

Dana R. Whinnery

Executive Summary

- Executive manager with over thirty years of progressively more responsible experience in management and human resources administration in large, progressive, and diverse public institutions involving both union and non-union environments.
- Demonstrated ability to work cooperatively with employees, managers, and labor organizations to achieve organizational objectives
- Lead management negotiator, having negotiated approximately 50 collective bargaining agreements. Settlements have been within budget, maintained competitiveness, enhanced ability to meet organizational objectives, and when necessary, met goals for achieving concessions.
- Skilled manager, perceived by operating management, supervisors, employees, and union representatives as fair, firm, honest, knowledgeable, credible, approachable, and caring.
- Professional certification as Senior Professional in Human Resources and active in public sector labor relations associations.

Professional Background

Assistant City Manager
City of Farmington Hills

1998 to Present
Farmington Hills, MI

As the second ranking executive in a City of over 80,000 residents, reports to the City Manager, and assists in managing the daily operations of the City by directing inter-departmental activities and coordinating the various functions of the operating departments. Provides consultation and managerial leadership to department heads on various operational, strategic, personnel, and budgetary issues. Represents the City in public and private meetings with residents and agencies. Provides advice and assistance to the City Manager in the planning of departmental activities, projects, and studies, and on all issues related to human resources. Oversees the Human Resources Department and directs labor relations activities, including serving as lead negotiator in collective bargaining, providing last step response to grievances, administration of discipline, and coordinating responses to outside agency complaints.

Director of Human Resources
City of Farmington Hills

1986 to 1998

Directed and managed a comprehensive human resources department for a municipality of over 900 full and part time employees. Functions included employee and labor relations in both union and non-union environments, contract administration for six unions, discipline, grievance administration, employee recruitment and selection, EEO, wage and salary administration, benefits design and administration, safety, and employee education and development.

Personnel Representative I/II
University of Michigan

1982 to 1986
Ann Arbor, MI

Provided human resources consultation and service to various operating units including the Housing Division, Plant Operations, and other business, finance, and student services operations. Provided advice and direction to management and supervisors regarding personnel issues such as attendance control, performance management, and employee misconduct. Investigated and responded to third step grievances. Prepared and conducted supervisory training to address developmental needs of supervisors. Also provided organizational structure and job classification advice to departments to ensure operational efficiency and equity. Conducted job audits and provided recommendations regarding the classification of positions and pay rates.

Employment Representative I/II
University of Michigan

1979 to 1982

Coordinated the employee recruitment and selection process for various operating units. Provided employment process support for a wide variety of job classifications and functions, including business, financial, information systems, facilities maintenance, plant, building services, engineering, construction, housing, food service, safety and security, human resources, and others. Travelled twice annually to midwest college campuses to conduct outreach for targeted jobs and minority recruitment.

Education

Bachelor of Science, Business/Personnel Management <i>Arizona State University</i>	1978 Tempe, AZ
PHR/SPHR Certification Preparation, SHRM Learning System <i>Eastern Michigan University</i>	Ypsilanti, MI
Executive course in Collective Bargaining <i>University of Michigan</i>	Ann Arbor, MI
Executive course in Compensation and Salary Administration <i>Michigan State University</i>	East Lansing
Executive course in Employment Interviewing <i>Michigan State University</i>	East Lansing, MI

Professional Associations

- Society of Human Resources Management
- International Public Management Association/HR
- National Public Employer Labor Relations Association
- Michigan Public Employer Labor Relations Association

Certifications and Designations

- Senior Professional in Human Resources Management (SPHR), Society of Human Resources Management (SHRM). Achieved lifetime certification.

Accomplishments

Labor Relations

Successfully negotiated approximately 50 collective bargaining agreements with 6 different unions for the City of Farmington Hills. Consistently prevailed in grievance arbitration. Developed and maintained positive relations with employees, supervisors, unions, and union business agents.

Management

Developed working relationships with department and division managers that resulted in gaining their trust and confidence. Directed a number of interdepartmental projects that required skill in managing the interests of multiple stakeholders, such as the construction of a fire station and community center. Developed and implemented a comprehensive policies and procedures manual.

Employment

Coordinated employment processes for positions ranging from Laborer to Police Officers to Vice President of University Development. Grew the City of Farmington Hills employment ranks by nearly 80% during a period of significant growth, but then reduced the employment by approximately 28% through effective use of retirement incentives and targeted attrition as necessitated by recent budget reductions. Hired candidates that became long-term and successful employees.

Cost Management

Designed, negotiated, and implemented a health insurance benefits plan that brings the City of Farmington Hills into compliance with the Publicly Funded Health Insurance Contribution Act while saving approximately \$1.2 million and still protecting the interests of the employees and maintaining a competitive benefits plan. Designed and implemented an early retirement incentive program that saved approximately \$5 million. Oversaw a safety and workers compensation program for Farmington Hills that has saved several million dollars resulting in lower claims and insurance rates. Negotiated a transition from defined benefit retirement plans to defined contribution plans with retirement health savings accounts, saving millions of dollars.