

RTK REQUEST NUMBER

DATE RECEIVED

5 DAY RESPONSE DATE



COUNTY OF LUZERNE

RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: Griffith Walter L (PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: 348 Highland Ave STREET / P.O. BOX

Trucksville PA 18708 CITY STATE ZIP CODE

PHONE # 570-239-0025 FAX#

EMAIL ADDRESS: wlgriffith@aol.com

SIGNATURE: Walter L Griffith Jr DATE: 08-12-2021

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.

I am requesting a copy of any and all Job applications and resumes including any and all documents for employment or Merit Hiring, that pertain to experience, education and past employment and any certifications that were submitted to Luzerne County HR Department from Shelby Watchilla from January 2014 to December 2020.

PLEASE CHECK ONE OF THE FOLLOWING:

- I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)
I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...)
I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD

00537 - Director of Elections

Contact Information -- Person ID: 26607085

Name: Shelby Watchilla Address: US

Home Phone: Alternate Phone:

Email: Notification Email

Preference:

Former Last Name:

Personal Information

Driver's License:

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

Preferences

Minimum Compensation:

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day , Evening , Night , Weekends , On Call (as needed)

Objective**Education**

SW verified no education history.

Work Experience

HR Business Partner Hours worked per week: 37.5
 10/2016 - Present Monthly Salary: \$0.00
 # of Employees Supervised: 3

Luzerne County Human Resources Name of Supervisor: Angela Gavlick - HR Director
 20 N. Pennsylvania Avenue May we contact this employer? Yes
 Wilkes-Barre, Pennsylvania 18702
 570-825-1700

Duties

- Oversee and supervise an HR staff of 3
- Administer FMLA and ADA for county employees
- Worked on and implemented plan to consolidate Human Services HR staff and County HR staff into one central location
- Work with County HR Director to update Personnel Policies and make sure we are in compliance with County Ethics Code, Personnel Code, and Home Rule Charter.
- Assist with numerous contract negotiations, investigations, and disciplinary actions, including conducting loudermill hearings and terminations
- Assisted in creating formal New Hire Orientation and Onboarding Program
- Selected to serve on committee to implement new payroll software and consolidate county payroll cycles down to one cycle.
- Assisted with County job fair for all County Departments with afternoon and evening hours to accommodate the schedules of all potential jobseekers
- Facilitated numerous trainings
- Work with department managers regarding recruitment needs, performance evaluations and any other HR needs.
- Provide support and assistance to HR staff.

Realtor

5/2009 - 12/2017

Jack Crossin Real Estate
208 Union Street
Pringle, Pennsylvania 18704
570-288-0770

Hours worked per week: 15

Monthly Salary: \$0.00

Name of Supervisor: Jay Crossin - Broker

May we contact this employer? Yes

Duties

- Generate new business leads for potential buyers and sellers
- Represent buyers and sellers in their real estate transactions
- Search and run reports through the MLS for properties that interest clients
- Attend and assist with real estate closings to ensure client satisfaction
- Communicate with clients on a regular basis regarding their changing needs and interests

Reason for Leaving

Loved this position but wanted to be available to dedicate more time to my full-time position with the County as needed.

HR Generalist

3/2015 - 10/2016

Luzerne County Human Resources
20 N. Pennsylvania Avenue, Suite
218
Wilkes-Barre, Pennsylvania 18702

Hours worked per week: 37.5

Monthly Salary: \$0.00

Name of Supervisor: Angela Gavlick - Human Resources

Director

May we contact this employer? Yes

Duties

- Research, compile and analyze comparable market salary information for individual positions, departments or job classes as the need arises
- Coordinate and participate in the recruiting, selection and employment process
- Work with department to design proactive employee recruitment and selection strategies that support staffing initiatives
- Assist with the development and interpretation of personnel policies and procedures relating to all phases of employee/employer relationship
- Implemented NeoGov online application tracking system to replace outdated paper application process
- Receive and address employee complaints
- Develop and update job descriptions
- Recommend amendments to existing policies or write new policies, as appropriate, and submit recommendations for further consideration
- Coordinate maintenance of HR information systems and databases
- Process and maintain all personnel and payroll transactions, records and files pertaining to appointments, leave time, transfers, promotions, separations, pay adjustments and related personnel/payroll actions
- Assist in the administration of and compliance with County Personnel Policy, Collective bargaining Agreements and County Personnel and Ethics Code
- Consistently meet deadlines on multiple tasks/projects
- Ability to multi-task and prioritize importance of what needs to be accomplished
- Work continuously with confidential and highly sensitive matters that require sound judgment, personal initiative and discretion
- Detailed knowledge of Kronos, New World, NeoGov and County website maintenance

Reason for Leaving

Moved into another position within the department with more responsibility and room for growth.

