

**Department of Administration
Division of Personnel & Labor Relations
General Agencies Service Center**

HR Functional Area	Contact	Phone number
<p>Human Resource Manager:</p> <ul style="list-style-type: none"> • Overall management and supervision of General Agencies Recruitment, Management Services, and Payroll functions • Complex HR issues and investigations • Liaison with Labor Relations • Letters of Agreement • Union contract administration • Primary contact for Dept. of Law management services issues • Primary contact for Div. of Personnel and Labor Relations management services issues 	<p>Sharon Dick – HR Manager Primary Contact for LAW* and ADMIN DOP&LR*</p>	<p>465-2498</p>
<p>Assistant Human Resource Manager:</p> <ul style="list-style-type: none"> • Management and supervision of General Agencies Payroll and Recruitment Units • Complex HR issues and investigations • Primary contact for Dept. of Administration management services issues • Letters of Agreement • Union contract administration • Covers all HR Manager duties in the HR Manager’s absence 	<p>Gerald Pierce – Assistant HR Manager Primary Contact for DOA*</p>	<p>465-5438</p>
<p>Management Services:</p> <ul style="list-style-type: none"> • Employee performance management: <ul style="list-style-type: none"> ○ Development of performance expectations ○ Correcting poor performance ○ Investigation of employee misconduct ○ Employee discipline • Union contract administration <ul style="list-style-type: none"> ○ Labor contract interpretation ○ Grievance processing and tracking ○ Grievance resolutions • Investigations and conflict resolution <ul style="list-style-type: none"> ○ Employee complaints ○ Performance appraisal appeals • Exempt Position establishment • Any general human resources question you may have on topics such as <ul style="list-style-type: none"> ○ Layoffs ○ Recalls 	<p>Shannon Ely– HR Specialist II Primary contact for DLWD*</p> <p>Julie Yancey – HR Specialist I Primary contact for DOR* DCCED* and DEED*</p> <p>Cathy Von Gemmingen - Management (Anchorage) Consultant Primary contact for DOA/DMV and DOR/CSS, as well as Anchorage/Mat-Su area issues for all general agencies</p>	<p>465-2507</p> <p>465-2234</p> <p>269-0287</p>

<ul style="list-style-type: none"> ○ Drug testing ○ ADA accommodations requests ○ Flex Positions ○ Locations Changes/Status Changes 		
<p>Recruitment:</p> <ul style="list-style-type: none"> ● Primary contacts for Hiring Managers ● Workplace Alaska Postings ● Hire Approvals for WPAK, Interns, LTC, Nonperms, Rehire/Transfer ● Minimum Qualification determinations ● Advance Step Placements ● Any recruitment/job offer type question, etc. 	<p>Michelle Palmer - HR Technician II</p> <ul style="list-style-type: none"> ● Approves Request to Hire <p>Tami Brown - HR Technician I</p> <ul style="list-style-type: none"> ● Approves non-perm hire approvals and approves request to post job request. 	<p>465-2072</p> <p>465-3742</p>
<p>Payroll:</p> <ul style="list-style-type: none"> ● Personnel and payroll information processing ● Personnel Action Request Forms (PARFS) ● Family Medical Leave ● Timesheet Questions ● Notice of Pay Problems ● Alternate Work Week ● Acting Status ● Payroll grievances 	<p>Nena Niemi - Payroll Supervisor:</p> <p>465-2782</p> <p>Dianna Roberts - HR Technician III (DOA, DOR, DCCED)</p> <p>465-2776</p> <p>Vacant - HR Technician III (LAW, DEED, DLWD)</p> <p>465-5007</p> <p>HR Technician IIs:</p> <ul style="list-style-type: none"> ● Ampy Cruz DLWD/ESD 465-2769 ● Deborah Evans DOA Commissioners, Finance, RM, PD, APOC, OGC, VC and OPA 465-2342 ● Jodie Ketcheson DOR 465-6020 ● Lisa Miller LAW 465-2398 ● Val Gates DLWD except ESD,AVTEC 465-5976 ● Gina Michael DOA/LR, DMV, DOP, GS, R&B, ETS 465-2432 ● Mathew Alex DCCED 465-6018 ● Doug Gray DEED and DLWD/AVTEC 465-5997 	
<p>Support Staff:</p> <ul style="list-style-type: none"> ● Mail distribution ● PA and evaluation distribution ● Payroll warrant distribution ● Seeded Batch distribution ● Leave Cash-ins ● Address changes ● File Maintenance 	<p>Catherine Foxwell-HR Technician I</p> <p>465-4120</p> <p>Amelia Brockman –Office Assistant II</p> <p>465-4140</p> <p>Jessica Ryan-Office Assistant I</p> <p>465-2309</p>	
<p>Classification: Allocations Team (Not in General Agencies Service Center)</p>	<p>Tres Causey- HR Specialist II</p> <p>Kathy Peterson-HR Specialist II</p> <ul style="list-style-type: none"> ● Supervises the Classification Analysts 	<p>465-2945</p> <p>465-4078</p>

<p>Classification: Studies Team (Not in General Agencies Service Center)</p> <p>Classification: Operations Team-Non Perm establishment, and extensions of non-perms (Not in General Agencies Service Center)</p>	<p>responsible for allocating position descriptions for the General group.</p> <p>Keith Murray - Classification Studies Supervisor</p> <p>Don Wright - HR Specialist II</p>	<p>465-4075</p> <p>465-5646</p>
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- DCCED Department of Commerce, Community & Economic Development
- DEED Department of Education & Early Development
- LAW Department of Law
- DLWD Department of Labor & Workforce Development
- DOR Department of Revenue

****The above list is not an all inclusive list. It is meant to give you an example of the types of duties each HR functional areas performs and the types of issues you would want to contact them regarding.**

9/9/11