

JAMES J. RYAN



EXPERIENCE

CHIEF AIDE/HR DIRECTOR, TOWN OF SALISBURY, SALISBURY, MA – SEPT 2017-PRESENT

- Working under the Town Manager, managing all special projects, various contracts, and human resource functions
- Retrofitted all Salisbury street lights with high efficiency LED technology including; the purchase of all street lights from National Grid, MGL c. 30B consultant services for the inventory of all street lights and advisory services for the LED design and retrofit; project budget management Selectmen/Warrant Advisory updates; management of installation contractor; and the securing of a utility rebate incentive and MAPC matching grant
- Management of all property, liability, and vehicle coverage and claims through MIIA
- Management of all Workers Compensation and 111F Injured on Duty (IOD) claims
- Complete update and reorganization of the town website; social media implementation
- Personnel file management and reorganization to comply with MGL c.149 § 52C
- Organizing departments, implementing practices, and applying to receive MIIA rewards credits yearly to lower our property/liability/vehicle insurance premiums
- Affordable Care Act and PCORI reporting annually
- Drafting and implementation of the town's first Code of Conduct Policy
- The modernization of the town's hiring process including formatting all new hire job descriptions to comply with modern HR practices, implementation of competency based interviewing, centralization and standardization of advertising and application review processes, changes to advertising techniques, and the implementation of salary data
- Annual inventory review of town fleet and property leading to the discovery of a dozen uninsured sewer stations
- Updating current CORI practices and Salisbury employment applications to align with the law
- Successful negotiation of collective bargaining agreements
- Creation of the first town Health Insurance Policy which now gives guidance to employees and retirees;
- Recertification of MCPPO designation and MCAD certification
- Implementation of employee trainings such as a Sexual Harassment/Harassment training, Ergonomic training, Work-site safety training, CPR certification training, and more
- Obtaining MIIA grants for the installation of temperature sensors for our Library and safety equipment for our Public Works
- Completion of several compensation studies for use by the Town Manager
- Formed an Insurance Advisory Committee with union representatives and a retiree to have an on-going discussion about employee benefits

FINANCE/BUDGET ANALYST, TOWN OF WELLESLEY, WELLESLEY, MA - NOV. 2013-SEPT 2017

- Working under the Finance Director, reconcile monthly cash statement
- Creation of several Standard Operating Procedures pertaining to procurement, warrant processing, and posting of revenue receipts
- Reconciliation of Planning Department projects for the first time in several years
- Revenue Handling Audit reports of the Town Clerk's office and Library
- Cost-out union contracts previously done by Human Resources
- Posting daily revenue receipts
- Analyze revenue trends
- Work with department heads to update yearly operating and capital budget submissions

- Coordination of department heads for budget presentations to Board of Selectmen
- Presentation of capital to Board of Selectmen
- Lead committee member to overhaul and launch the Town of Wellesley's new website
- Update and submit yearly Annual Report statistics
- Manage all department encumbrances and projection entry while ensuring accuracy to approved Town Meeting budgets
- Prepare requests for quotes and proposals for supplies and services for smaller town departments
- Processing of town-wide payroll and accounts payable during employee absences
- Train employees on all budget related Munis functions
- Member of the Wellesley Unified Plan Working Group to select Unified Plan consultant and guide project thereafter
- Liaison to departments for finance or procurement related questions or concerns

BUDGET ANALYST INTERN, TOWN OF FOXBOROUGH, FOXBORO, MA—APRIL 2013-JULY 2013

- Working under the Town Manager, completing special projects as needed
- Department of Public Works Sick Leave analysis
- Completed Library Compensation Survey
- A reevaluation and development of the Selectmen's Policy Book, and the integration of several Memorandum's of Agreement into the police and fire union contracts
- Re-writing of Selectmen policies to better align with town goals

RESIN CONTROLLER, STRATASYS LTD, BILLERICA, MA—MAY 2011-APRIL 2013

- Working under the Director of Operations, analyzed weekly and quarterly sales
- Distributed 3D printing materials in a timely manner for over 1,000 customers
- Addressed and centralized daily concerns of customers
- Trained and managed multiple employees during different times of the year
- Presented financial data in different forums to different interest groups which included senior management and our partners overseas

INTERN, REP. MIKE CAPUANO 8TH DISTRICT, WASHINGTON, DC—SEPT 2010-DEC 2010

- Working under the legislative staff, toured visiting constituents
- Attended hearings to write memos for aids who couldn't attend
- Responded to inquiries of constituents by telephone and written letter
- Researched obscure issues for the legislative staff
- Timely distribution of information to legislative assistants

ADDITIONAL EXPERIENCE

VOLUNTEER, WOODRIDGE CONDO BOARD, WEYMOUTH, MA—APRIL 2015-SEPT 2016

- Working as one of five Trustees managing 35 units and the surrounding property
- Managing resident concerns and suggestions
- Reconciling bank statements, digital records maintenance, vendor research, project management
- Writing of monthly newsletter
- Creation/maintenance of budget documents
- Purchase and installation of new group mailboxes

VOLUNTEER, MARTIAL ARTS ACADEMY, WEYMOUTH, MA—JANUARY 2017-PRESENT

- Assist the lead instructor with the coordination of children's classes by ensuring students are focused, training safely, and by providing demonstrations for them to follow

EDUCATION

SUFFOLK UNIVERSITY, MASTERS PUBLIC ADMINISTRATION, SEPT. 2011-DEC. 2013

GPA 3.9 - Major courses include: Public Sector Labor Relations, Managing Financial Resources, Quantitative Analysis, Information Based Management, Statistics I & II, Government Administration, HR Development

UNIV. MASSACHUSETTS LOWELL, BA LIBERAL ARTS, SEPT. 2006-DEC. 2010

GPA 3.1 - Major courses include: State and Local Government, Labor Economics, Statistics, Micro/Macro Economic Theory, International Organizations, U.S. Government, Introduction to Accounting