

## **SHERRON PHAE WILLIAMS, J.D.**



### **PROFESSIONAL SUMMARY**

Strategic and results-driven Human Resources Director with extensive experience leading municipal HR operations and over a decade of Human Resources experience. Recognized for an interactive, team-oriented leadership style that builds trust, engagement, and accountability across all levels of government. Partners with executive leadership to align human capital initiatives with organizational goals while ensuring compliance, fiscal responsibility, and operational efficiency. Reliable, performance-focused, and dedicated to fostering a culture of professionalism, fairness, and continuous improvement.

### **EDUCATION**

Southern University Law Center – Juris Doctor, May 2015

Southern University and A&M College – B.A., Political Science, Magna Cum Laude, Valedictorian, December 2011

### **BAR ADMISSIONS**

State of Louisiana | U.S. Court of Appeals (5th Circuit) | U.S. District Court (Western District)

### **PROFESSIONAL EXPERIENCE**

- Director of Human Resources | City of Shreveport, LA | 2020 – Present
  - Serve as the Chief Human Resources (HR) advisor to the Chief Administrative Officer, Human Resources Board, and Mayor, attending weekly Executive Staff Meetings to provide strategic guidance on workforce planning and policy development. Act as a strategic partner to City leadership, contributing to employee engagement and organizational development initiatives.
  - Plans, directs, controls and coordinates all HR operations—including Employee Relations, Classification and Compensation, Recruitment and Selection, and HRIS administration—for a workforce of approximately 2,500 active employees and support for about 1,610 retirees. Supervise a professional HR staff of approximately 15 team members.
  - Ensure compliance with all applicable federal, state, and local employment laws and regulations, including but not limited to FLSA, FMLA, Title VII, ADA, EEOC requirements, COBRA, HIPAA, FLSA, ERISA, DOL. Sect 125, 401a plans, and 457 plans.
  - Develop, implement, and maintain citywide HR policies and procedures designed to promote equity, accountability, and operational efficiency. Partner with elected

officials, department directors, and managers to ensure consistent administration of the City's merit-based HR system in accordance with City Charter Article 14.

- Lead comprehensive, market-based compensation studies and provide recommendations to maintain competitive and fiscally responsible pay structures. Manage and analyze complex HR data—such as payroll analytics, turnover trends, and pay equity reports—to inform budget and policy decisions.

- Lead the administration of employee-focused programs, including the Employee Education Program, Employee Assistance Program (EAP), FMLA and Sick Leave Donations, Employee Recognition Banquet, and Employee Elections. Design and deliver training programs for managers and HR staff on employment law compliance, ethics, performance management, and professional conduct.

➤ Assistant City Attorney | City of Shreveport, LA | 2016 – 2020

- Served as counsel for the Department of Human Resources
- Supervised ADA Office and supported Risk Management operations.
- Represented the City in EEOC mediations, disciplinary hearings, and litigation.
- Conducted investigations, drafted legal opinions, and advised department heads on personnel issues.

➤ Attorney | The SPD Firm, LLC | 2016 – Present

- Represent clients in estate planning, personal injury, and business consulting matters.

➤ Staff Attorney | Legal Services of North Louisiana | 2015 – 2016

- Represented clients in Social Security, family law, and employment matters.
- Led community legal outreach events on workplace issues and employee rights.

➤ Adjunct Professor | Virginia College | 2016 – 2017

- Taught workforce development and HR courses.
- Trained students in interviewing, résumé writing, and recruitment fundamentals.

## **COMMUNITY SERVICE**

- Christian Services | 2025
- New Bethel Baptist Church – Career Readiness Outreach Ministry | 2011 – 2020
  - Design and deliver quarterly workshops on professional readiness, soft skills, workplace ethics, and legal awareness.

## **PRESENTATIONS**

- April 2025 - LA SHRM Conference and Exhibition: *Navigating the Evolving Workplace – Key Diversity, Affirmative Action, and Compliance Updates for 2025*
- March 14, 2024 – NWLA SHRM: *Background Checks & Effective Drug Screening Strategies*
- March 20, 2024 – Sportran Leadership Training
- August 7, 2024 – NWLA SHRM: *Balancing the Scales: Employers' Rights in the Workplace*
- September 2022- LSUS Business Law Class, Guest Speaker on Nontraditional Legal Careers
- October 22, 2021 – HR Specialist Virtual Summit Panel Presenter: *Mental Health Challenges in the Workplace: How Covid-19 Has Changed the Mental Landscape of the Workplace*

## **PUBLICATIONS**

Contributing Author, ABA Article: Legally Adjacent Jobs to Consider if Practicing Law is Not for You (July 2025)

## **LEADERSHIP & PROFESSIONAL INVOLVEMENT**

- NWLA Society for Human Resource Management (SHRM) – Board Member (2017–Present)
- Harry V. Booth – Judge Henry A. Politz Inn of Court – Outreach Team Leader (2017–2022); Member (2017-Present)
- Goodwill of North Louisiana – Board Member (2017–2020)
- American Inns of Court – National Membership Committee & Youth Outreach Task Force (2020–2021)
- Shreveport Bar Association (SBA) – Law Week Chair (2016 & 2021)

## **RECOGNITION & HONORS**

- Outstanding Young Lawyer of Louisiana Award Recipient (2020)
- Graduate, LSBA Leadership Class (2019–2020)
- Distinguished Service Award, Harry V. Booth–Judge Henry A. Politz Inn of Court (2019)
- Hidden Gem Award, City of Shreveport (2019)

## **PROFESSIONAL DEVELOPMENT**

National Annual SHRM Conference Attendee – (2023-2025)