

RESOLUTION NO. 2718

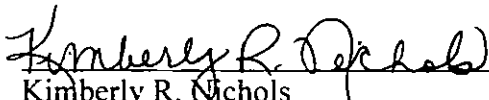
BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Human Rights Advisory Committee for the term ending as indicated.

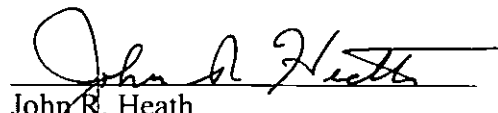
Name
Mark Decker

Term Ending
January 2021

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on January 23, 2017.

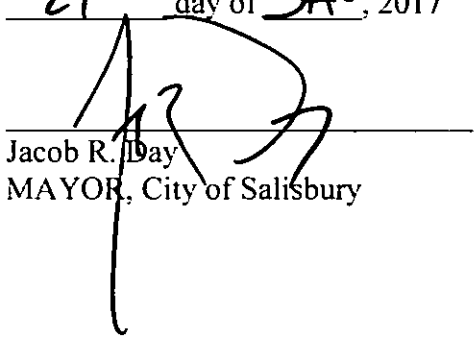
ATTEST:


Kimberly R. Nichols
CITY CLERK


John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

29th day of JAN, 2017


Jacob R. Day
MAYOR, City of Salisbury

MEMORANDUM

To: Julia Glanz, Acting City Administrator
From: Nancy Talbott, Administrative Office Assistant
Subject: Appointment to the Human Rights Advisory Committee
Date: January 4, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Mark Decker	January 2021

Attached you will find information from Mark Decker and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

Mark Decker
230 Middle Boulevard
Salisbury, MD 21801
January 3, 2017

Julia Glanz
Acting City Administrator
City of Salisbury
125 North Division St.
Salisbury, MD 21801

Dear Julia Glanz:

I am writing you to formally express my interest in being appointed as a member of the City of Salisbury Human Rights Advisory Committee. A copy of my resume is also attached. I look forward to working with you!

Sincerely,

Mark Decker

Enclosure

MARK N. DECKER, ASQ CQA, LSSGB

230 Middle Boulevard
Salisbury, MD 21801
Phone: (503) 467-6060
Email: mark.decker@gmail.com

QUALIFICATIONS

I have spent the past nine years as an Internal Operations Auditor in the Corporate Operations department for the largest staffing company in the U.S. Prior to that, I worked in a variety of professional areas, including large and small corporate offices, government, not-for-profit and professional services firms.

WORK EXPERIENCE

2004 - Present

Adecco USA

Jacksonville, FL

Adecco is the world's largest Workforce Solutions company. It employs over 700,000 associates daily in more than 70 countries around the globe.

Operations Auditor (2008 – Present)

- Selected after a nation-wide search within Adecco to be part of a new six-member Operations Auditing team that would conduct Quality Performance Reviews for the hundreds of company field offices across the U.S.
- Conduct both in-person and remote Reviews of 50+ field offices per quarter;
- Chief responsibilities include but are not limited to ensuring Adecco field offices:
 - Comply with Federal and State laws and regulations when hiring temporary employees (I-9, eVerify, W-4 and State tax forms, etc.)
 - Comply with Adecco policies when hiring employees (Reference checking, skills testing, verification of applicable credentials, etc.)
 - Comply with client contract terms when placing employees on assignment (Criminal background and drug screenings, adhering to contract billing rates, completing client-required forms)
 - Execute required Terms & Conditions with local clients and establish credit worthiness;
 - Conduct client site safety tours and obtain approval from corporate Risk Management department for higher-risk labor positions
 - Monitor outstanding invoices for clients and ensure that field offices are obtaining timely payments for services rendered
- In addition, tasked with conducting specialized periodic reviews of Adecco corporate operations groups, including a centralized Hiring Logistics hub and the Shared Services Center (responsible for nation-wide payroll processing and completing adjustments to client billing)
- Assist Regional Operation Managers in formulating Action Plans to address compliance issues for field offices and help improve the quality of operations

PGE Client Program Supervisor (2006 – 2008)

- Promoted from Office Supervisor in April 2006;
- Supervise the contingent staffing for Portland General Electric (PGE), the largest single client for Adecco's Portland, Oregon location, employing an average of 80 associates per month in a variety of clerical, professional and technical positions
- Oversaw a 30% increase in the client's spend from 2006 to 2007
- Compose and execute Quarterly Business Reviews, which are delivered to representatives from PGE's Human Resources and Procurement departments
- Provide detailed monthly reports to PGE management of associate hours and activity
- Continue day-to-day operations of candidate recruiting, hiring process, payroll processing, and assisting with filling of positions for other clients as needed

Office Supervisor (2004 – 2006)

- Responsible for recruiting associates and filling positions with key clients, including Wells Fargo, Bank of America, U.S. Trust, Waste Management, Liberty Mutual, etc.

- Handled day-to-day operations in the branch, including hiring process, payroll duties, participating in job fairs, placing ads in online and print media, general compliance with office procedures and protocols
- Named as an Office Supervisor of the Year for 2005 for the Oregon region

2001-2004

Heyman Associates, Inc.

New York, NY

Heyman Associates is a leading executive search firm that specializes in public relations, communications and closely related areas. The firm services clients both nationally and internationally, including major Fortune 500 companies.

Search Assistant, Administrative Assistant to Senior Vice President

- Hired as a general administrative assistant in 2001; duties were expanded to include assisting a Senior Vice President of the firm later that same year

2000-2001

Randstad

New York, NY

Randstad is a leading temporary staffing company
Temporary Associate

1999-2000

Marubeni America (Temporary through Vanguard)

New York, NY

Marubeni America is the U.S. division of Marubeni Corporation, Japan's fourth largest trading company and a multi-billion dollar conglomerate.

Administrative Assistant

- Assisted a department of eight professionals in Marubeni's Metals Trading division

1998-1999

Social Security Administration

Woodlawn, MD

Woodlawn is the headquarters of the SSA.

Computer Specialist/Systems Analyst

- Employed as a computer programmer under the Scholars Program of the Social Security Administration

EDUCATION

1994-1998

Bachelor of Arts, Goucher College

Baltimore, MD

- Graduated with Honors and Honors in the Major (Music)
- GPA: 3.71
- Recipient of Trustee Scholarship and Maryland Distinguished Scholar Award

CERTIFICATIONS:

- Certified Quality Auditor, American Society for Quality (ASQ)
- Certified Lean Six Sigma Green Belt

SKILLS

- Strategic and logical thinker, capable of setting and meeting goals in a timely manner
- Strong ability to be incisive and dig deeply to discover the root causes of compliance failures, as well as formulate plans to address such issues
- Computer and internet savvy, with strong skills in MS Office Programs
- Excellent customer service skills and ability to relate to clients and colleagues
- Basic spoken French

REFERENCES AVAILABLE UPON REQUEST