

CURRICULUM VITAE

Frank L. Longo

PRESENT EMPLOYMENT

Longo & Associates

Time Frame: June 2004 to present

Title: President

Nature of Work:

Own and manage a Human Resources consulting firm specializing in the provision of operational classification services to federal government departments and agencies. Areas of expertise include organizational design and writing and evaluation of jobs in various formats including Hay and PSHRMAC format, and the present Occupational Standards found in the federal government.

Carried out monitoring program for small departments on behalf of the Public Service Management Agency of Canada.

PAST EMPLOYMENT

1) RHDF 2000 (a private consulting firm)

Time Frame: September, 1999 to June 2004

Title: Director General Operations

Nature of Work:

Complete and facilitate projects for a variety of Federal Government Departments and Agencies with regard to reorganization of positions, restructuring, and classification projects with national implications. This included writing and evaluation of Executive positions for various government departments including PWGSC, Correctional Service of Canada and Elections Canada. As well, assist in the recruitment and allocation of other Consultants employed by RHDF 2000, to a variety of projects for clients. This involves identifying qualified Consultants, ensuring that projects are completed in a timely fashion, within budget and that project delivery meets the client's needs and expectations.

2) Public Works Government Services Canada, Shared Human Resources Services

Time Frame: 1992 to September, 1999

Title: Principle Human Resources Specialist

Nature of Work:

Managed a team of multi-disciplinary Human Resources professionals involved in the provision of Human Resources services to federal Departments and Agencies on a cost-recovery basis. Provided specialist classification services

on-site and off-site to numerous clients including the writing and evaluation of Work Descriptions including Hay in all formats, provision of advice and guidance on the resolution of relativity issues and the completion of Universal Classification Standard project requirements. Provided training courses, quality control and participated in Standard development exercises for Treasury Board and Departments.

3) Public Service Staff Relations Board and Pay Research Bureau

Time Frame: 1990 to 1992

Nature of Work:

Conducted survey and research studies on pay and salary administration in the private, provincial and municipal governments and other institutions to provide information and data required by certified employers and bargaining agents of the Federal Public Service.

4) Department of National Defence

Time Frame: 1980 to 1990

Nature of Work:

Various, progressively more responsible positions in the Headquarters Directorate. Responsibilities included preparing proposals for the Treasury Board Secretariat on SM and EX classifications, complement control, Classification Standard reviews and classification administration. Provided advice to military and civilian managers on the operation of the classification system and provided functional guidance to regional classification administrators in the application of the Treasury Board Classification Standard.

RELEVANT EDUCATION, TRAINING

Evaluator Certificate, Economic and Science Group, 2005, PSHRMAC
Financial Administration Classification Standard Update, May 2005
Alternate Dispute Resolution Workshop, July 2001, University of Windsor
Evaluator Certificate, UCS Design Simplification, 1999, TBS
Certificate, Train the Trainers course, UCS, 1998
Certificate, The Consulting Process, 1986, TBS
Certificate, Basic Management Analyst, 1986, DND
Certificate, Organizational Design, 1985, DND
Certificate of Accreditation, 1984, TBS

LANGUAGE OF WORK:

English

SECURITY CLEARANCE LEVEL:

Cleared to Top Secret with National Defence

LOCATION

Ottawa/Hull (willing to travel)