



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

RECEIVED

December 28, 2021

DEC 28 2021

Holyoke City Clerk's
Holyoke, MA

Honorable City Council
City of Holyoke – City Hall
Holyoke, MA 01040

RE: Appointment of New Personnel Administrator Kelly A. Curran

Honorable Councilors:

Subject to your confirmation, I hereby appoint Ms. Kelly A. Curran as Personnel Administrator of the City of Holyoke. Ms. Curran will not begin working until the Council confirms her.

Upon Ms. Curran's confirmation by the City Council, her initial term of office shall be five (5) years from the date of confirmation. Ms. Curran shall hold office until her successor has been appointed and sworn in, or until removed by cause by the Mayor, subject to approval of the City Council, upon written notice stating the reasons thereof. Ms. Curran shall function at the department head level and report administratively to the Mayor.

The position of Personnel Administrator is a full-time position with the City of Holyoke and is paid under the DH20 designation in the DH Salary Schedule. Ms. Curran will be paid an annual salary of \$80,000.00 from GL Account #11521-51101.

I respectfully ask for your support of Ms. Curran, and I have attached her cover letter and resume for your review.

Sincerely,


Joshua A. Garcia, Mayor

CC: Kelly A. Curran
Tanya Wdowiak, Auditor
Kate Jackowski, Acting Treasurer
Anthony Dulude, Retirement
Personnel

Kelly A. Curran

230 South, Street, Holyoke, MA 01040 | 413-552-6168 | kellycurran@hotmail.com

May 18, 2021

Mayor Terry Murphy
City of Holyoke
Holyoke, MA 01040

Dear Mayor Terry Murphy:

Please accept this letter as my application for the position of Personnel Administrator for the great City of Holyoke. I was born and raised in Holyoke and I have great pride for our city. It would be an honor to serve in a greater capacity to help move our city forward.

I currently work as the Human Resource Manager for the Holyoke Public Schools (HPS). Throughout my twenty-five years of employment with the Holyoke Public Schools, I worked in and with several different departments. I have been promoted 4 times throughout my career at HPS. In October 2020, I received a promotion to Human Resource Manager from Manager of Recruitment. This promotion led to managing the Payroll and Benefits Department and supervising three staff, a benefits specialist and two payroll specialists. In a very short time, I have increased efficiencies within the payroll department, decreased errors, strengthened partnerships and communication between schools, departments and colleagues and boosted employee morale.

Through my most recent appointment in HPS, I have gained many skills. I helped the human resources department move from a paper application process to an online system. In addition to the new application system, I developed a more efficient interviewing and hiring process. I promoted and rolled out a new Employee Assistance Program that increased usage significantly in the first year. I've made hundreds of connections with candidates at out-of-district career fairs, in district career fairs as well as group interview sessions. I've made strong community connections and aided in the hiring of almost a dozen folks from Puerto Rico. However, the skill I value the most is project management. I've been trained to use the M.O.C.H.A. model. It has helped me keep track of my numerous benchmarks, deadlines and projects in a timely, well organized manner.

My recruitment work includes maintaining internal and external job postings. I've been in charge of new staff orientation for over 20 years. I work with our Human Resources Generalists on benefits administration, employee relations, compensation, compliance, and other human resources functions. I drafted a Holyoke Public Schools Employee Handbook for the entire district with input from all departments. I create a Recruitment Plan every year that has led to cultivation, staff of color increase and decreased teacher turnover.

I am proficient in Microsoft WORD, ACCESS, EXCEL and PowerPoint as well as G-Suite (Google). I have experience using Munis, Time Clock Plus and Talent Ed Recruit and Hire as well as Records.

I am able to maintain tact and discretion in challenging situations and interactions with employees. I am often the person everyone comes to with unofficial grievances and I am able to make them feel better while deescalating the situation and gaining their trust.

My current work is highly confidential as I am working with employee data. Prior to being in human resources I often dealt with confidential student data as well as the Superintendent's highly confidential correspondences. I am effective at communicating written and orally. Through my Master's program at Westfield State University and my experience at the Holyoke Public Schools, I've had to presented numerous times to small and large groups of people.

I look forward to meeting with you in person to discuss how I can be a great addition to the Holyoke City Hall Team.

Thank you in advance for your time and consideration.

Sincerely,

Kelly A. Curran

KELLY A. CURRAN

230 South Street
Holyoke, MA 01040
(413) 552-6168
kellycurran@hotmail.com

EXECUTIVE PROFILE

- Proven ability to deal with a wide range of individuals, including administrators, teachers, professional staff, outside government agencies and the public, in a stressful and time-sensitive environment;
- Gained knowledge of financial aspects and budgetary processes involved in grants and city accounts;
- Have managed key initiatives that have led to cost reductions and more effective payroll, benefits and human resources systems and professional development for employees.
- Doubled teacher diversity through recruitment and pipelines in less than five years; 12% in 2015 to 26% 2020.

