




John M. Cummings

MBA, PHR, SHRM-CP, CIC

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Educational Background & Certifications

MASTER OF BUSINESS ADMINISTRATION DEGREE (MBA): University of Montana

BACHELOR OF ARTS DEGREE, CUM LAUDE GRADUATE: Gonzaga University

PROFESSIONAL IN HUMAN RESOURCE MANAGEMENT (PHR) 2002 – Present

SHRM Certified Human resource PProfessional (SHRM-CP) 2015 – Present

HRCI Certificate in diversity and inclusion –PRESENT

CERTIFIED INSURANCE COUNSELOR (CIC) 2012 – Present

Experience

2015 – PRESENT (10 years cumulative employment with Anderson ZurMuehlen)

Human Resource Director and HR Consultant/Anderson ZurMuehlen & Co, P.C., Helena, MT Business Overview

- HR Director for 7 Offices, 230 Employees over a (4) State Region. My role is to manage, recruit, develop and retain our most valuable resource, our employees. In addition, I provide a full spectrum of human resource consulting and training services through the firm's AZ Leverage team. My role also supervises and directs the firm's payroll, benefit and training and development initiatives.

Personnel Director / Human Resource Consultant

- Pursued and managed the firm receiving the State of Montana's Inaugural Equal Pay for Equal Work Award.
- Pursued and managed the process for the firm to receive the State of Montana Job Service's Employer of Choice Awards (2019 and 2020)
- Direct all recruitment and retention efforts including establishing formal accounting and technology apprenticeship programs, maintain strong on-campus recruiting relationships with faculty, career service departments, Beta Alpha Psi as well as developing Summer Leadership and Campus Ambassador programs for students.
- Conceived and facilitated HR Accounting Roundtable with the Montana Society of CPAs as well as provide ongoing HR consulting and assistance to the society as requested.
- Manage the human resource, benefit, and new employee onboarding of acquired 30 employee technology consulting firm.
- Personally manage all employee termination meetings as well as exit interviews across seven (7) office locations.
- Manage firm's legal compliance and execution of Reduction in Force (RIF) initiatives, COVID layoffs and Early Retirement Incentive programs.
- Provided extensive client training and consulting related to the Family First Coronavirus Relief Act (FFCRA) to clients over the last 12 months and became an internal expert for employees as well
- Developed, and managed, the firm's Employee Management Advisory Committee, Employee Benefit Advisory Committee and Employee Visionary Award Program.
- Developed firm's Flexible Work Arrangement (remote work) policies and processes as well as Paid Parental Leave Program.

- Manage firm's legal compliance with employee policy, procedures and employment agreements over a three (3) state region of Montana, Idaho and Utah.
- Managed RFP and vendor selection process for group health insurance plan, self-funded health insurance options (and resulting analysis) and 401(k) audit and 401(K) investment services
- Provide extensive client human resource and benefit consulting and training including, but not limited to: development of custom policies and procedures manuals, employee recruitment and selection, employee criminal background and credit check, employee drug and alcohol testing regulations, wage and hour compliance, employee discipline and termination, employee reduction in force (RIF), and employee discrimination claims.
- Gained significant expertise in the HRIS (Human Resource Information System KRONOS) including the mapping of custom recruitment and performance appraisal modulus. Additional software management include the firm's ATS (Applicant Tracking Software) as well as the firm's background check software.
- Provide all training and oversight of firm's employee appraisal processes.
- Present educational workshops to students, employees and clients, including but not limited to: Start with Why / Simon Sinek, Leveraging Technology for Recruitment and Retention, HR Management for Not-For-Profit Executive Directors, Managing Remote Employees, Becoming a Skilled Presenter, Establishing and Managing Robust Work From Home / Flexible Work Arrangements, Supervising for Success, Backpack to Briefcase, Understanding the Fair Labor Standards Act, Providing Employee Feedback, Wage and Hour Compliance, Business Writing and Grammar Boot camp, Multiple Generations in the Workplace, Diversity and Discrimination Awareness, Supervisor 101 Boot camp, Personnel Policy Manual Development, Virtual Recruiting Best Practices, Effective Customer Service, Kill a Stupid Rule, and Understanding FMLA, ADA, FMLA and Workers Compensation
- Diverse External HR Clients: Accounting firms, multiple Not-for-Profit organizations, OBGYN practices, Dental practices, Engineering firms, Sheet Metal and HVAC installation, Oral Surgeons, Specialty Grocers, Auto Transport, Sporting Goods stores, County Government, University Foundations, Agriculture/Farm/Ranch, Pharmaceutical, Restaurants, Hotels/Convention Centers, Speech and Language Clinics, Athletic Clubs, Manufacturing, Relators, Craft Breweries, and Housing Authorities

