

MICHELLE MILLER-KOTULA

LABOR ARBITRATOR

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ARBITRATION PANELS

Member, National Academy of Arbitrators
American Arbitration Association
Federal Mediation and Conciliation Service
Pennsylvania Bureau of Mediation
Pennsylvania Labor Relations Board
State of Ohio Employment Relations Board, Fact Finder
Pittsburgh Public Schools and Pittsburgh Federation of Teachers
Dufenco Farrell Corporation and United Steelworkers
Elliott Company and United Steelworkers
Latrobe Specialty Steel Company and United Steelworkers
Pennsylvania State University and Teamsters Local Union No. 8
United States Postal Service and American Postal Workers Union,
Expedited Panels

EDUCATION

- *Masters of Arts in Human Resources Management & Industrial Relations*
Saint Francis University, Loretto, Pennsylvania
- *Bachelors of Arts in Business Administration / Management*
Saint Vincent College, Latrobe, Pennsylvania

County of Washington, Washington, PA

Director of Human Resources, 2000- March 2006

- Responsible for labor relations and negotiation matters concerning seven labor unions. Duties consisted of addressing day-to-day union issues and grievances as well as representing the county in arbitrations and the collective bargaining process. Served as the County's internal chief negotiator for six labor agreements. Responsibilities also included organizational management, intra-departmental operations, negotiating health insurance agreements, directing and overseeing the Human Resources and Occupational Safety and Health activities. Also, insured policies, programs and practices were implemented in Employment, Compensation, Benefits, Training, EEO/Affirmative Action, Performance Management, Records Management, Workers Compensation, Safety & Conflict Resolution.

- Primary responsibilities involved labor relations. During labor-management meetings and grievance matters, served as the chief spokesman for the County.

- Worked with approximately 1100 employees and the following unions on a daily basis, overseeing the administration of the negotiated labor agreements:
 - Deputy Sheriffs Association of Washington County, Local 900,
 - Pennsylvania Social Services Union, Local 668
 - Service Employees International Union, Local 668
 - Service Employees International Union, Local 1199P
 - Teamsters Local 205
 - General Teamsters, Chauffeurs & Helpers, Local 249
 - Washington Court Association of Professional Employees,
 - AFSCME, District Council 84

- Participated in contract negotiations and Act 195 interest arbitrations. Responsibilities included developing data and strategies in preparation for labor bargaining sessions. Acted as the internal labor specialist in labor negotiations meetings and strategy sessions in conjunction with the county's labor attorney.

- Attended the Step 2 grievance meetings on the County's behalf and served as an advocate to work out acceptable resolutions. Worked with the labor attorney to develop the appropriate strategy for the County's case in arbitration.

- Responsibilities also included insuring employee disputes, problems or similar issues were handled in a manner that was professional, fair

and consistent with County policies and in accordance with Federal, State, and Local laws. Maintained professional and technical knowledge and understanding of applicable laws and regulations.

Intern to Labor Arbitrator, 2006

- I have worked as a Labor Arbitrator Intern to Arbitrator William J. Miller, Jr. My responsibilities include researching and preliminarily drafting opinions under the direction of Arbitrator Miller. In this capacity, I have completed research in labor law and arbitration matters and drafted numerous opinions for a variety of labor/management circumstances.

ADDITIONAL RELEVANT WORK EXPERIENCE

County of Washington, Washington, PA

Chief Clerk, 1997-2000

- Responsibilities in this position included maintaining the books and accounts of the Washington County Board of Commissioners, recording and filing proceedings and papers, attesting all order and voucher checks. Required to administer oaths and affirmations pertaining to the business of the offices of the County Commissioners. Provided management and direction of the day to day operations and functions of County government. Prepared budgets and reviewed fiscal plans, provided input on policies and procedures and County insurance programs. Responsible for reviewing contracts and preparing motions, resolutions and ordinances for adoption. Duties were completed in a confidential manner as defined by the County Code of Pennsylvania, Section 521.

County of Washington, Washington, PA

Human Resources Generalist, 1990-1997

- Responsibilities included interpreting, implementing and administering the County's labor contracts on a daily basis. Worked on grievances and prepared background information for negotiations.
- Recruited and interviewed candidates for bargaining unit and salaried positions. Administered the County's HRIS system and dealt with staffing issues pertaining to new hires, layoffs, job bids, personnel changes, disciplinary actions and assured adherence to applicable contracts, laws and policies.

Further responsibilities included processing EEOC complaints, handling investigations and hearings. Administered benefits for hospitalization and ancillary programs, and provided support for the Workers Compensation and Loss prevention programs.

PROFESSIONAL MEMBERSHIPS

Three Rivers Area Labor Management Committee

Pittsburgh Labor and Employment Relations Association, Treasurer

Pittsburgh Human Resources Association

Saint Vincent College Alumni Association, Past President