

KEVIN MAIN, JD, SPHR

kevin@NavigationHR.com

(231) 674-5656 / (732) 509-6677

QUALIFICATIONS

Versatile executive specializing in assisting businesses and nonprofits with legal compliance, administration, operations and management. Experienced in policy and procedure development to ensure legal and regulatory compliance. Expertise in investigation, research, critical analysis, counseling, negotiation, team management and effective presentations.

PROFESSIONAL EXPERIENCE

CONSULTING

NAVIGATION HR, Traverse City, MI / Asbury Park, NJ / New York, NY
(formerly DARA CONSULTING)

2014-PRESENT

Consulting practice providing specialized human resources and operational support for smaller companies and nonprofit corporations, focusing on assisting organizations with 1 to 150 employees, to optimize the value and efficiency of their operations by developing effective organizational policies, procedures and practices related to human resources.

Owner/Principal Consultant

- Pre-hire screening
- Interview Assistance
- Onboarding and Training
- Policy and Procedure Development
- Legal Compliance, including Record-keeping and Reporting
- Employee Relations
- Performance Management and Discipline
- Post-separation Assistance
- Payroll Processing

NON-PROFIT OVERSIGHT

THE ARC/MERCER, INC., Ewing, NJ

2012-2014

Non-Profit corporation with a \$18 million budget and 350 employees at 18 locations providing services for thousands of children and adults with developmental disabilities in the region.

Assistant Executive Director, Quality and Operational Integrity, 2012-2014

- Served as Agency's Director of Quality Assurance.
- Ensured compliance with applicable statutes, regulations and standards.
- Evaluated, drafted and revised agency policies and procedures.
- Conducted confidential internal investigations and reviewed and approved investigation reports.
- Chair of the Agency's Safety Committee.
- "Step 2" Grievance Hearing officer.
- Increased employee oversight by developing and streamlining discipline process.
- Automated collection of data and increased its availability agency-wide.
- Led team in reactive investigations and proactive audits to identify and resolve issues.

Interim Director of Human Resources, May-October 2013

- Conducted negotiations with union representatives regarding personnel issues.
- Improved employee relations through a careful balancing the Agency's best interests with employee needs
- Developed expedited process to facilitate employee transfer requests.
- Negotiated Health Benefit Plan contract.
- Assured compliance with agency personnel policy as well as federal, state and local laws and regulations.

LEGAL SERVICES

PRACTICE AREAS: Civil, Commercial and Criminal Litigation, Municipal Court, Workers' Compensation, Contracts, Employment Law, Election Law and Education Law.

KEVIN H. MAIN, ATTORNEY AT LAW, Princeton, NJ, **Principal**

SPADACCINI MAIN, LLC, Lawrenceville, NJ, **Partner**

TOWNSHIP OF WEST WINDSOR, Princeton Junction, NJ, **Municipal Prosecutor**

TOWNSHIP OF HOPEWELL, Titusville, NJ, **Municipal Prosecutor**

PAGLIONE & MASSI, Hamilton, NJ, **Associate, Of Counsel**

MERCER COUNTY PROSECUTOR'S OFFICE, Trenton, NJ, **Assistant Prosecutor**

SUPERIOR COURT OF N.J., Hon. Thomas DeMartin, J.S.C., Trenton, NJ, **Judicial Law Clerk**

EDUCATION

RUTGERS UNIVERSITY SCHOOL OF LAW, Camden, NJ, Juris Doctor

PROVIDENCE COLLEGE, Providence, RI, Bachelor of Arts - Economics

UNIVERSITE DE FRIBOURG, Fribourg, Switzerland, Junior Year Abroad program

DELBARTON SCHOOL, Morristown, NJ

PROFESSIONAL CERTIFICATIONS

SPHR (SENIOR PROFESSIONAL HUMAN RESOURCES) – Human Resources Certification Institute (HRCI)
Expiration: March 31, 2023

PROFESSIONAL MEMBERSHIPS

SHRM (SOCIETY FOR HUMAN RESOURCES MANAGEMENT)

VOLUNTEER/OTHER POSITIONS

COACHING - BOYS' LACROSSE

- Program Director and Head Coach, **Cougar Lacrosse Club**, Colts Neck, NJ (current)
- Varsity Head Coach, **Red Bank Regional High School**, Little Silver, NJ
- Varsity Assistant Coach, JV Head Coach, **Northern Highlands High School**, Allendale, NJ
- Varsity Head Coach, **West Windsor - Plainsboro North High School**, Plainsboro, NJ
- Junior Varsity Assistant Coach (volunteer), **Lawrenceville School**, Lawrenceville, NJ
- Summer Club Youth/HS Head Coach, **New Jersey Lacrosse Club**, Columbus, NJ
- Summer Club Program Coach/Administrator, **True North Lacrosse Club**, Pennington, NJ
- Youth Head Coach / Boys Program Director, **Hopewell Valley Lacrosse League**, Pennington, NJ
- Volunteer Coach, **CityLax**, New York, NY