

2021-473

Bio - Lisa J. Moore

Lisa Moore currently serves as the Chief Diversity, Equity and Inclusion Officer/Executive Director Employee Relations. Lisa has been with FSCJ since 2007 where she joined the General Counsel's Office as the Director of Policy and Compliance. She has also served as Executive Director, Employee Relations and College Equity Officer and most recently as the Executive Director, Talent Acquisition and Management. Previous service includes Director of Policy and Compliance/ Professional Standards for Duval County Public Schools, Circuit Director, County Court Mediation Program for the Fourth Judicial Circuit and Circuit Director, Guardian ad Litem Program.

Lisa holds a bachelor's in business administration from Georgia State University and a Juris Doctorate from Mercer University School of Law.

Originally from Macon, Georgia, Lisa has lived in Jacksonville for over 25 years. She is an avid sports fan especially softball and baseball, enjoys playing with her West Highland terrier Javie, trying new food experiences, traveling and curling up with a good book.

LISA J. MOORE

lisa.moore@fscj.edu
904.708.7040 (cell) / 904.632.3326 (work)

EXPERIENCE

**CHIEF DIVERSITY, EQUITY AND INCLUSION OFFICER/EXECUTIVE
DIRECTOR, EMPLOYEE RELATIONS
FLORIDA STATE COLLEGE AT JACKSONVILLE
JULY 2020 - PRESENT**

Lead the development and implementation of diversity, equity and inclusion initiatives in support of the College's strategic goals to create a learning and working environment where all have an opportunity to succeed. Champion the importance and value of a diverse and inclusive college environment and leads the development of a vision and effective strategy to create a culture for equity, diversity, and inclusion. Collaborate with College stakeholders to assess potential barriers and develop strategies to recruit and retain a diverse workforce, assess the need for, and recommend training initiatives on, cultural competency, gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws.

Lead and direct the development and management of all employee relations and equity activities; advise senior management, staff, employees and the public on Human Resources policies, procedures as well as federal, state and local laws; manage the human resources process of assisting foreign employees with eligibility to work immigration procedures; work with external attorneys, agencies, and government officials on labor relations and equity issues; maintain and update knowledge of state and federal regulations as they relate to Human Resources; lead and manage personnel investigations; review employee and organizational performance and conduct trends, monitor laws and regulations; oversee employee requests for ADA accommodations in compliance with all federal, state and local laws; oversee responses to unemployment claims, and serve as the College's Equity Officer.

**EXECUTIVE DIRECTOR, TALENT ACQUISITION AND MANAGEMENT
FLORIDA STATE COLLEGE AT JACKSONVILLE
JULY 2018 - July 2020**

Lead and direct the development and management of all talent acquisition, talent management and employee relations and equity activities. Serve as a strategic, objective partner working collaboratively with College leadership to proactively address employee recruitment and retention needs; advise senior management, staff, employees and the public on Human Resources policies, procedures as well as federal, state and local laws; control access to College personnel files and manages public access; manage the human resources process of assisting foreign employees with

eligibility to work immigration procedures; work with external attorneys, agencies, and government officials on labor relations and equity issues; maintain and update knowledge of state and federal regulations as they relate to Human Resources; lead and manage personnel investigations; review employee and organizational performance and conduct trends, monitor laws and regulations; oversee employee requests for ADA accommodations in compliance with all federal, state and local laws; oversee responses to unemployment claims, and serve as the College's Equity Officer.

**EXECUTIVE DIRECTOR, EMPLOYEE RELATIONS & COLLEGE EQUITY
OFFICER
FLORIDA STATE COLLEGE AT JACKSONVILLE
JANUARY 2012 – June 2018**

Lead and manage College employee relations activities; work with leadership and key stakeholders to collaboratively resolve, counsel and provide effective employee relations solutions and to enhance practices of inclusion and equity collegewide; maintain a strategic partnership with leadership and the Office of General Counsel in areas such as employment law, compliance, labor relations and management to ensure alignment with the College's values and mission and strategic business objectives as well as federal, state and local regulations; provide leadership for the College's EA/EO practices and reporting requirements; serve as liaison in assisting employees, students and members of the public with complaints or grievances; directs investigation of formal complaints and grievances, disciplinary cases to ensure due process; serve as the College's ADA coordinator; and provide training on assigned areas of responsibility and manage tactical deployment of assigned Human Resources initiatives

**DIRECTOR, POLICY AND COMPLIANCE
OFFICE OF GENERAL COUNSEL
FLORIDA STATE COLLEGE AT JACKSONVILLE
NOVEMBER 2007 – JANUARY 2012**

Assist the General Counsel in the management of area specific litigations and litigation pertaining to labor and employment law, compliance and other general liability matters; provide legal research and analysis; drafting of College regulations and policies; formulate research memoranda for the College's General Counsel; monitoring of litigation matters and claims; draft routine litigation or administrative law pleadings for the College's General Counsel pertaining to garnishment, bankruptcy, grievances, and other assigned issues as needed; provide legal research pertaining to administrative law, policies and procedures impacting College operations; represent the Office of the General Counsel, when necessary and appropriate, before external agencies in policy and compliance reviews; provide guidance to College administration in personnel matters from a policy and compliance perspective; maintain a current knowledge of all legal, policy and regulatory matters which have or could have an impact on the College; provide training regarding best practices to College staff in assigned subject areas; develop and draft administrative procedures (apm) and board rules/policies on assigned topics; supervision of assigned staff and all other administrative duties as assigned.

