

William M. Pitts
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WORK EXPERIENCE

Public Health Director

Marshall County Health Department

March 2018 – present

Directs the activities of employees in providing medical and environmental programs and services. Directs the financial management functions of the department. Reviews, approves, and monitors program plans for the various services and programs provided by the health department. Evaluates employee job performance. Develops and maintains appropriate administrative procedures and policies for the operation of the department. Interprets various laws, administrative regulations, and policies to ensure conformance and efficient operation of the department. Meets with Board of Health to describe and discuss activities of the department. Maintains a program of public relations designed to promote the services of the department within the community and attends various meetings at the local, regional, and state level. Reports upon notice and oversees emergency situations. Lead the agency through the COVID19 pandemic. Increased effectiveness and efficiency of agency operations through organizational restructure and streamlining of programs and processes. Adopted an evidence-based approach to all agency programs under public health transformation. Lead the agency to achieve national accreditation through the Public Health Accreditation Board. Serves on the Legislative Advisory Committee for the Kentucky Public Health Association. Serves on the Legislative Law Review Committee for the Kentucky for Public Health Public Health Transformation Division.

Director of Human Resources

Marshall County Hospital

August 2017 – March 2018

Responsibilities included planning, leading, directing, developing, and coordinating the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. Handled discipline and termination of employees in accordance with company policy. Collaborated with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention. Conducted the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. Monitored and ensured the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.

Human Resource Manager

Marshall County Health Department

July 2014 – August 2017

Conduct day to day operations of human resources overseeing and implementing personnel activities and actions and providing oversight to facilities management. Encourages an environment of continuous quality improvement and leads the agency's accreditation process. Experienced with the public health Merritt system, the Administrative References, evaluation processes, position descriptions, recruitment, applications, interview and selections, progressive discipline, cost centers, purchase requisitions, purchase orders, budget projections, incident investigations and reporting, employee benefits, workman's compensation, standard operating procedures, policies, protocols, and PHAB accreditation procedures. Served as second in the chain of command and in charge of the agency in the absence of the Director.

Military Liaison/Admissions/Student Advisor

Mid-Continent University, Mayfield, KY

June 2008 – April 2014

Handled all relations between the University and all military institutions in Kentucky to include headquarters for the Kentucky National Guard and 88 military units. In charge of all issues related to military benefits and enrollments for the institution. Conducted mass briefings concerning educational opportunities and educational benefits including federal tuition assistance, state tuition assistance, and all chapters of the GI bill. Advised and assisted students with transcript evaluations, course selections, class placement, education benefits, military tuition assistance, federal student aid, and application for enrollment procedures.

Marketing Team Supervisor

Bristol Broadcasting, Paducah, KY

October 2004 – June 2008

Planned, organized and directed marketing team to meet organizational objectives. Trained new consultants in the principles of sales and meeting personal and organizational goals. Motivated sales consultants to meet their maximum potential. Counseled with each consultant to establish realistic expectations, goals, and action plans. Monitored daily performance and tailored plans to meet individual and organizational goals. Awarded Top Sales award in 2007.

Personnel Superintendent

USAF Active Duty, Scott AFB, IL

July 2003 – October 2004

Personnel Superintendent for 375th Fleet Transportation. Provided oversight for scheduling for all personnel training needs. Conducted personnel counseling for personal, family, and professional needs. Administered the evaluation system processes. Conducted misconduct investigations and administered disciplinary procedures. Administered all promotion and demotion procedures. Liaison between the 375th and all other base agencies regarding fleet scheduling needs. Supervisor to fleet maintenance division.

Senior MEPS Liaison

USAF Active Duty, Memphis, TN

November 2000 – July 2003

Liaison Supervisor for all Air Force personnel at the Military Entrance Processing Station (MEPS) in Memphis, TN. Manager for all areas of operations: Personnel processing, preparation, maintenance and disposition of applicant files, qualifications verifications, background screening, job placement, and manager of annual budget. Ensured applicants met all physical, mental, legal, and academic qualifications for enlistment. Conducted career counseling for job placement. Coordinated all processing procedures between the MEPS, two Flights, and 15 recruiters over a three state area.

Non-prior Service Recruiter

USAF Active Duty, Carbondale, IL

April 1996 – October 2000

Responsible for recruitment and retention of applicants qualified for enlistment in the Air Force. Recruited 155 applicants achieving 116.5 % against goal of 133. Screened applicants for physical, mental, legal, and academic qualifications. Conducted school presentations, ASVAB interpretations, and home visits. Awarded the Air Force Recruiting Silver Badge, recognized as Top Performer in 1998 and 1999 as well as awarded the Superintendent's Achievement Award and the Commander's Achievement Award.

Master Instructor Supervisor

USAF Active Duty, Jacksonville, AR

January 1992 – March 1996

Flight Supervisor for Aircraft Maintenance Instructors at Field Training Detachment 210, Little Rock AFB, AR. Conducted Instructor evaluations and written performance reports for all assigned personnel. Conducted field level instruction to seven-level maintenance technicians in aircraft electronics, environmental systems, landing gear, flight controls, hydraulics, pneumatics, weight and balance, engine systems, fuel systems, inspections, troubleshooting, rigging, and repair. Developed curriculums, course documents, and required metrics. Evaluated student performance. Earned the Instructional Achievement Award three consecutive years. Awarded Instructor of the year in 1995. Awarded Occupational Instructor certification with 6,500 hours.

Aircraft Maintenance Technician Flight-Line Supervisor

USAF Active Duty, Jacksonville, AR

June 1988 – January 1992

Shift supervisor responsible for 40 aircraft maintenance technicians and 25 C-130 aircraft. Scheduled and assigned all personnel for routine inspections and maintenance as well as unscheduled maintenance and repair. Conducted all assigned personnel performance appraisals and reports. Maintained unprecedented aircraft mission capable rate of 95% while serving in Operation Desert Shield and Operation Desert Storm. Seven-Level all systems certified.

Aircraft Maintenance Technician

USAF Active Duty, Columbus, MS

August 1984 – June 1988

Responsible for inspecting, towing, jacking, servicing and minor aircraft repairs. Awarded maintenance technician of the quarter and technician of the year for 1986. Awarded Air Force wide Top Technician award in 1987.

EDUCATION

Master of Science, Healthcare Administration Colorado State University, Aurora CO	2015
Master of Science, Human Resource Management Mid-Continent University, Mayfield, KY	2013
Bachelor of Science, Business Management Mid-Continent University, Mayfield, KY	2010
Associate of Science, Personnel Administration Community College of the Air Force, Maxwell AFB, AL	1998
Associate of Science, Instructor of Military Technologies Community College of the Air Force, Maxwell AFB, AL	1994
Associate of Science, Aircraft Systems Technology Community College of the Air Force, Maxwell AFB, AL	1994