



MEMORANDUM

Date: March 22, 2018

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Appointment of Catherine Bohland as Human Resources Director**

As many of you know, Allyn Bulzomi, the County's Human Resources Director for the past six and a half years, is retiring on April 6, 2018. After a search for candidates throughout Arizona with experience in public sector Human Resources, I am pleased to announce the appointment of Catherine Bohland as the Director of the Human Resources Department. She will be taking the position on April 2, 2018.

Ms. Bohland received a Bachelor's degree in Psychology from the University of Kansas and her law degree from Loyola University Chicago School of Law. She has extensive experience as a public attorney and Human Resources manager. As an attorney, her representations included employment law for Pinal County and Occupational Safety and Health Administration (OSHA) compliance for the Industrial Commission of Arizona. After being the employment attorney for Pinal County, Arizona, for three years, she was appointed as the Director of the Human Resources Department for Pinal.

In her positions in Pinal County, Ms. Bohland worked with both a pooled health benefits trust and a self-funded benefits trust; participated in the negotiation of the Memorandum of Understanding between Pinal County and the Pinal County Deputies Association as part of its Meet and Confer process; and assisted in the creation of the Pinal County Law Enforcement Merit Council.

I look forward to Ms. Bohland being able to continue the very successful services that have been provided by Mr. Bulzomi and the staff of our Human Resources Department. Ms. Bohland's resume is attached for your information.

CHH/mp

Attachment

c: Tom Burke, Deputy County Administrator for Administration
Allyn Bulzomi, Director Human Resources Department

Résumé

Catherine Bohland

PROFESSIONAL EXPERIENCE

Town of Gilbert Prosecutor's Office
Town Prosecutor

2/2016 to 5/2017

Direct supervision and management of the Gilbert Prosecutor's Office which is responsible for prosecuting all misdemeanor criminal offenses occurring within its jurisdiction.

- The office prosecutes approximately 5,000 misdemeanor cases annually, to include all phases of prosecution and motion practice.
- Created office policies, procedures and plea guidelines to ensure consistent and fair administration of justice.
- Initiated protocols for potential felony cases to transition to the County for prosecution.
- Ensured the office complied with mandated rules, administrative code and statutes.
- Assessed staffing levels and created proposal for three additional positions for Council approval.
- Created/Streamlined process for ordering and redacting body worn cameras for disclosure and use in trial.
- Assisted in creating various reports to identify benchmarks and track performance.
- Created department objectives and strategic goals.
- Responsible for annual budget.
- Managed 18 employees and additional volunteers and interns.

Pinal County Human Resources Department
Director

11/2013 to 2/2016

Recruited by Pinal County management to provide direct supervision and management of the Human Resources Department in the delivery of services to its 1800 employees, including department heads and elected officials, in the areas of compensation, classification, benefits, recruitment, and employee relations matters.

- Created successful customer service oriented team by restructuring department and creating and designating distinct processes for delivering services and clearly defining employee roles and expectations.
- Oversaw administration of a comprehensive benefits package and worked closely with the County's employee benefits trust, third party administrator, and retirement boards to administer benefits.
- Assisted with departmental reorganizations and/or employee reclassifications, performance management, and recruitment testing.
- Direct involvement and oversight of employee relations to include review and provide direction on employee complaints, management of administrative investigations, guidance in the disciplinary process, and drafting and/or review of issued discipline.
- Acted as the County's EEO Officer. Attended EEOC mediations and recommended settlement resolutions.
- Part of County management team tasked with negotiating and drafting the Memorandum of Understanding between Pinal County and the Pinal County Deputies Association.
- Ensured proper compliance with County policy and rules and worked closely with legal counsel on policy revisions and interpretation of Federal, State, and County mandates.
- Updated and advised County management and Board of Supervisors on impending matters and respond to requests as needed.
- Supported and assisted department heads, elected officials, and supervisors, through coaching, mediation, and conflict resolution of employee-related management issues.
- Oversight of the Employee Merit System Commission and Law Enforcement Merit System Council. Assisted in drafting the Law Enforcement Officers Merit System Rules.
- Worked closely with the County's insurance pool to minimize liability and manage risks.

- Successfully led the transition from a self-funded benefits trust to a pooled benefits trust, resulting in increased benefit options and lower costs.
- Oversaw outside consultant in County-wide compensation study to include creating new salary grades, job descriptions, classifications, and pay for performance. Established and led the County's Employee Compensation Committee.
- Worked with outside consultants as assigned and outside legal counsel as needed.
- Managed the conversion and update of the HRIS software module within a new ERP system.
- Created and presented trainings to employees, supervisors and department heads.
- Assisted with creating strategic business plan for the County, as well as the HR Department to include goals, objectives, performance measures, and action plans.
- Presenter at the 2015 Public Practice Legal Seminar for attorneys and human resource directors – *Policies and Procedures: Do you Have One for This?*
- Management of the Human Resources budget.