**EXECUTIVE DIRECTOR, OFFICE OF POLICY AND COMPLIANCE,
DUVAL COUNTY PUBLIC SCHOOLS
NOVEMBER 2003 – NOVEMBER 2007**

Ensuring school district compliance with local, state and federal rules and regulations; assist with grievances, contract administration and arbitration; review, draft and negotiate contracts; coordinates legal matters with the Office of General Counsel; draft correspondence for superintendent and administrative staff; responsible for development and maintenance of School Board policies; advise Superintendent, Cabinet Staff, School Board members and other administrative staff on board policies, local, state and federal rules and regulations; develop conferences and staff trainings and other special projects as designated by the Superintendent; oversee office of Equal Opportunity/Equal Access and all other administrative duties as assigned.

**CIRCUIT DIRECTOR
GUARDIAN AD LITEM PROGRAM, FOURTH JUDICIAL CIRCUIT
FEBRUARY 2002 – NOVEMBER 2003**

Ensuring compliance with state and federal laws as well as state and national policies; developing working relationships with government officials, community partners, law enforcement, schools, social service agencies and professionals; development of mechanisms for assigning cases; conducting pre-service and in-service training; evaluating performance of staff and volunteers; resolving issues concerning policy, program service delivery, personnel; day to day operation of program covering Clay, Duval and Nassau counties and all other administrative duties including staffing, budgeting, data and record keeping and program performance.

**DIRECTOR, OFFICE OF PROFESSIONAL STANDARDS
DUVAL COUNTY PUBLIC SCHOOLS
NOVEMBER 1999 – FEBRUARY 2002**

Served as liaison with the Professional Practices Services, Educational Practices Commission, and law enforcement agencies, school board officials and the public; Representative for the district in all matters dealing with discipline, ethics violations or terminations of employment; provide administrative training workshops; public speaking; recruitment and retention; coordinating the teacher/administrator assessment; supervise personnel investigations; representative for the district in all administrative hearings relative to discipline and terminations; supervise leave of absences; coordinate and process fitness for duty and worker's compensation; and all other administrative duties.

**SUPERVISOR, OFFICE OF AFFIRMATIVE ACTION
DUVAL COUNTY PUBLIC SCHOOLS
JULY 1999- NOVEMBER 1999**

Investigating complaints of Title IX, ADA, ADEA and other Civil Rights Act violations; making recommendations for action to the Superintendent and the General Director of Human Resources; keeping abreast of all policies, case law and other trends within employment and civil rights law; providing information; developing and reorganizing process and procedures for the handling of complaints; compiling and providing statistical data; serving as a liaison to the Office of General Counsel for complaints filed with federal agencies and all other duties as necessary.

**STATE OF FLORIDA, FOURTH JUDICIAL CIRCUIT, JANUARY 1995 - JULY 1999
COUNTY COURT MEDIATION PROGRAM, Director**

Supervising Supreme Court certified mediators; serving as liaison between Court Administration, County Court judges and mediators; providing information and referral to the public; reviewing all court documents before submitting for judge's approval; reviewing mediation schedules; maintaining contact with community agencies; public speaking; administrative duties; maintaining records as necessary to Program and all other duties as necessary.

GUARDIAN AD LITEM PROGRAM, Case Coordinator, Family Law Section

Supervising certified volunteers; assigning cases; providing information; serving as a liaison between the legal community; the public and the Guardian Ad Litem Program; monitoring cases and developing strategies; reviewing and editing reports; recruiting volunteers and assisting in developing and implementing training.

ADDITIONAL WORK EXPERIENCE

- Assistant State Attorney (State Attorney's Office, 4th Judicial Circuit)
- Client Services Coordinator (National Multiple Sclerosis Society, North Florida)

EDUCATION

**MERCER UNIVERSITY SCHOOL OF LAW
Juris Doctorate, 1992**

- Treasurer, Minority Law Students Association
- Minority Student Mentor

**GEORGIA STATE UNIVERSITY
Bachelors of Business Administration, Marketing 1989**

SERVICE

- Family Visitation Center Board ,Nominating Committee Chair (1998);
Vice President (1999)
- Girls Inc., Board Member
- Guardian Ad Litem Program Volunteer
- Multiple Sclerosis Society, Client Services Committee Member
- “Be an Angel, Adopt an Angel” Program Volunteer
- Foster Care Citizens Review Board Panelist
- Safety Committee, JCCI Human Services Panel
- Mayor’s Victim Assistance Advisory Council (VAAC)
- Family Support Services of Northeast Florida, Board Member
- Continental Societies of Jacksonville, Inc.
- Leadership Jacksonville Class of 2011
- Northeast Florida Community Action Agency, Board Member (2010 –
2012)
Vice Chair, Planning Committee (2011-2012)
- Guardian ad Litem Foundation Board Member (2015 – 2021)
Board Secretary (2015 – 2021)
- Bartram Trail Rotary (2020 – Present)