

Melinda J. Rockwell

**Job Title:** Administrative Specialist III

**Agency (Cabinet/Department):** Transportation Cabinet/Department of Highways

**Education:** College Graduate -- majored in WordProcessing

**Work Experience:** Prior to working for the State, I worked for numerous law firms in Louisville and Radcliff -- Scholl & Morris; Smith & Associates; Westfall, Talbott, & Woods; Woodward, Hobson & Fulton; to name a few. The firms were varied in what they dealt with -- Products Liability; Wills; Medical Malpractice; Bankruptcy; Divorces; Corporate Law; Court Martial; and so on.

While working for Sears Credit Central, I was given priority cases and found two (2) cases of fraud.

I have been with the State for 19 years. I've been with Kentucky Commission on Human Rights; Child Protective Services; Kentucky State Board of Licensure for Professional Engineers and Land Surveyors; Division of Mental Health and Substance Abuse; and the Transportation Cabinet.

While working for the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors; I was not only a Legal Secretary, but was also an Investigator.

**Why I am a candidate for the Personnel Board:** I am very aware of confidentiality when dealing with sensitive information and do not discuss these issues with anyone other than those needing said information. I processed Health Insurance, Life Insurance, Supplemental Insurance for my entire District for the past four (4) years; am the Evaluation Liaison for the District; and I currently process Loss Control information which must be kept confidential.

**Additional Comments:** My passion is law and fairness for all. I have served as a Juror in Hardin County, Jefferson County, and Fayette County. Trials I have witnessed were: DUI's, Mental Competency, Theft By Deception, Wrongful Death, and Murder For Hire.

I have taken courses dealing with the following: Work Ethic -- Expectations in the Workplace; Dealing with Conflict; Communication and Teamwork Through Power Listening; Behavioral Interviewing; Employee Performance Evaluation Orientation; Selection and Hiring Process; and so on. I have read and understand the GAP Policies pertaining to Personnel Actions.

I have had the opportunity to sit on two (2) interview panels, and will be sitting on another one soon.