

WILLIAM BURTON III, JD, CAE, SPHR

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PROFESSIONAL TITLE

General Counsel - Human Resources Administration

Offering over 23 years of experience as a General Counsel with a targeted emphasis in Human Resources Management. Background encompasses extensive knowledge of legal issues, hiring practices, employee development and training, formation of personnel policy and procedures, budget administration, and contract negotiation in union and non-unionized workforces. Background encompasses expertise in the following areas:

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|----------------------------|----------------------|----------------------|
| → Employment Law | → Labor Relations | → Change Management |
| → Personnel Administration | → Strategic Planning | → Project Management |

CERTIFICATIONS

Senior Professional in Human Resources – Society of Human Resource Management

CAREER ACCOMPLISHMENTS

TimeMark Corporation

- ♦ Won 100% of legal actions, handling approximately 150 cases annually in various subject matters at the administrative, state and federal courts levels.
- ♦ Saved the company from liability and damages in employment law cases by pro-active use of human resources expertise, training management in proper employment law practices and managing all discipline and adversarial employment matters.
- ♦ Facilitated TimeMark's 300% growth initiative by re-engineering six essential departments and consistently saving 5-10% in annual budget costs.
- ♦ Reduced contracted employee services expenses by over \$200,000, eliminating the reliance on outside contractors to perform varied support service functions.
- ♦ Decreased the legal fees budget over \$500,000 by performing work that had been previously handled by outside high profile legal firms.

PROFESSIONAL EXPERIENCE

TIMEMARK CORPORATION, Los Angeles, California

1987 - 2001

General Counsel and Vice President of Support Services (1990-2001)

- ♦ Sole General Counsel for a \$60 million corporation with over 1200 employees at 52 sites in a four state region, which provides health care and human services to 25,000 clients on a local, regional and international level.
- ♦ Directed a staff of 13 employees, managing a \$4 million budget for procurement of employee benefits offerings and corporate, medical and non-medical supplies.
- ♦ Managed and coordinated the delivery of corporate level functions and activities related to human resources, including compensation, benefits administration, diversity and EEO/AAP issues, training and development of personnel.
- ♦ Proposed and implemented a computerized work system that improved employee performance levels and client satisfaction.
- ♦ Directed the development of improved policies and procedures, which resulted in a recommitment from the support services staff.
- ♦ Created and directed five functions that improved organizational effectiveness, generated additional revenue and reduced costs.
- ♦ Successfully negotiated contracts for employee benefits programs with outside third party vendors, consistently saving premium renewal costs and obtaining improved benefit plans for employees.
- ♦ Spearheaded the company's legal affairs in the areas of business, employment, housing, construction, real estate, elder care, corporate law, risk management and mergers and acquisitions.

Vice President of Support Services (1987 -1990)

- ♦ Led Administration and Operation departments with 12-100 employees, administering an annual budget of over \$6 million.
- ♦ Reviewed all employment disciplinary and employment law related matters, handling each case independently from inception to successful outcome.
- ♦ Implemented the Kronos computerized payroll system on a corporate wide basis, which streamlined payroll processing and attendance tracking.

PROFESSIONAL EXPERIENCE*(Continued)*

NEW YORK TRANSIT AUTHORITY, New York, New York 1984 - 1987
Director – Grievances and Arbitrations

- ♦ Developed an expedited grievance resolution and arbitration program for the 10,000 employees of 18 unions.

NATIONAL LABOR RELATIONS BOARD, New York, New York 1981 - 1984
Staff Attorney

- ♦ Investigated, litigated and resolved unfair labor practice charges against companies with unionized employees.
- ♦ Conducted union elections in New York, ensuring all federal and state mandates were followed.

NEW YORK CITY'S CORPORATION COUNSEL'S OFFICE, New York, New York 1979 - 1981
Labor Law Division Attorney (1980-1981)

- ♦ Oversaw the City of New York's compliance with the newly established Public Sector Labor Law division.
- ♦ Participated in collective bargaining, contract negotiations and mediations with the New York Police and Fire Departments.
- ♦ Facilitated numerous arbitrations, grievance hearings, union elections, labor and employment law litigations and administrative hearings.

Employment Law Division Attorney (1979-1980)

- ♦ Successfully prosecuted administrative disciplinary cases against New York City Police Officers.
- ♦ Spearheaded litigation efforts involving officers charged with serious offenses and controversial cases.
- ♦ Effectively prosecuted administrative disciplinary cases for New York City employees.

EDUCATION

UNIVERSITY OF CALIFORNIA AT LOS ANGELES, Los Angeles, California
Juris Doctor, 1978

CAPITAL UNIVERSITY, Washington, D.C.
Master of Science in Industrial Relations, 1975

STANFORD UNIVERSITY, Stanford, California
Bachelor of Arts in Urban Studies, 1972

ADMISSIONS

State Bar of California, 1987
State Bar of New York, 1979
U.S. District Court, 1982