

Angela Polk-Bass

Human Resources, Learning & Development, Organizational Design, Change Management, Facilitation, Team Building, Coaching, Diversity & Inclusion, Culture & Communication

HR BUSINESS PARTNER	LEARNING & DEVELOPMENT
<ul style="list-style-type: none">• Organizational Analysis & Design• Employee Relations• Senior-Level Advisor• Performance Management	<ul style="list-style-type: none">• Program Analysis, Design, Development, Implementation and Evaluation• Consulting and Coaching• Diversity and Inclusion

Creative and highly motivated, hands-on Human Resources and Learning Executive who has shaped a high-performing culture at major growth brands, Spectrum SportsNet, Spectrum SportsNetLA, and SpectrumNews1, attracting, developing, and retaining top tier talent from across the country.

WORK EXPERIENCE

Spectrum Networks

Current

Director, Human Resources and Learning

Responsible for developing and unleashing human expertise through organizational development and training to improve performance.

- Oversight of learning content and resources to reinforce learning objectives and employee capabilities leveraging adult learning and instructional design principles.
- Ensures diversity of delivery methods, including videos, podcasts, in-person, webinars, eLearning, communities of practice, etc., to meet the diverse needs of individuals, teams, and the overall organization.
- Provides integrated Diversity and Inclusion learning opportunities for awareness, reflection, empathy development, and connection.
- Manages and monitors multiple projects and initiatives to guide organizational design and change management.
- Facilitates a variety of individual contributor, leader, and team workshops and coaching sessions.
- Responsible for preparing, monitoring, and adhering to budgets and ensuring capability building in alignment with organizational goals.

Spectrum Sports [Previously Time Warner Cable Sports], El Segundo, CA

2015 to 2019

SpectrumNews1, Spectrum SportsNet, Spectrum Deportes, Spectrum SportsNetLA

Director, Human Resources

Responsible for the design and implementation of day-to-day people and performance processes, including talent management, organizational design, performance management, employee relations, and compensation.

- Advises the Senior Vice President of Spectrum Networks on HR matters and how business decisions will potentially impact the company's employees in Los Angeles and across multiple states (NY, WI, OH, TX, MO, HI, & WI).
- Establishes credibility with management and employees through open, respectful, and direct dialogue.
- Serves as a link between management and employees by handling questions, interpreting, and administering contracts.
- Conducts thorough and objective investigations of grievances, including harassment and other Title VII issues.
- Performs complex staffing duties, including evaluation, selection, and contract negotiations to include developing business cases to address understaffing.
- Creates a diverse work environment focused on employee well-being and productivity.
- Develops, implements, and manages operational goals and monitors achievements of performance and objectives.
- Oversees and implements organizational changes to boost employee satisfaction and engagement
- Enterprise HR Support: Participate on enterprise HR committees such as Culture Survey

Time Warner Cable Sports, El Segundo, CA

2011 to 2015

TWC SportsNet, TWC Deportes & SportsNetLA

Sr Manager, Human Resources

Accountable for Networks organizational design, launch, and ongoing culture-enhancing interactions, including coaching and educating leaders on the positive work environment, constructive performance feedback, employee relations, compensation, and benefits.

- Consultant to leaders in employee relations, organizational design, operational efficiency, diversity & inclusion.
- Demonstrates the desired culture of collaboration, openness, connectedness, and constructive feedback in daily interactions.
- Leverages human resources knowledge to navigate roadblocks and create stepping stones.
- Guides leaders in budgeting for promotions, salary adjustments, headcount, and annual employee development

Time Warner Cable Corporate, Charlotte, NC

2008 to 2011

Information Technology

Manager, Human Resources

Partnered with Senior Information Technology Leaders to drive and support Performance Management, Training & Development, Employee Engagement, Staffing, Diversity & Inclusion.

- Advised Chief Information Officer & technology leaders on interpreting and applying HR and organizational policy.
- Provided a client group of approximately 500 with direction on topics including conflict resolution, employee relations, disciplinary counseling, terminations, and federal and state employment laws.

- Consulted with senior leaders, encouraging awareness of personal behavior on organizational and individual outcomes.
- Worked with leaders to plan and execute workforce reductions as part of restructuring efforts. Assisted in developing new staffing models and formalized a process for administering reductions seamlessly.
- Managed talent/succession planning for information technology function that identified high potential candidates and planned leadership development strategies.
- Designed and launched career development paths to include individual development plans.
- Participated in the Labor Relations Academy to increase union awareness.
- Participated on the Employee Relations Communication Committee to assist in streamlining corporate Employee Relations Communications across the organization.
- Certified Diversity and Inclusion and Valuing Employees Trainer

Time Warner Cable Corporate, Charlotte, NC
Information Technology

2006 to 2008

Generalist, Human Resources

Planned, directed, and coordinated human resource activities for the information technology organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

- Advised technology leaders on the interpretation and application of HR and organizational policy.
- Provided a client group of approximately 350 with direction on topics including employee relations, disciplinary counseling, terminations, federal and state employment laws, and conflict resolution.
- Explained information regarding policies, wages, promotional opportunities, and employee benefits to current & prospective employees.
- Performed complex staffing duties, including refereeing disputes, employee terminations, and administering disciplinary procedures.
- Designed & implemented sustainable programs to reduce turnover & increase job satisfaction, including a mentor program and technical career matrix.
- Facilitated strategic planning meetings to reinforce business objectives & build team relationships.

Time Warner Cable Corporate, Charlotte, NC
Representative/Senior Representative, Human Resources

2003 to 2006

Provided front-line HR project management and client support in various day-to-day operational areas including, but not limited to, employee onboarding, training coordination, recruitment and employment, compensation and benefits administration, employee relations, AAP/EEO, and special projects.

Time Warner Cable Corporate, Englewood, CO
Assistant/Coordinator, Human Resources

2002 to 2003

Provided technical & administrative support for the human resources function in various day-to-day operational areas including, but not limited to, employee onboarding, training coordination, recruitment and employment, compensation and benefits administration, employee relations, AAP/EEO, and special projects. Major responsibilities included:

May Department Stores - Foley's, Aurora & Boulder, CO
Administrator, Human Resources

2000 to 2002

Assisted HR Manager with the administration of various day-to-day HR Generalist functions, including filing, data entry, development of charts, metrics, new hire orientations, training, meeting attendance, and developing correspondence & general communications to employees and customers. Major responsibilities included:

EDUCATIONAL EXPERIENCE

Colorado State University, M.S. Adult Education and Training	2023 (in progress)
Keller Graduate School of Mgmt. of DeVry, M.S. Human Resource Management	2005
Colorado State University, B.S. Agricultural Business,	2000

CERTIFICATIONS

SHRM-SCP	2020
IPEC-Certified Energy Leadership Assessor	2021
IPEC-Certified Professional Coach	2022
DDI-Certified Trainer	2022

TECHNICAL EXPERIENCE

MS Word, MS Excel, MS PowerPoint, MS Visio, PeopleSoft, BrassRing, Kenexa