloomington Hospital and Health Care System Leadership Forum	Panelist: <i>Challenges in Employer Provided Health Care Coverage</i>
2002	WFHB Radio talk show	<i>The State of Health Care Networks In Monroe Co.</i>
2000	IU Student Council of Career and Human Resources	<i>Careers in Human Resources</i>
1998	Bloomington High School North	<i>Role of a Human Resource Manager</i>
1995-97	Numerous employers and organizations in Monroe County, IN	<i>The community value of United Way member agencies and the value added by United Way</i>