

TRACEY P. PARTEE, ESQ.
PO Box 299, Peyton, CO 80831

Phone: (719) 495-5045 **Fax:** (719) 466-2060 **Cell:** (719) 210-0446 **Email:** traceypartee@hrsos.net

PROFESSIONAL WORK EXPERIENCE

HR Solutions & Services, LLC

Principal & Owner

HR Support Services including Training Development & Delivery, EEO Complaint Processing, Employee Relations, and ADR Services to governmental and private employers nationwide. Certified federal sector EEO complaints investigator and Fair Agency Decision (FAD) writer for federal agencies in accordance with EEOC regulations. Designed and delivered EEO compliance training to more than 50,000 public and private sector managers, supervisors, employees and human resources personnel nationwide from October 2000 to the present regarding harassment awareness, Title VI and VII, ADEA, ADA and Rehab Act compliance, retaliation prohibition, Illinois state EEO laws and other related employment laws. Also training development and delivery on other topics including ethics, diversity, safety and security, leadership skills, excellence in customer service, effective interviewing skills, conflict resolutions and management. Consultant regarding federal and state personnel issues, employee relations issues, and the resolution of workplace disputes between employees. Licensed attorney in the state of Colorado.

Peyton, CO

10/00 - present

Pollak

Employment Counsel

In-house counsel for manufacturing company reporting to VP of Human Resources. Analyzed complex employment law issues. Assisted outside counsel with employment law claims in state courts and administrative agencies. Conducted workplace investigations regarding employee issues including harassment, discrimination, safety, fraud, and theft. Responsible for employee relations. Advised management and provided legal support on all employment law matters including discrimination, harassment, worker's compensation, ADA, FMLA, ERISA, Title VII, hiring, termination, and benefits administration. Assisted with worker's compensation settlements.

Canton, MA

6/99 - 10/00

Powers, Kinder & Keeney, Inc.

Associate Attorney

Primary practice involved the representation of employers in the area of labor, employment and education laws in state and federal courts, arbitration proceedings, and other administrative proceedings. Second chair attorney in employment cases involving issues of discrimination, harassment and retaliation under federal and state laws. Assisted with representation of clients in judicial hearings, conducted witness preparation and depositions. Legal research, brief writing and analysis regarding complex labor and employment law issues including Title VII, ADA, FMLA, NLRA, harassment, discrimination and collective bargaining. Drafted a variety of court pleadings, motions, and arbitration briefs. Advised employers on personnel decisions. Compliance training for clients.

Providence, RI

11/98 - 6/99

U.S. Dept. of Education, Office of Civil Rights

General Attorney

Provided legal advice and analysis regarding compliance with the federal civil rights statutes in education. Negotiated and drafted resolutions to complaints between parents, students, teachers, schools and universities. Assisted with the interpretation of laws, regulations, policies and procedures having an impact on education issues.

Philadelphia, PA

5/98 - 10/98

Hall & Evans, L.L.C.

Associate Attorney

Assessment of legal issues, claims and defenses made by public and private sector employers in response to employment discrimination complaints made in federal and state courts. Second chair attorney involving the defense of employers in approximately 15 employment discrimination cases filed and argued in Colorado federal and state courts that involved gender (including sexual harassment), disability, age, race, and reverse discrimination claims under federal and state EEO laws. Legal briefing, responded to discovery requests (including written interrogatories and request for production of documents), witness preparations and depositions, drafted summary judgment motions, trial exhibits and motions, and assisted with defense arguments in judicial proceedings (including trials) and attendance at hearings regarding the same. Position statements on behalf of employers in response to charges of discrimination filed with the EEOC and CCRD. Assisted with settlement negotiations. EEO compliance training and consulting.

Denver, CO

2/95 - 5/98

Colorado State Judicial

Judicial Clerk

Prepared legal memoranda and drafts of appellate opinions for the Honorable Judges Clause Hume and John Criswell. Received rigorous training in legal analysis and writing on various civil and criminal legal issues.

Denver, CO

9/94 - 1/95

University of Denver, Mediation Center

Mediator/Research Assistant

Conducted mediations at Denver County Court and at the Center involving small claims court and county court civil matters. Also conducted legal research and kept track of statistical data regarding mediation issues at the Center.

Denver, CO

8/93 - 5/95

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EDUCATION

University of Denver, College of Law
Juris Doctorate
~ Editor, Preventive Law Reporter

Denver, CO
May 1995

Monmouth University
B.S. Management; B.S. Marketing
~ NCAA Division I Women's Basketball

W.Long.Br., NJ
May 1991

BAR REGISTRARTION # 26235 (Colorado)

SPEAKING ENGAGEMENTS

12th Annual EEOC Excel Conference, "Avoiding Interviewing and Selection Pitfalls," July 2009, New Orleans, Louisiana.

West Virginia Transit Managers' Conference, "Interviewing Within the Law" and "Preventing Customer Discrimination Complaints," February 2009, Charleston, West Virginia.

Transit Trainers' Conference, "Preventing Customer Discrimination Complaints," "Interviewing Within the Law," and "Coaching Employees for Improved Work Performance," October 2008, Denver, Colorado.

Transit Trainers' Conference, "Avoiding Jeopardy: Making Employment Decisions Within the Law", "Creating Legally Defensible Performance Documentation," and "Considerations for Creating an Ethics Compliance Training Program," October 2007, Minneapolis, MN.

Arkansas Public Transportation Association Conference, "Diversity in the Transit Workplace," September 2006, Little Rock, Arkansas.

Transit Trainers' Conference, "Harassment Prevention for Supervisors" and "Workplace Violence Prevention," October 2006, Atlanta, GA.

RI Bar Association Annual Meeting, "Employment Discrimination Update," June 24, 1999, Providence, Rhode Island.

National Business Institute, "Successful ADA Litigation in Rhode Island," April 28, 1999, Providence, Rhode Island.

SELECTED PUBLICATIONS

Author, "Diversity in the Transit Workplace" training program funded by the Federal Transit Administration through the National Transit Institute, Year 2006.

Author, "Harassment Prevention for Transit Supervisors and Employees" training programs funded by the Federal Transit Administration through the National Transit Institute, Year 2005.

Co-author, "Workplace Violence Prevention" training program funded by the Federal Transit Administration through the National Transit Institute, Year 2004.

Author, "The Interplay Between the ADA and the ADEA," *The Preventive Law Reporter*, Summer 1997.

Author, "Employment Relationships Must Meet Interests of All," "The ADA Gives Older Workers With Disabilities Additional Rights in Employment," and "Family and Medical Leave Act Explained," *Rocky Mountain News*, Year 1997.

REFERENCES AVAILABLE UPON REQUEST