

Matthew R. Dyer

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Competency Profile

Leadership

Led curriculum design & instructor selection for ILEAD USA Ohio (IMLS funded leadership development program); member of Ohio Library Council Human Resources & Trainer Development Division; served on 3 nonprofit boards of directors; featured panelist at international conference; headhunted for current role based on leadership ability.

Strategic Planning

Wrote State Library of Ohio talent management strategies, strategic workforce plans, & Equal Employment Opportunity & diversity strategic plans; led strategic planning efforts of State of Ohio Training Association; wrote strategic social media strategy for Columbus Gay Men's Chorus.

Human Capital Management

Directed & managed HR functions at State Library of Ohio; 15+years progressively responsible experience in HR including recruiting, employee development, workforce planning, labor relations, payroll, organizational culture, U.S. Employment law, performance management, & employee engagement; member, SHRM.

Education

Master of Library & Information Science

Kent State University, Kent, OH (GPA: 3.97)

2016

- Member, Beta Phi Mu (International Library & Information Studies Honor Society)
- Mary T. Kim Endowed Scholarship, 2016
- Harry E. Jackson LGBTQ Scholarship, 2015

Bachelor of Science, HR Management & Business Administration

Franklin University, Columbus, OH

2006

Work Experience

Ohio Office of Budget & Management

Training Academy Program Director

7/2015 - Present

Leads & manages production of eLearning & procedural documentation for 4,700+ fiscal staff & 10,000+ end-users; oversees program administration of Ohio Fiscal Academy; directs agency employee development programs & initiatives; manages \$880,000 annual department budget; supervises union & non-union personnel.

- Established supervisory development training program, implemented annual employee engagement survey, assessed organizational culture, facilitated strategic goal alignment;
- Drove website user experience improvements resulting in 351,618 page views in FY 2017 (an increase of 101.48% over FY 2016);
- Reduced Ohio Fiscal Academy printing costs by 88%; cut department meeting costs by half; eliminated new employee orientation printing costs;
- Oversaw creation & launch of new Statewide Fiscal Orientation virtual training program; chaired communications sub-committee of statewide Talent Development Community.

State Library of Ohio **HR Manager**

11/2009 - 7/2015

Planned, developed, directed, coordinated, implemented & evaluated HR programs & sub-programs; analyzed & developed agency policies, programs, & procedures; supported State Library management & employees; analyzed & interpreted HR policies & provided technical assistance with employment law, HR policy, discipline, health & safety, etc.

- Trained 200+ Ohio public library employees on customer service;
- Increased agency-wide on-time performance evaluation completion rate from 33% in 2012 to 100% in 2014; led transition from anniversary date-based evaluations to common review date-based evaluations which served as a statewide model for union contract negotiations;
- Chaired labor/management committee & managed positive labor relations resulting in State Library recognition as a Top Workplace of 2014;
- Presented at national & local library conferences & events incl. Association of Library Communications & Outreach Professionals, ILEAD USA Ohio, Ohio Library Council, Kent State University, & OHIONET.

Ohio Department of Administrative Services **Training Program Manager**

6/2008 - 11/2009

Researched, wrote, designed, delivered, facilitated, & evaluated public service-focused management & leadership training (Communication Skills, Professional Development Planning, Coaching with Positive Expectations, Leading Public Service, Managing Emotions, Strategic Planning in HR, Intro to MBTI, Effective Presenting); supervised 2 union employees.

- Trained over 400 employees in 8+ subject areas;
- Consistently achieved objectives-met & facilitator ratings of at least 4.0 on a 5.0 scale;
- Digitized hundreds of tuition & professional development reimbursement requests; improved efficiency by creating electronic application.

Ohio Housing Finance Agency **Sr. HR Specialist**

7/2006 - 6/2008

Led HR department in position management; conducted job analyses; recruited union & non-union positions; conducted training needs analyses & trained employees; processed payroll; conducted new hire orientation sessions; assisted with performance management administration.

- Earned 2007 Employee of the Year recognition for superior customer service, training, & technical skills;
- Maintained 4th heaviest course load among 98 instructors for statewide software conversion project;
- Created framework for supervisory development program based on Competing Values Framework.

Ohio Department of Job & Family Services **Payroll Officer**

12/2005 - 7/2006

Processed & audited bi-weekly payroll in accordance with federal, state & agency rules, regulations, policies & procedures; responded to employee inquiries regarding payroll & benefits; assisted in annual open enrollment processing.

Private sector HR roles held from 2000-2005