

# Brittani Alyssa Roltgen

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## EDUCATION

**University of Southern California, Price School of Public Policy**  
**Master's in Public Administration**

**Los Angeles, CA**  
August 2022  
GPA: 3.8

**California Polytechnic State University - San Luis Obispo, Orfalea School of Business**  
**Bachelor of Science in Business Administration,**  
**Concentration in Human Resources and Management**

**San Luis Obispo, CA**  
December 2016  
**Minor in Psychology**

## EXPERIENCE

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### **City of San Luis Obispo**

Senior Human Resources Analyst – Classification, Compensation, and Recruitment

San Luis Obispo, California  
May 2021-Present

- Oversaw budget request development for a fifteen percent increase in total headcount.
- Managed a team of four to recruit employees and maintain classification and compensation system.
- Oversaw work of consultants specializing in classification, compensation studies, and executive recruitment.

### **City of San Luis Obispo**

Human Resources Analyst - Classification and Compensation

San Luis Obispo, California  
October 2018-April 2021

- Received 2019 Employee of the Year Award for Leadership and Support
- Implemented citywide staffing budget system, organized training, and managed development of the citywide staffing budget.
- Managed a cross-departmental committee providing weekly content to promote employee health and wellness.

### **City of San Luis Obispo**

Human Resources Specialist – Classification and Compensation

San Luis Obispo, California  
January 2017-September 2018

- Administered job description development to meet organizational needs.
- Assisted in development of the City's first classification and compensation plan. Prepared and delivered training for managers.

### **City of San Luis Obispo**

Human Resources Administrative Assistant

San Luis Obispo, California  
September 2016-December 2017

- Managed department expenditures, invoice processing, contract procurement, and employment verification.
- Led a cross-departmental committee to organize citywide employee recognition events.

## LEADERSHIP AND INVOLVEMENT

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### **City of San Luis Obispo Professional Association for City Employees**

Vice President

San Luis Obispo, California  
July 2020-Present

- Led strategic planning sessions for board members to create yearlong programming goals.
- Provided guidance to board members through COVID-19 restrictions.

### **City of San Luis Obispo Professional Association for City Employees**

Member Relations Chair

San Luis Obispo, California  
July 2018-June 2020

- Created information packet and gift to welcome and orient new members.
- Designed and distributed quarterly newsletters for all members.

### **Alpha Chi Omega Women's Fraternity**

Epsilon Omega Chapter Advisor

San Luis Obispo, California  
January 2018-Present

- Provided oversight and guidance to members of the executive board to align actions with chapter values.

## SKILLS AND CERTIFICATIONS

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- Technical: Microsoft Office Suite (Advanced), Adobe Photoshop & Lightroom (Intermediate), Oracle Fusion Cloud HCM (Intermediate), HCI Certified – Associate Professional in Human Resources
- Interests: Data Analytics, Photography, Travel, Hiking, Baking