



**Office of the Mayor**  
**Diane Wolfe Marlin**

**City of Urbana**  
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5 June 2017

TO: Urbana City Council  
FROM: Diane Wolfe Marlin  
RE: Appointment of Todd E. Rent

I am pleased to recommend the appointment of Todd E. Rent to the position of Director of Human Resources for the City of Urbana.

Mr. Rent served as Human Relations/Compliance Officer from 2007-2015 and Human Resources Manager from 2015-2016 for the City of Urbana and Employee Relations Manager at UCLA Health, Los Angeles, from December 2016 to May 2017. His areas of expertise include employee relations, labor relations and labor contract administration, performance management, retention and engagement, and training and development.

Mr. Rent earned a BA in Political Science and an MS of Human Resources and Industrial Relations from the University of Illinois at Urbana-Champaign and a JD from the University of Illinois College of Law. Professional training includes EEOC New Investigator Training, EEOC Drafting Final Agency Decisions and Labor Law and Arbitration Training.

I am confident Mr. Rent will promote a positive workplace climate and foster collaborative working relationships with city employees. His resume is attached.



# TODD EDMUND RENT

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[todd-rent@hotmail.com](mailto:todd-rent@hotmail.com)

## OBJECTIVE

Secure a position as an Employee and Labor Relations manager with an organization that seeks to maximize employee engagement through fostering effective and collaborative relationships with incumbent unions.

## COMPETENCE

- Employee Relations
- Employee Misconduct/Discipline
- Labor Relations
- Labor Contract Administration
- Grievance Response Drafting
- Performance Management
- Retention & Engagement
- Training & Development

## EXPERIENCE

UCLA Health, *Los Angeles, CA*

### **Employee Relations Manager**

December 2016 to May 2017

Under the direction of the Director of Labor/Employee Relations and Compensation, provide employee relations guidance and advice to operational management within a large, complex, health system.

- Work with operational management to develop, review, and implement all aspects to employee performance management, including but not limited to performance/coaching documents, disciplinary actions, and initial grievance responses
- Partner with operational management to ensure appropriate labor contract administration pertaining to matters of employee relations, including but not limited to interpretation, implementation, and grievance resolution

City of Urbana, *Urbana, IL*

### **Human Resources Manager**

February 2015 to December 2016

Oversee the delivery of comprehensive human resources services in a municipal multi-union environment.

- Provide HR coaching and guidance to department heads, division managers, and supervisors
- Administer collective bargaining agreements and advise departmental management on all labor relations issues
- Serve as Chair of the Joint Labor/Management Benefit Committee which is tasked with negotiation, selection, and modification of City-employee health benefits
- Cultivate effective working relationships with three incumbent unions: (Fraternal Order of Police (FOP), International Association of Fire Fighters (IAFF), and the American Federation of State, County, and Municipal Employees (AFSCME))
- Oversee employee disciplinary process to ensure compliance with all relevant federal, state, and local laws and regulations
- Oversee third-party administration of workers compensation program

- Provide direct supervision to two full-time human resources employees

City of Urbana, *Urbana, IL*

**Human Relations/Compliance Officer**

March 2007 to May 2015

Responsible for administration and enforcement of the Urbana Human Rights Ordinance, the Urbana Civilian Police Review Board, and the Urbana Purchasing Ordinance.

- Enforced municipal EEO Ordinance (investigated charges, drafted initial determinations, and negotiated and drafted settlement agreements)
- Guided three municipal boards/commissions (Urbana Human Relations Commission, Urbana Civilian Police Review Board, Urbana IDOT Traffic Stop Study Task Force) regarding substantive and due process requirements associated with public oversight hearings, the Illinois Freedom of Information Act, and the Illinois Open Meetings Act
- Partnered with Human Resources Manager to implement organizational diversity initiatives
- Advised departmental leadership on issues related to equal employment opportunity and the American with Disabilities Act (ADA)
- Conducted critical internal investigations (conducted confidential employee interviews, drafted final internal investigative reports, developed recommendations for corrective action)
- Consulted with the Urbana Police Department to provide departmental compliance with the Illinois Freedom of Information Act (5 ILCS 140)

University of Iowa Hospitals and Clinics, *Iowa City, IA*

**Associate Director, Compliance**

June 2005 to February 2007

Under the direction of the Director of Compliance, managed key components of a hospital compliance program.

- Facilitated the root cause analysis process to reduce medical errors and comply with Joint Commission accreditation standards
- Drafted root cause analysis reports for submission to the Joint Commission
- Served as recording secretary for the physician professional practice subcommittee
- Oversaw HIPAA Privacy Rule compliance program including interpretation, training, and enforcement
- Conducted internal compliance investigations, process audits, and gap analyses in order to ensure organizational compliance with state and federal regulatory requirements

University of Iowa Hospitals and Clinics, *Iowa City, IA*

**Human Resources Generalist II**

August 2003 to June 2005

Under the matrixed supervision of the Human Resources Director and the Chief Nursing Officer, provided labor contract administration for a large (2,500 team members) nursing department within an nationally-ranked academic medical center.

- Improved labor relations through development and implementation of a highly successful labor and employee relations strategy
- Coached nursing management in implementation of fair, effective, and defensible disciplinary actions which improved morale amongst management and staff
- Built and maintained a highly collaborative relationship with union leadership which resulted in our labor/management group receiving the Governor's "Improving Our Workplace Award"

- Recommended, reviewed, and advised on probable ramifications of proposed changes to contract language to minimize disruption to nursing operations
- Conducted comprehensive job classification and compensation reviews
- Provided general human resources guidance (Title VII, FLSA, ADA, ADEA, HIPAA, OSHA, and Workers Compensation)
- Promoted to Associate Director of Compliance within 22 months

Carle Foundation Hospital, *Urbana, IL*

**Employee Relations Coordinator**

August 2002 to August 2003

Under the direction of the Human Resources Director, managed employee relations and retention program.

- Resolved employment-related disputes through proactive communication and fair implementation of organizational policy
- Revised and enforced organizational policy and procedures regarding employee discipline and performance management
- Developed and implemented database tracking all disciplinary actions to ensure fair and equitable decision-making
- Provided guidance and coaching to management of all performance management/disciplinary matters
- Facilitated internal employee grievance process

**Human Resources Specialist (Recruitment)**

July 2000 to August 2002

Under the direction of the Manager of Recruitment and Compensation, recruited allied health providers (physical therapists, occupational therapists, respiratory therapists, pharmacists) and professionals for a mid-sized hospital.

- Developed job position announcements and selected optimal advertising venues
- Evaluated candidate materials prior to distribution to hiring managers for consideration
- Developed and conducted behavioral interviews aligned to the core skill and behavior-based competencies of each position
- Promoted to Employee Relations Coordinator within 24 months

**EDUCATION**

**University of Illinois – College of Law**

Juris Doctor, *May 2015*

**University of Illinois – School of Labor and Industrial Relations**

Master of Human Resources and Industrial Relations, *May 2014*

**University of Illinois – College of Liberal Arts & Sciences**

Bachelor of Arts in Political Science, *January 1996*

**PROFESSIONAL TRAINING**

EEOC New Investigator Training (*Equal Employment Opportunity Commission*)

EEOC Drafting Final Agency Decisions (*Equal Employment Opportunity Commission*)

Labor Law & Arbitration Training (*Labor Arbitration Institute*)

***References Available Upon Request***