EXPERIENCE

October 2020 – Present **Human Resource Manager** Holyoke Public Schools Holyoke, MA

- Continue the duties of Manager of Recruitment (listed below).
- Supervise three (3) staff, one benefits specialist and two payroll specialists.
- Manage and oversee the districts' payroll and benefits administration (Medical, Dental, Life Insurance, FSA, City Retirement, Massachusetts Teachers Retirement System, Workman's Compensation, IRB and Unemployment)
- Participate in Section 19 discussions, plan open enrollment with the City of Holyoke Personnel Department and other city departments.
- Participate in contract negotiations with various bargaining units.

February 2016 – September 2020 **Manager of Recruitment** Holyoke Public Schools Holyoke, MA

- Develop and implement a well-coordinated and effective approach to recruiting teachers and other employees; supports a year-round recruitment campaign;
- Collaborate with strategic partners to refine outreach strategy, focusing on building new relationships with outreach sites; creates outreach and hiring plans throughout the year; makes changes to approach, as necessary;
- Communicate the Holyoke Public School's turnaround mission and model in a compelling way that attracts potential candidates to apply for relevant positions;
- Manage the recruitment database TalentEd;
- Create advertisements for positions and career events;
- Organize in-district career fairs and other events to bring talent to Holyoke; attend out-of-district career fairs and events;
- Coordinate efforts for district leaders to attend events with recruitment potential (e.g., guest lecturing at local colleges and universities, attending career events, etc.);
- Monitor funding sources and allotted recruitment budget;
- Established relationships with key partner organizations such as Teach for America, the Springfield Empowerment Zone, Teach Western Mass, Career Point and area Universities
- Manage all job postings for all positions, including collaborating with administration to estimate hiring needs; creating postings for particular positions, and ensuring postings are posted on various job sites, including TalentEd, and refreshed as necessary;
- Manage initial resume review, initial phone screens; and candidate matching to various schools;
- Collaborate with Human Resources and school-based administration to ensure decisions are issued to all candidates in a timely, respectful manner; manage candidate relationships from recruitment through application;
- Track recruitment and selection metrics via weekly dashboards and reports to evaluate various strategies and improve recruiting process and hiring efficiency.
- Write grants that contribute to diversifying the teacher workforce (to date received over \$400,000)
- Sit on the steering committee for the Diverse Teacher Workforce Coalition
- Create and implement project plans with benchmarks and stakeholders involvement.

July 2010 – February 2016 **Assistant to Assistant Superintendent** Holyoke Public Schools Holyoke, MA

February 1996 – June 2010 **Assistant to the E.D. for Curriculum/Testing and Professional Development**

Provided administrative support to the Superintendent, Assistant Superintendent, various academic directors and state monitors in a large public school district.

Responsibilities included:

- Supporting the Superintendent, Assistant Superintendent and Academic Directors administrative needs and assisted them in varied projects including confidential assignments.
- Assisted the Superintendent, Assistant Superintendent and State Liaisons with tasks necessary for the efficient operation and turnaround of the District.
- Prepared, published and coordinated distribution of confidential district improvement or progress monitoring documents to be printed and distributed to appropriate people including the Department of Education district contacts.
- Screened and directed inquiries to the appropriate staff for resolution. Greeted all visitors, determined their needs, checked appointments and escorted them to the proper person.
- Performed computer applications (spreadsheet, database, word processing, mail merge documents, prepared labels, e-mail and internet searches). Collected and maintained data and records electronically. Highly Proficient in MS Office Suite. Organized various orders, obtained necessary funds, contracts, etc. Entered requisitions into MUNIS.
- Participated in preparation and monitoring of annual department budget.
- Scheduled meetings maintained a schedule of appointments and arranged for travel, registration, hotel accommodations and travel reimbursement for the Assistant Superintendent, the Superintendent of Schools and many other staff to attend conferences or trainings.
- Participated in developing a New Teacher Induction and Mentoring Program for the district.
- Organized New Teacher Induction and Training as well as Convocation for all district personnel annually.
- Performed other duties and assumed other responsibilities assigned by the Superintendent, Assistant Superintendent or State Liaisons.
- Promoted to current position from a senior data entry clerk.

EDUCATION

Oct 2020	SHRM C-P Certification Preparation Course	SHRM Educational Programs	Virtual
May 2018	Masters in Public Administration	Westfield State University	Westfield, MA
May 2008	BS Executive Business Management	Bay Path College	Longmeadow, MA
June 2006	AS Business Administration	Holyoke Community College	Holyoke, MA

VOLUNTEER WORK/COMMITTEES

2020-Present	Department of Elementary and Secondary Education's Educational Personnel Advisory Council (EPAC)
2019-Present	Enlace de Familias Board of Directors
2018-Present	Mount Holyoke College MAT Advisory Board
2015-Present	Holyoke Public Library Board
2016-Present	Director of Paper City Basketball Club (2016-2019) Board of Directors (2019-Present)
2017-2019	Teach Western Mass Fellowship Selection Committee (April 2017 & April 2019)
2012-2015	Donahue Dolphins Pride Community Organization (PTO) Secretary
2012-2015	Holyoke Youth Football Cheerleading Coordinator
2009-2012	Holyoke Public School Parent Appeals Board
1998-2010	Daffodil Days Coordinator