Administrative Assistant

4/2014 - 2/2015

Hours worked per week: 37.5

Monthly Salary: \$0.00

Name of Supervisor: John Hakim - 570-830-5145
 May we contact this employer? Yes
 Luzerne County Conflict Counsel
 200 N. River Street
 Wilkes-Barre, Pennsylvania 18711
 570-830-5145

Duties

- Provide administrative, paralegal and secretarial support
- Prepare complex documents, spreadsheets, and other presentations as required
- Set up, organize, and maintain files, including timely and accurate filing of documents
- Responsible for all daily office functions
- Maintain schedule for Attorney Administrator
- Prepare for and organize attorney/client meetings
- Draft legal documents, client correspondence and dictation
- Conduct client meetings
- Prepare payroll, accounts payable, and accounts receivable
- Work independently, with little supervision and always present myself in a professional manner
- Field calls/walk-ins from clients with questions and/or problems
- Schedule hearings, client meetings and resolve schedule conflicts
- General clerical duties, such as faxing, filing, photocopying, binding and compiling documents
- Served as temporary Clerk to Council to County Council, preparing agendas, circulating correspondence to Council Members and taking minutes. After permanent Clerk was hired, I continued to fill in as needed.

Reason for Leaving

Better opportunity

Office Manager

11/1999 - 11/2013

Law Office of James J. Haggerty
 Kingston, Pennsylvania 18704
 570-288-3631

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: James J. Haggerty - President/Owner

May we contact this employer? Yes

Duties

- Responsible for all daily office functions
- Maintain schedule for Attorney Haggerty in both his capacity as Attorney and Mayor of the Municipality of Kingston
- Prepare for and organize attorney/client meetings as well as Mayoral business meetings
- Maintain confidential records involving both legal matters within the law practice and mayoral issues, mainly discussions of personnel issues involving disciplinary action, internal investigations and compensation issues
- Devise and implement new and effective ways to solicit new clients
- Draft legal documents, client correspondence and dictation
- Conduct client meetings
- Prepare payroll, accounts payable, accounts receivable, and payroll reports. Worked with our privately retained accountant on quarterly tax, etc.
- Work independently, with little supervision and always present myself in a professional manner
- Field calls/walk-ins from constituents and clients with questions and/or problems
- Schedule hearings, client meetings and resolve schedule conflicts
- Plan, organize and execute numerous, highly successful fundraisers
- Create, update and maintain, campaign contributor databases
- Coordinate, staff and manage, campaign phone banks
- Organize community literature handouts and other grass roots campaign efforts
- Schedule, oversee and manage Election Day volunteers

Reason for Leaving

Wanted a position with opportunity for advancement.

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Additional Information

While working for the County, I have volunteered to work (after regular work hours) in the Bureau of Elections on Election night for more than 8 Elections. Worked with their "Sure" system to assist Judges of Elections at all different precincts with voter issues, researched issues, made recommendations and gave solutions to voter issues. Assisted with vote count return process from all County precincts.

Additionally, I have experience in manipulating and reviewing voter data, creating voter data lists based on specific criteria as requested by the candidates needs, campaign finance reports, proper completion of candidate petitions and circulations deadlines. Knowledge of local, state and federal campaigns.

References

Professional

Keating, Paul

Administrator, Municipality of

Kingston

570-479-6050

Professional

Gavlick, Angela

HR Director

570-825-1700

angela.gavlick@luzernecounty.org

Professional

Haggerty, James

District Justice

570-313-4670

Resume

Text Resume

Attachments

Luzerne County has chosen not to collect this information for this job posting.

Agency-Wide Questions

1. Q: Do you have any relatives working here?

A: No

2. Q: If you answered Yes, please provide their name and relationship to you.

A: n/a

3. Q: Have you ever applied for employment with us?

A: Yes

4. Q: If you answered Yes, please provide Month, Year and Location.

A: March 2014, March 2015, September 2016, and November 2018

5. Q: Have you ever served in the U.S. Armed Forces?

A: No

- 6.** Q: If you answered Yes, please provide the Branch of Service, Rank at Discharge, and duties and special training.

A:

- 7.** Q: Membership(s) in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion or national origin)

A:

- 8.** Q: Have you ever been convicted of a felony?

A: No

- 9.** Q: If you answered 'yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. If this is not applicable, please type "NA" in the box below.

A: n/a

- 10.** Q: Have you ever been employed by Luzerne County?

A: Yes

- 11.** Q: If you answered Yes, please provide dates of employment and position held.

A: Human Resources Business Partner 10/2016 - present
Human Resources Generalist 04/2015 - 10/2016
Conflict Counsel, Admin Asst. 03/2014-03/2015

- 12.** Q: Verify that you included 3 references

A: