



NEW ORLEANS | 2-5 APRIL 2017

# Human Resources and Administration

*Erin Alligood, Director*

# HR/Admin Team Responsibilities at ARIN

- Talent Acquisition and Retention
- Compensation Management
- Performance Management
- Professional Learning and Development
- Employee Relations and Engagement
- Benefits, Payroll, and Contract Administration
- Legal Compliance
- Office Security
- Travel Administration
- Office and Facilities Management

# HR/Admin Team



**Therese Colosi**

- Executive Support
- Board & AC Travel & Support
- 15 Years with ARIN!



**Sarah Ba**

- Facilities Coordinator
- Employee Travel
- HR Support



**Denise Alston**

- Reception
- Mail Distribution

# Updates & Recent Projects

- Recruiting and continued on-boarding of new hires
- Continued administrative and travel support for the Board, Advisory Council, and employees
- Managed overall new office construction and move
- Facility Related Contract Management

# Facility Update: Office Move

- ARIN successfully moved into our new office:
  - **New lease is highly flexible with more square footage to allow room for growth**
  - **Slightly reduced price per square foot with an increase of property management services and oversight**
- Overall construction and move came in **under budget**

# Office Move – Thank you!

- Michael Abejuela
- Denise Alston
- Georg Anderson
- Robert Atkinson
- Sarah Ba
- Steve Bambling
- Robert Bellante
- Jacob Castello
- David Jeffers
- Octavis Jones
- Mark Kosters
- Frankie McDonough
- Devon Mizelle
- Michael O'Neill
- Matt Rowley
- Steve Scally
- Pete Toscano
- Val Winkelman

# Employee Stats - 2017

- 84 Employees total
- 24 New Hires in 2015
- 8 New Hires in 2016
- 2 New Hires in 2017
- Retention = over 94%
- Average tenure = over 6 years

# Employee Tenure





# Upcoming Projects

- Conduct Salary Survey
- Medical Insurance – Solicitation and Bid Process
- Conduct Management and Leadership Training
- 401K Bid Analysis

# Questions?