# Clifton J. Garcia, SHRM-CP, CPM

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### **Objective**

Outcomes focused Leader and Human Resource Management Professional seeks opportunity where experience in employee relations, labor relations, and communication skills will enhance the overall strategic plan and direction of the organization.

### **Experience/Employment History**

Tax Collector for Polk County Human Resource/Employee Relations Manager

October 2021 – Present

- Develops, updates, and administers employee relation policies including but not limited to the effectiveness, compliance and equity of performance evaluations, personnel practices, and deputy handbook
- Conducts investigations of sexual harassment and employee misconduct
- Provides managerial coaching/counseling regarding employee relations issues such as performance and behavior issues
- Assists with gathering/developing supporting documentation for disciplinary actions including employee terminations
- Recommends approval for disciplinary actions including employee terminations
- Provides coaching to management regarding performance reviews (training/reviewing/editing)
- Conducts/facilitates focus groups to identify areas of improvement regarding employee relations
- Responds to inquiries from employees and/or management for the purpose of resolving issues, facilitating communication among parties, and/or providing information or direction.
- Assists the CHRO in providing direction to support the overall business plan.

Polk County Public Schools

Senior Technician, Employee Relations September 2019 – October 2021

Polk County Public Schools

Technician, Employee Relations September 2018 – November 2019

Polk County Public Schools

Personnel Assistant I August 2017 – September 2018

Boswell & Dunlap LLP

Boswell & Dunlap LLP Clerk Assistant

June 2009 - March 2012

### **Education**

Florida State University, Tallahassee, FL *Certified Public Manager Program (CPM) Designation* 

2024

Polk State College Winter Haven, Florida Bachelor of Applied Science – Public Administration

2019

## **Training/Professional Development**

- SHRM-CPM Designation 2021
- National Institute of Business Management HR Certification 2021
- Breath Alcohol Technician Certification 2019
- Internal Investigation Certificate Program 2018
- Essentials of HR Law 2017
- Internal Investigations of Employment Issues 2017

#### **Volunteerism**

- Sidewalk Advisory Committee Member
  - o Polk County Board of County Commissioners
  - Appointed by Commissioner Bill Braswell
    - Three (3) Year Term 2021 2024
    - Chair (2023 2024)
- Mid-Florida Society for Human Resource Management (SHRM)
  - Professional Member
- Polk Education Foundation
  - o Board of Directors (2023 Present)
- Polk Take Stock in Children
  - Mentor

#### References Available Upon Request