2019 – Present

Human Resources Adjunct Faculty/Carroll College (current); Helena College University of Montana (previous); Montana Technological University (previous)

Currently teaching BA 308, Human Resource Management for Carroll College, Helena MT. This course focuses on the theory and practice of Human Resource Management including: talent management, compensation and rewards, performance management, employee relations, State and Federal Legislation, and human capital strategy. Previous collegiate instruction has also included teaching Organizational Behavior.

2004 – 2014

Risk Management Program Manager & HR Director/Montana Municipal Interlocal Authority, Helena, MT

Business Overview

- Position supervises staff in the development of municipal risk management strategies in workers' compensation, property, liability and employment practices liability insurance programs. Position provides all internal personnel management functions for MMIA including recruiting, hiring, corrective action, staff development, strategic planning, succession planning and compensation analysis. Position provides highly technical human resource consulting to 121 municipalities assisting personnel directors, elected officials and city attorneys.

Risk Management Program Manager

- Directly supervise Risk Management Specialist and Member Services / Training Coordinator in developing risk management strategies, initiatives, and techniques for Montana cities and towns

- Provide training through Montana State University's Local Government Center, to mayors, elected officials, clerks, treasurers, and city attorneys
- Attend and present elected official roles and responsibilities training at City Council meetings
- Present custom developed educational workshops to municipal staff and elected officials, including: Wage and Hour, Early Return to Work, Personnel Policy Development, Sexual Harassment, Diversity / Discrimination, Managerial Delegation, Performance Appraisal, Customer Service, Health Care Management, Legal Issues in Human Resources, Violence in the Workplace, Liability and Workers Compensation Risk Management, Elected Officials Roles and Responsibilities, Municipal Succession Planning, Montana Safety Culture Act, and comply with Drug and Alcohol Testing requirements
- Identify and address municipal workplace injury and liability losses and trends
- Assist in development of model Law Enforcement and Jail Standards policy and procedures

HR Director / Human Resource Consultant / EPLI Program Manager

- Manage MMIA's Employment Practices Liability Insurance (EPLI) program including the screening, approval and insurance coverage underwriting processes
- Assess the personnel services assistance needs of MMIA member communities and develop necessary programs and training
- Provide on-demand compliance consulting for Montana Municipalities regarding ADA, EEOC, FMLA, workers compensation, wage and hour compliance, public relations, and corrective action and grievance management
- Develop/implement/review employment practice and personnel assistance manuals and policies and procedures for the MMIA and member communities
- Review member agency personnel policies and procedures for language affecting liability and workers' compensation exposures; review documents to identify and rectify deficiencies with respect to risk
- Provide recommendations on methods to improve personnel management practices in such areas as recruiting, selecting, promoting, evaluating, training, supervising and terminating employees
- Present educational workshops to member communities, including but not limited to: Wage and Hour Issues in Montana, Personnel Policy Manual Development, Sexual Harassment, Resume Development, Effective Customer Service, Health Care Benefit Management Tools, Elected Official Roles and Responsibilities, and contract management

2001 –2004

Senior Human Resource and Employee Benefit Consultant/Anderson ZurMuehlen & Co, P.C. / Employee Benefit Resources, LLP, Helena, MT

Business Overview

- Provided executive level management consulting in a full service human resource and employee benefit firm. Worked hand in hand with employers to tailor human resource strategies and employee benefit services in order to attract, reward, and retain the best employees and enhance performance and motivation

Human Resource Consulting

- Served as outsourced personnel director and consultant
- Performed organizational analysis for clients and design improved organizational structures
- Assisted organizations in integrating new businesses into existing structure and business culture
- Performed staffing, salary, and employee benefit analysis
- Performed employee recruitment, interview, and selection services
- Developed position specific interview questions, guidelines, skill(s) tests, and applicant screening procedures
- Facilitated Organizational Strategic Planning sessions for client management teams
- Developed industry specific personnel policies and policy manuals
- Analyzed and designed integrated employee position descriptions and performance appraisal programs
- Performed affirmative action analysis and developed organizational affirmative action plans

