

**Deborah Hanratty, PHR, SHRM-CP  
Professional Profile**

***Deborah Hanratty, PHR, SHRM-CP, Human Resources Manager, Pyramid Peak Corporation, Newport Beach, California***

**PROFESSIONAL EXPERIENCE**

**Pyramid Peak Corporation                      2002 to Present**

Established in 2002 by Richard M. Paicius, MD, DABPM to manage the Human Capital, Finance and Clinical Operations of his medical practices and surgery centers.

*Human Resources Manager 2002 to Present*

Direct core management activities within the Human Resources function: Employee Labor Relations, Compensation, Talent Acquisition Management, Performance Management, Organization Development, Benefits Administration, Health/Safety and legal compliance with California and Arizona employment laws.

Report to CEO.

- Developed effective on-boarding program providing employees with vital information pertaining to policies, procedures, benefits and payroll and creating welcoming atmosphere for new hires.
- Researched and implemented new payroll system resulting in cost savings for the company and improved accessibility for the employees and contract staff
- Created a HIPAA Compliance training program for all clerical and clinical staff
- HIPAA Compliance Co-Officer
- Physician Credentialing Coordinator
- Provide day-to-day guidance and support to physicians and management regarding HR practices in compliance with federal and state laws.
- Develop and implement policies and strategies aligned with the operational goals of the company. Promote positive employee relationships through fair and equitable treatment of employees; ensure the consistent, impartial application of established Company policies.
- Work with Clinical Director to ensure all practices align with Joint Commission and CMS guidelines
- Process semi-monthly payroll using ADP WorkforceNow
- Work closely with site managers & employees in order to provide a voice for improvement processes

**Manufacturing and Consulting Services, Inc.      1990 to 2000**

Established in 1971, MCS is a worldwide provider of manufacturing (CAD/CAM) software solutions.

*Human Resources Manager 1997 to 2000*

Responsible for all human resource policies and procedures. Including but not limited to employee benefits, payroll, new hire/termination, employee labor relations and COBRA. Reported to CEO.

- Managed Benefits for 125+ employees
- Maintained and processed ADP payroll/commissions
- Maintained government records
- Received Presidents Club Award for outstanding contribution

*Marketing Coordinator 1994 to 1997*

Worked directly with Vice President of Marketing and Sales to enhance lead distribution and follow through. Responsible for marketing and support to Universities and Colleges utilizing the software as an educational tool. Assisted sales staff with customer inquiries and other related support tasks.

- Coordinated district sales seminars
- Developed telesales programs
- Managed sales tools (i.e. brochures, fliers, demo disks)

**EDUCATION**

Bachelor of Arts, Business Administration / Sociology – 1988  
California State University, Fullerton, California

### Certifications

PHR – *April 2017*

SHRM-CP – *April 2019*

Notary – *May 2020*

### **PROFESSIONAL AFFILIATIONS OUTSIDE OF ASHHRA**

California Chamber of Commerce

SHRM

Volunteered at local AZSHRM conference

NAMSS

### **ACCOMPLISHMENTS AT ASHHRA NATIONAL/REGIONAL/CHAPTER LEVEL**

Arizona Healthcare Human Resources Association

2016 – AHHRA President-Elect

2015 – 2016 AHHRA Treasurer

### **CANDIDATE STATEMENT**

As a candidate for the Director-at Large Continuum of Care I bring experience from the viewpoint of a small clinical practice and ambulatory surgery center (less than 100 employees). I have over twelve years of experience in this setting. Practices that our physicians collaborate with use me as a resource for their HR needs and I would like to increase my knowledge and strengths to better help them through this position.