

Joseph C. Burley

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Cleveland, Ohio

Qualification Profile: Extensive experience in human resources management and labor relations. Experienced in labor contract negotiations under the Railway Labor Act including the mediation and arbitration processes. Strong HR acumen with a background in generalist functions, employee relations, employee benefit programs, change management, and legal compliance. Proficient in aligning human resources functions with business strategies.

Education: B.S. Business Administration – Human Resources Management
Florida Southern College, Lakeland, Florida April 1984
M.B.A. Executive Management
Ashland University, Ashland, Ohio August 1995
Continuing education: Graduate level human resources classes at University of Akron, Akron, Ohio
Society for Human Resources Management training seminars

Professional Instruction Part-time faculty at Kent State University – Tuscarawas, 2006 to 2016
Course taught: Human Resources Management

Professional Experience: Wheeling & Lake Erie Railway Company, Brewster, Ohio 1990 to 2022

Vice President Human Resources August 2013 to September 2022 (retired)

Director of Human Resources July 2002 to August 2013

Manager of Human Resources May 1997 to July 2002

Human resources and labor relations responsibility for the four subsidiaries of **The Wheeling Corporation** which include **Wheeling & Lake Erie Railway Company**, a regional railroad; **Akron Barberton Cluster Railway**, a short-line railroad; **Wheeling Technologies**, a railroad maintenance company; and **Intermodal Operators, Inc.**, an intermodal terminal facility. Duties included:

Human Resources

- Working effectively with employees, managers, and executives to address workplace challenges and create a positive and productive working environment.
- Communicating effectively, both verbally and in writing, to establish positive employee relations.
- Managing all aspects of the recruitment and selection process and ensuring compliance with applicable laws.
- Preparing job descriptions, performing job analysis, job design, and researching market compensation information as needed.
- Managing performance.
- Providing leadership development and cultivating organizational culture.
- Coordinating professional development opportunities including education support and other training programs.
- Succession planning.
- Ensuring employees receive excellent medical, dental, vision, and short-term disability benefits with excellent service at the best possible price. Ensuring plan compliance with the Affordable Care Act and applicable regulations.

- Responsibility for 401(k) plan management. Coordinating employee financial education initiatives. Ensuring the plan is in compliance with all ERISA and IRS regulations.
- Conducting workplace investigations and writing reports.
- Counseling and coaching managers and employees on a variety of matters.
- Maintaining all personnel and medical records.
- Overseeing Family Medical Leave Act requests, disability claims, and work-related injury claims.
- Coordinating pandemic response efforts.
- Working with physicians to ensure necessary treatment is provided for on-the-job injuries.

Labor Relations

- Serving as the overall responsibility for collective bargaining, mediation, negotiations, interpretation and administration of six (6) collective bargaining agreements.
- Developing and maintaining effective relationships with management, labor representatives, and employees to resolve disputes in a fair, consistent, and cost-effective manner.
- Preparing notices to labor unions for changes to collective bargaining agreements in accordance with the Railway Labor Act.
- Serving as Wheeling & Lake Erie's spokesperson in labor contract negotiation meetings with labor union representatives.
- Developing relationships with labor union representatives and successfully negotiate labor agreements.
- Collaborating with managers and department heads in the negotiation and writing of collective bargaining agreement language.
- Responding to inquiries from employees and managers about interpretation of labor agreements.
- Representing Wheeling & Lake Erie Railway Company in dealing with the National Mediation Board and National Railroad Adjustment Board.
- Investigating facts related to claims, grievances, and discipline appeals. Preparing thoroughly researched and well-written responses within the parameters detailed in the collective bargaining agreements.
- Researching prior arbitration case decisions and past practice, and writing detailed and well-reasoned case submissions. Serving as the Company representative and deliver arguments and oral presentations during arbitration hearings.

May 1990-
May 1997

W&LE Manager of Car Hire Accounting and Car Distribution

Freight equipment management and accounting responsibility

Duties included:

- Management of accounts payable and accounts receivable for all railroad equipment used in freight shipment operations
- Negotiation of rates earned and paid for railroad equipment
- Analysis of equipment required to operate railroad at optimum efficiency
- Procurement and negotiation of freight equipment lease contracts
- Distribution of freight cars to meet customer needs
- Compliance with Association of American Railroads rules and regulations pertaining to freight equipment usage and accounting practices
- Supervision of customer service personnel and resolution of customer service issues