

Marisa Graudins

HIGHLIGHTS

Human Resources professional with over 15 years of experience in large policy and system implementations and broad expertise in Washington state public employment law and all human resources disciplines (recruiting and hiring, compensation and classification, time and leave, employee relations, and benefits).

Strengths:

- *Leadership of the analysis and implementation of WA state, local and federal legislation, complex institutional policies, and labor contracts, working in all areas of human resources.*
- *360-degree thinking, meeting facilitation, and ability to break down and simplify complex problems.*
- *Translating business requirements to various audiences – executive leadership, technical system developers, and end users.*
- *Strong project and program management around process improvement initiatives.*

Whether it is human resources project, program, or systems management, my thirst for learning, creativity in solving complex problems, work ethic, and sense of humor helps me motivate and guide the work of a diverse array of teams to ensure that effective, contemporary, and compliant solutions are developed and implemented.

EXPERIENCE

[UW Human Resources | University of Washington | October 2017 – present](#)

UW Human Resources (UWHR) provides services to over 37,000 staff and student employees across three campuses and three medical centers, with employees represented by 18 unique collective bargaining agreements. I serve on UWHR's Executive Team in a strategic role, working with all areas and disciplines of UWHR to provide expert policy direction and lead or support labor, policy, legislative, or other institutional implementations.

Director of HR Policy & Legislation

- Responsible for monitoring HR-related state, federal, and local legislation and rules, assessing business and fiscal impact, and leading or supporting implementation initiatives (e.g., sexual misconduct disclosure, I-1433 sick leave, HB 2669 temporary employee rule changes, all COVID-related employment rules/laws, Labor & Industries executive, administrative and professional worker rule changes).
- Foster relationships with the Office of Financial Management State Human Resources Office, UW State and Federal Relations, and Interinstitutional Personnel Officers Committee higher education institution representatives and coordinate all outreach, requests, and communications with them.
- Provide expert policy and data analysis to support HR strategic initiatives, labor relations negotiations, and policy changes and use this information to support proposals for data-driven decision making.
- Prioritize, analyze, and lead process improvement initiatives to support UWHR business, including all HR-related staff and student Workday system changes. Recent significant successes include development of UWHR diversity, equity and inclusion website, hiring record keeping training to support compliance with the Office of Federal Contract Compliance Programs (OFCCP), out-of-state employment design, recruiting/retention support measures, and telework eligibility tracking.

[HR/Payroll Modernization Project | University of Washington | January 2014 – September 2017](#)

The HR/Payroll Modernization project involved the implementation of an enterprise-wide Human Resources and Payroll system (Workday) and the modernization of related business processes impacting over 44,000 employees. It was one of highest profile projects at the University.

Functional Manager, HR/Payroll Modernization Project

Nov 2015-Sept 2017

- Responsible for the full implementation lifecycle of Workday HCM, Compensation, Time Tracking, Payroll, and Absence Management modules, directing a cross-functional group of team members to solve complex problems under new project leadership and aggressive deadlines.
- Key partner with PMO and executive leadership groups providing strategic direction, solution architecture, and policy, procedure, and labor relations risk assessment and guidance.
- Key leader in developing creative solutions and efficient approaches during a critical point in the project when cross-functional configuration needed to be reset.
- Evaluated system configuration and performed detailed analysis and quality assessments to ensure that the team's work product was on target and met business requirements.

Functional Lead, HR/Payroll Modernization Project

Jan 2014-Nov 2015

- Responsible for the implementation of Workday Time Tracking and Absence Management modules, ensuring that design reflected the requirements and outcomes of business process review and testing work efforts.
- Managed and coordinated the activities of the time/absence module team members and vendor personnel.
- Coordinated with other module leads on parallel, sequential, and cross-module efforts.
- Met frequently with business owner representatives from HR, Office of Academic Personnel, UW Medicine, and Payroll to keep them apprised of issues and to ensure support for the time/absence related project decisions.

[UW Human Resources | University of Washington | 2005 - 2013](#)

Served in key roles within HR Administration & Information Systems team by demonstrating the ability to collaborate with internal and external stakeholders at many organizational levels to achieve operational and process improvement goals in a complicated and decentralized environment.

Project Manager, Business Process Redesign & Automation Initiative

Dec 2011-Dec 2013

- Worked with all areas of Human Resources (Compensation, Recruiting, Benefits, Operations, IT) to launch My HR Tools portal, a suite of online tools for HR, client departments, and employees, and streamlined business processes. Two of the tools launched involved compliance with temporary employment monitoring and notification, which would serve me well later when State HR changed temporary employment rules (HB 2669 in 2018).
- Responsible for oversight, planning, and management of all project activities. Developed project plans, worked with the appropriate level of leadership to resolve issues or remove roadblocks, and organized the project to achieve successful delivery of results.
- Worked with project team members and technical project manager, and supervised project support staff to plan delivery dates, communications, testing and user acceptance plans, training methods and materials, and overall project staging to ensure success and promote user acceptance.
- Worked with HR business unit staff contributing to project role assignments to map business processes, analyze and measure data, conduct customer needs assessments, and facilitate quality improvement redesign and implementation efforts.

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- Developed and delivered presentations to the UW community regarding initiative and individual project efforts.

HR Analyst/Administrative Specialist, HR Administration & Information Systems

Dec 2005-Dec 2011

- System Administrator for the University's online time and leave system (OWLS) application that held over 14,000 records for staff employees. Completed policy and program analysis of the system application and HR time off and leave policies. Served as the principal client liaison with system developers to investigate, test, and implement application enhancements and bugs.
- Oversaw the application customer support team in providing user support and resolving user or application challenges and developed quarterly newsletter for timekeepers and administrators, providing practical information for correctly using features to administer time and leave entries that comply with University compensation and leave policies.
- Oversaw the HR service recognition team responsible for the day-to-day operation of the UW Service Recognition Program.
- Led usability testing and evaluation of the UWHR website. Conducted user experience research and prepared reports.
- Assisted with HR's coordination and analysis of bills during the annual WA State legislative session.

School of Medicine | University of Washington | December 2002 – December 2005

Program Coordinator/Fiscal Specialist, Dean of Medicine Academic Affairs business office

Dec 2002-2005

- Coordinated all logistics and details for the School of Medicine graduation ceremony (Hooding) for 200+ M.D. students and over 2,000 guests.
- Assisted the Financial Director with budget monitoring and reconciliation, and handled petty cash, travel, and procurement card payments and reimbursements.
- Coordinated travel for 200+ M.D. students and faculty members throughout the Washington, Wyoming, Alaska, Montana, and Idaho (WWAMI) region.

EDUCATION

- Master of Education in Curriculum & Instruction (Communication & Technology), University of Washington
- Bachelor of Arts in Anthropology and Scandinavian Area Studies, University of Washington

VOLUNTEER ACTIVITIES AND OTHER INTERESTS

- Fluent in Latvian
- Director of a nonprofit Latvian summer camp for children ages 4-13: <http://mezotne.rklic.org/en/>
- Principal at Seattle Latvian School: <http://www.seattlelatvianschool.org/>