



## KATHERYN SHIELDS

JACKSON COUNTY EXECUTIVE

JACKSON COUNTY COURTHOUSE  
415 EAST 12TH STREET  
KANSAS CITY, MISSOURI 64106

(816) 881-3333  
Fax: (816) 881-3133

### EXECUTIVE ORDER # 05-02

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: KATHERYN J. SHIELDS  
JACKSON COUNTY EXECUTIVE**

**DATE: JANUARY 3, 2005**

**RE: APPOINTMENT OF CHIEF OPERATING OFFICER**



I hereby appoint Rick D. Perry as Chief Operating Officer to fill the vacancy created by the resignation of Mary Helen Murphy as Chief Operating Officer. A copy of Mr. Perry's resume is attached.

  
Katheryn J. Shields  
JACKSON COUNTY EXECUTIVE

Date: 1/03/05



**Rick D. Perry**  
**5908 NE Hidden Valley Drive**  
**Lee's Summit, MO 64064**

(816) 478-8319 (H) / (816) 881-1202 (W) / (816) 935-5033 (M) / rperry@jacksongov.org

**Professional Experience:**

**05/95-Present Jackson County, MO, **Assistant Director of Human Resources****

Jackson County Human Resources Department

415 East 12th Street, 9th Floor

Responsible for the ongoing personnel policy formulation and suggests improvements to County Personnel systems and procedures. Directly responsible for supervising the Employment, Classification, Benefits, Training, and Records Units. Responsible for handling recruitment, testing, referral and maintenance of a current register of qualified applicants for available County positions. Conduct employee and supervisor training to ensure compliance with State and Federal laws including FMLA, ADA, harassment and drug/alcohol testing. Investigates alleged employee misconduct relating to performance, sexual harassment, discrimination, or any violation of County Rules. Performs duties relating to the processing of adverse action appeals by merit employees and labor contract negotiation for the County's five separate bargaining units. Instrumental in implementing a human resource information system from mainframe to a UNIX based operating system and implementation of a new point factor job classification system including a pay for performance evaluation system. Assists all departments with inquiries relating to personnel rules, progressive discipline, affirmative action, and applicable laws/regulations.

**07/94 - 05/95 Jackson County, MO, **Supervisor of Employment and Classification****

Jackson County Human Resources Department

Responsible for supervision of the review and analyzing of County job descriptions. Responsible for organizational analysis of department/division structure, job analysis of position duties, and ensured accuracy and consistency to the job description content of approximately 400 job descriptions of more than 1,300 County employees. Supervision of the Employment Unit including applicant intake, testing and referral. Responsible for developing, updating and validating tests for all tested positions in the County. Maintained and completed salary surveys and responsible for the EEO-4 Affirmative Action Report.

**06/92 - 07/94 Jackson County, MO, **Benefits Analyst****

Jackson County Human Resources Department

Responsible for the processing of monthly payments for health, life, dental and a supplemental insurance plan carrier for the Benefits Unit. Approved and audited all benefit applications and benefit payroll change authorizations prior to processing; maintained the bi-weekly deduction benefit registers; and prepared payment vouchers and cash receipts. Answered employees questions relating to Workers' Compensation, Unemployment Compensation, health, life, dental, disability and pension.

**Education:**

1987 - 1991 **Kansas State University**, Manhattan, KS 66502  
Bachelor of Science, Business Administration  
Major: Personnel and Human Resource Management