

# Gregory E. Carter

## Career Profile

Organized and people-oriented human resources professional background in Human Resource Management with expertise in sustaining and maintaining a positive workforce. Developed and managed several programs to minimize turnaround and to foster an environment of empowerment.

## Core Skills & Knowledge Areas

<i>Organizational Strategic Planning</i>	<i>Benefit Management</i>
<i>Communication Management</i>	<i>Regulation Management</i>
<i>Recruitment Program Development</i>	<i>Appraisal Program Development</i>
<i>Disciplinary Enforcement</i>	<i>Risk/Issue Mitigation</i>

## Professional Experience

CITY OF HOUSTON

Houston, Texas

***Safety Trainer/Instructor***

2008 - Present

- Developed programs to heighten associates safety awareness
- Develop and Design training modules
- Prepare records in a timely manner
- Ensured compliance to financial controls
- Plan and schedule training classes
- Build positive relationships and negotiate equitable agreements between employees and management
- Special projects with Federal Government agencies
- Responsible for LMS monitoring

CITY OF HOUSTON

Houston, Texas

***Trainer, Office of the Director/Public Works & Engineering***

1989 - 2008

- Conduct bi-weekly safety inspections throughout the department to ensure proper compliance with the Department's Accident Prevention Plan.
- Investigate accidents throughout the department using the 6-step accident investigation process and made effective recommendations that were economically and/or technically feasible.
- Participate in the department's Motor Vehicle Accident Review Board for the purpose of preventing future occurrences.
- Participate as a member of the Department's Safety Professional Committee and attended other departmental safety meetings.
- Make effective recommendations to management regarding the purchasing or acquiring of safety equipment or training materials.
- Design and developed numerous PowerPoint presentations.
- Teach training courses for Defensive Driving (DDC), Work Zone and Flagging Safety Operations, Commercial Driving License Preparatory Course (CDL) and Respiratory Protection.

***Administrative Specialist, Right of Way Maintenance Division***

2000 – 2006

- Managed schedules and supervise service center staff responsible for investigating city maintenance requests and concerns.
- Collaborated on developing and managing departmental financial operations; including budget planning, project cost analysis and expenditure controls.
- Recruited, interview, test, and select applicants to fill vacant positions.
- Prepared employee evaluations and performance reviews
- Investigated personnel issues, counsel and recommend appropriate actions to resolve disputes.
- Remained abreast of EEOC laws and procedures to ensure compliance
- Monitored and managed vendor relations
- Developed exam questions for police and fire departments.

TEXAS SOUTHERN UNIVERSITY, Houston, Texas

2001

– 2002

***Loan Executive Officer School of Technology***

- Served as City liaison on Exchange Program with TSU School of Technology.
- Facilitated the United States Congressional Black Caucus Energy Summit in Houston, Texas.
- Coordinated a Community Development Corporation, (CDC), Training Conference for non-profit organizations.
- Partnered with major energy giants to recruit Environmental Engineers as part of the Renewable Energy and Environment Protection Program.
- Gathered and analyzed data related to the Houston Redevelopment Brownfield Program to identify government funding.
- Arranged high-level tours to the various City of Houston facilities and Rice University to investigate drainage problems.

**Human Resources Assistant**  
**Right of Way Maintenance Division**  
1989 – 2000

- Performed HR, payroll and benefits activities for six hundred plus employees.
  - Assisted with preparation of the fiscal budget which exceeded \$3.5 million per year.
  - Coordinated employee development training programs for line managers
  - Ensured compliance with safety programs such as scheduling of Defensive Driving.
  - Prepared the necessary HR-related documentation related to disciplinary actions.
  - Monitored the Employee Assistance Program (EAP)

**Human Resources Specialist, Solid Waste Management Department** 1981 – 1989

- Coordinated personnel activities specifically for the Solid Waste Department: including processing all HR and Payroll paperwork along with the maintenance of personnel records.

**Human Resources Specialist, City of Houston Central Personnel Department** 1978 – 1981

- Performed increasingly responsible HR functions within department.

TEXAS SOUTHERN UNIVERSITY, Houston, Texas

Semester

2005

School of Public Affairs

Adjunct Professor

HOUSTON COMMUNITY COLLEGE SYSTEM, Houston, Texas

Present

1989 –

GED Instructor

English as a Second Language Instructor

- 2305 Federal Government Central Campus
- 2306 Texas Government Central Campus

**EDUCATION**

Masters of Public Administration, Texas Southern University

1993

Bachelor of Arts, Psychology and Biology, Texas Southern University

1974

**PROFESSIONAL MEMBERSHIPS**

American Management Association

Houston Personnel Administration

American Society for Personnel Administration

Board Member, South Central YMCA