

Ms. Jan E. Jones

Federal Senior Executive (Retired)

Ms. Jones is a 38-year veteran of the federal government, having held key leadership roles in the development and implementation of innovative administrative management systems, methodologies, and solutions for complex and rapidly changing organizations, mobilizing key resources in support of meeting mission goals through the effective integration of cross-cutting management initiatives within the agency's overall management plan and operational programs. Her career includes assignments in both line and staff positions within the executive and legislative branches of government spanning diverse operating environments such as research and development (R&D), facilities management, and law enforcement. Due to her diverse background and experience, she is frequently called on to advise top agency management—as well as to congressional entities and staff—in the identification, development, and execution of strategic and transformational efforts to effectively shape and achieve both operational and administrative goals and objectives of the subject organization.

Ms. Jones possesses specialized skills and experience in the areas of policy administration, communications, change management, strategic planning and program evaluation, force development, internal control systems, business process engineering, automated business systems acquisition, implementation, and management, corporate records management, law enforcement accreditation, human capital management and organizational design, civilian employee development and law enforcement career development.

Some of her notable career achievements include the development and management of an innovative, comprehensive, and integrated system of agency program planning, evaluation, and budget activities; the restructure and implementation of a new agency policy, directives, and internal communications system; the design and implementation of an updated, NARA-compliant agency-wide records management system; the attainment of successive Commission on the Accreditation of Law Enforcement Agencies (CALEA) accreditation awards (with honors); design of a progressive leadership development program for the supervisor-through-executive ranks; establishment of a new agency human capital office and leading the implementation of modernized HR practices, programs, and services; implementation of groundbreaking statutory requirements involving new pay and leave entitlements and programs; consultant to congressional committees on federal HR and HRIS; presenter at numerous national federal and private-sector conferences; management of acquisitions of major, multi-million dollar business systems and modernization initiatives; leading seven different migrations of separate agency personnel/payroll/finance functions and systems into a single, integrated management system, on-time and within budget; and the development and conduct of a national HRIS training program.

Ms. Jones' professional work history consists of the United States Capitol Police from 1995 – 2013, where she served as Director, Office of Policy and Management Systems, the Director, Office of Human Resources, and the Associate Director, Office of Information Systems. The Architect of the Capitol from 1991 – 1995 where she served as a special assistant to the Chief Administrative Officer, and a Branch Chief in the Human Resources Division. The U.S. Department of Commerce, Office of the Secretary, from 1985 – 1991, and the U.S. Department of Commerce, Boulder Laboratories, from 1976 – 1985 where she served in various functions as a Personnel Management Specialist.

Ms. Jones is the recipient of numerous awards and recognition throughout her federal career, to include the DoC's Assistant Secretary for Administration's award for Outstanding Administrative Management, the DoC Silver Medal award, and numerous sustained superior performance and special act or service awards. While at the USCP, she was the recipient of the Chief's award for

Outstanding Administrative Management, a Meritorious Service Award, the USCP Distinguished Service Award, and an official recognition of appreciation for services rendered to the U.S. House of Representatives from the Chief Administrative Officer of the House.