Pinal County Attorney's Office, Civil Division Deputy County Attorney – Human Resources

7/2010 to 11/2013

- Represented County departments in employment matters and provided legal counsel to department heads, elected officials, school boards and school superintendents on employee issues, public records requests, open meeting law, contractual obligations, and drafting and review of policies and rules.
- Assisted in interpretation and application of County policy, State statute, Federal regulations and guidelines, and legislative changes.
- Reviewed and provided direction of administrative investigations and evaluated, recommended and approved discipline for all County employees.
- Conducted administrative hearings and subsequent appeals. Practiced before Employee Merit System Commission, Law Enforcement Merit Council, Superior Court, Arizona State Personnel Board, EEOC, and Arizona Court of Appeals.
- Routinely investigated EEOC Charges, drafted Position Statements, and engaged in mediations and conciliations on behalf of the County.
- Identified potential County liability and provided guidance on minimizing its effects.
- Negotiated and settled outstanding employee claims.
- Worked with outside counsel on pending/potential litigation claims.
- Provided training to employees on Title VII unlawful discrimination, harassment and retaliation, FMLA, ADAAA and County policies, procedures and rules.
- Conducted mental health commitments pursuant to Arizona Revised Statutes Title 36.

Industrial Commission of Arizona, Legal Division Staff Attorney

2/2007 to 7/2010

- Represented Arizona Division of Occupational Safety and Health in litigating violations of OSHA and national consensus standards and represented the Special Fund Division/No Insurance Section in workers' compensation claims involving uninsured Arizona employers in administrative law proceedings.
- Provided legal guidance for department heads to include interpretation of case law, statutory requirements, specific investigatory direction, assessment of case merits, and recommendations for negotiation and settlement of cases.
- Extensive research, motion practice, and litigation practice.
- Conducted administrative and superior court hearings. Successfully litigated three major OSHA cases through the OSHA Review Board and two through the Arizona Court of Appeals. (*Progressive Services, Inc. vs. The Industrial Commission of Arizona*, No. 1 CA-IC 10-0071; *Rockford Corporation vs. The Industrial Commission of Arizona*, No. 1 CA-IC 09-0091.)
- Retained on independent contract by the ICA for litigation of OSHA case through the Arizona Court of Appeals. (*Progressive Services, Inc. vs. The Industrial Commission of Arizona*, No. 1 CA-IC 10-0071.)

**Office of the Attorney General, Liability Management Section
Assistant Attorney General**

9/2005 to 2/2007

- Represented the Department of Corrections in civil lawsuits.
- Prepared cases for trial.
- Completed all phases of civil litigation to include answering complaints, conducting discovery, deposing witnesses, and filing appropriate motions with the court for disposition of cases, as well as the filing of appellate briefs.
- Handled mental health proceedings for court ordered treatment.
- Managed document disclosure to third parties.
- Practiced in both State and Federal Court.
- Decision before Federal Judge Susan Bolton in *Baptisto vs. Ryan, et al.*, No. CV 03-1393-PHX-SRB.

**Maricopa County Attorney's Office, Trial Division
Deputy County Attorney**

1/2004 - 8/2005

- Conducted bench and jury trials, preliminary hearings, probation violation hearings and restitution hearings.
- Prepared discovery, pre-trial motions and post-conviction motions.
- Negotiated case dispositions and crafted appropriate plea agreements, in accord with office policy.
- Provided sentencing recommendations and resolved restitution matters.
- Properly applied rules of evidence, statutes and case law.

**Cook County State's Attorney's Office, Criminal Prosecution Division
Assistant State's Attorney**

11/2000 to 12/2003

- Prosecuted misdemeanor bench and jury trials through eliciting testimony from police officers, civilian witnesses, expert witnesses, and defendants.
- Charged misdemeanor violence cases through the Screening Unit for victims where the accuser had not been arrested on scene.
- Prepared discovery, motions and pleadings.
- Properly applied rules of evidence, statutes and case law.
- Negotiated case dispositions and evaluated merits of prospective cases.
- Provided training to police agencies.
- Participated in multiple domestic violence awareness trainings.

EDUCATION

Loyola University Chicago School of Law
Chicago, Illinois

Juris Doctorate 2000

University of Kansas
Lawrence, Kansas

Bachelor of General Studies 1997

BAR MEMBERSHIP

Arizona 2003 Bar# 022124
Illinois 2000