



# **Human Resources and Administration**

*Erin Alligood, Director*

# Human Resources and Administration Responsibilities at ARIN



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

# Our Team



**Therese Simcox**

- Executive Support
- Board, AC, ASO AC Travel and Support
- 18 Years with ARIN!



**Sarah Ba**

- Facilities Coordinator
- Employee Travel
- HR Support
- 5 Years with ARIN!



**Denise Alston**

- Reception
- Mail Distribution
- Office Supplies
- 5 Years with ARIN!



# 2018-2019 Accomplishments

- Chief Operating Officer (COO) and Executive Director, Government Affairs and Public Policy Transitions
- 2018 Salary Survey conducted
- Converted Payroll Vendor Platforms
- Completed Management and Leadership Training
- Advisory Council Public Speaking Training secured and conducted



# Recent Projects in Progress

- 401K Review and Analysis
  - Transitioning to new 401K recordkeeping, compliance, and administration vendor from Retirement Planners and Administrators (RPA) to Principal Life Insurance Company
  - Transition Timeline set for July 1, 2019
- Facility Repairs

# Employee Statistics & Tenure - 2019

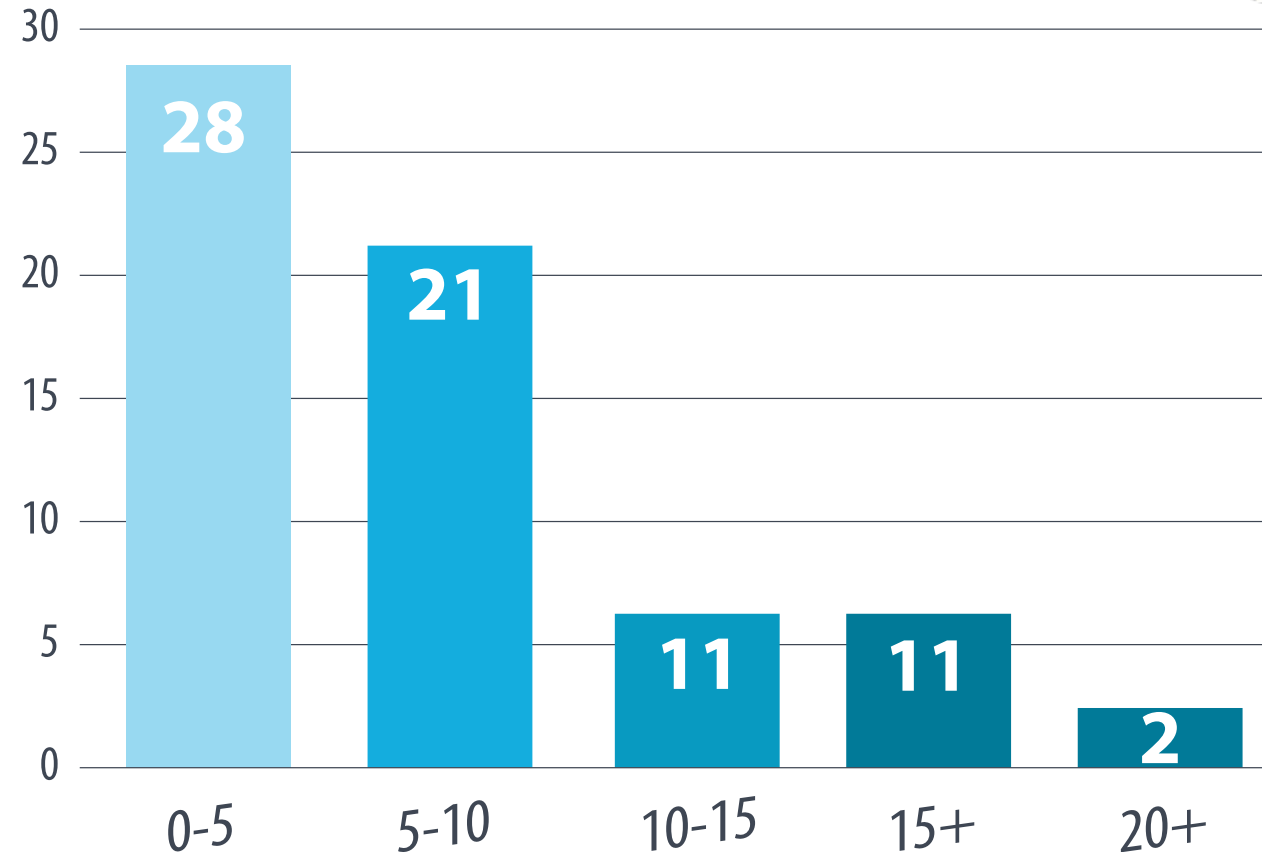


**Fully Staffed:**

**78 Employees**

**Average Tenure:**

**Over 8 Years**



Number of Employees Over How Many Years at ARIN



# Upcoming 2019-2020 Projects

- 2020 Salary Survey
- 401K Vendor Transition
- Evaluation of future travel needs and potential research of new travel agency
- Revisit Employee Value Statements and Performance Management System
- Relevant Training Plans
  - Expand and conduct further Management Training
  - Conduct company-wide Harassment Prevention Training
  - Atlassian Training for internal Confluence site