- Provided federal and state employment and wage and hour consulting for clients
- Provided consulting related to employee disciplinary and corrective action procedures
- Developed HIPAA policies and procedures and serve as HIPAA Privacy Officer
- Assisted employers in complying with FMLA, COBRA, and HIPAA regulations

Compensation and Benefits Consulting

- Conducted salary and benefit surveys for clients and develop corresponding salary matrices
- Provided health insurance consulting services for clients, including self-insurance analysis, and developed insurance reimbursement schedules
- Consulted with clients and developed Medical Reimbursement and Educational Assistance Plans
- Administered employee benefit programs including Flexible Benefit, Medical Reimbursement, and Educational Assistance plans
- Developed integrated employee incentive/award and performance appraisal systems
- Researched and evaluated qualified and nonqualified retirement and pension plans
- Assisted clients in RFP and selection process for insurance pool investment services

1992 – 2000

Executive Business Manager/D&S Diversified Technologies, Helena, MT

Business Overview

- Accumulated in-depth management experience with a dynamic entrepreneurial company involved in health care management, software development, distance learning, and custom technology solutions

Personnel & Human Resource Management

- Managed 195 Registered Nurse Raters and four (4) regional managers
- Developed necessary staffing plans and models to manage operations in four (4) states
- Recruited, interviewed, hired, trained, and monitored Registered Nurses
- Developed and maintained Registered Nurse and health care facility contracts
- Maintained company compliance with independent contractor and employment legislation

Health Care Management

- Managed statewide health care contracts for the states of Montana and Oregon
- Developed eight (8) years of progressive health care management experience and techniques
- Coordinated 150 health care facilities, 195 RN raters, and 4000 CNA exams annually
- Facilitated compliance with state and federal employment and health care legislation
- Managed company interaction with Departments of Public Health and Human Services
- Recruited, interviewed, trained, and supervised Registered Nurses

Marketing & Public Relations Management

- Managed national CNA testing marketing campaign and presented quarterly reports to Health Departments and Boards of Nursing

Business Finances

- Managed +\$100,000.00 (annual) State of Montana Nurse Aide Testing Contract, including the management of accounts receivable, accounts payable, and financial statement evaluation

Skills

Nationally recognized Human Resource and Risk Management (EPLI Underwriting) Conference Speaker, including presentations for BDO, Upstream Academy, PRIMA and AGRIP. Software proficiency includes Kronos Workforce Ready (HRIS), Applicant Stack (ATS), Criminal and Credit Background Check (HireRight and Imperative), PayScale Compensation, MS TEAMS, SharePoint, ZOOM, Skype, MS OFFICE (Word, Excel, PowerPoint, Access) and more.

Community Involvement & Investment

State of Montana, 2020 - Present

Governor's Equal Pay for Equal Work Task Force

Selected by Montana's governor to serve on a task force to enhance Montana's awareness and national standings as it relates to equal pay for equal work.

Society for Human Resource Management, 2004 - Present

Board of Directors, Program Chairperson, President, Past-President

Served in multiple state and local leadership positions including Chapter President (2004) and serving on State Council as College Relations Chair. Roles included providing monthly continuing education training for over 100 Helena-area human resource professionals.

Montana Shakespeare in the Parks, Montana State University, 2020 – Present

Local Helena Organizing Committee

Provide local promotion, fundraising and on-the-ground support to bringing free, professional productions of Shakespeare throughout Montana.

Spirit of Service, 2001 - Present

Rocky Mountain Development Council / Anderson ZurMuehlen

Provide annual assistance (10 homes to date) with external home maintenance throughout Helena.

Big Sky Institute for the Advancement of Nonprofits, 2007 - Present

Not-For-Profit HR and Personnel Management Consultant

Assisting in the development of Personnel Management Policies and Procedures and providing on-demand human resource consulting

Exploration Works, 2008 – Present

CEO Advisory Committee (current), Board of Directors, Board President, Board Executive Committee, and Board Past President

Serving in multiple capacities for Exploration Works - a museum of science and culture. Managed CEO recruitment and selection process as well as human resource, risk management and loss control activities.

Vocal Credit Union (Formerly TRICO Credit Union), 1994 - 2004

Board of Directors Vice President / Strategic Planning Consultant

Contributed to the quality operation of a +\$13,000,000 financial institution. Served on CEO Selection and Review, Investment, Personnel, and Technology Management Committees.

Helena Chamber of Commerce, 1993 - 1999

Leadership Helena Business Representative and Program Chairperson