

**DEPARTMENT OF ADMINISTRATION  
 DIVISION OF PERSONNEL & LABOR RELATIONS  
 H&SS HR SERVICE CENTER CONTACT LIST BY SUBJECT  
 10/3/2011**

Subject	Department-Wide	Juneau Office	Anchorage Office
Acting in a Higher Range Extensions	Kaitlyn Essary	Kimberly Gregg/Shane Sarsland	Kimberly Gregg/Shane Sarsland
ADA Accommodations	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
ADA Reassignments	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
AKPAY System Updates	Briana Ogden	Briana Ogden	Briana Ogden
Alternate Workweek LOAs	Briana Ogden	Mindy Jones	Cindy Keyes
Discipline	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte/Kaitlyn Essary	Anne Knight/Kate Isley
Employee Performance Management	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte/Kaitlyn Essary	Anne Knight/Kate Isley
Ethics Violations	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
Family Medical Leave	Briana Ogden	Mindy Jones	Cindy Keyes
Grievances except those related to pay	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
Grievances related to pay	Dallas Hargrave/Rachel Atkinson	Briana Ogden	Briana Ogden
Internal Equal Employment Opportunity	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
Investigations and Conflict Resolution	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte/Kaitlyn Essary	Anne Knight/Kate Isley
Knowledge Transfer Plan	Dallas Hargrave/Rachel Atkinson	Kaitlyn Essary	Kaitlyn Essary
Layoff of Employees	Dallas Hargrave/Rachel Atkinson	Kaitlyn Essary	Kaitlyn Essary
Letters of Agreement	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte/Kaitlyn Essary	Anne Knight/Kate Isley
Letters of Greivance Resolution	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte/Kaitlyn Essary	Anne Knight/Kate Isley
Military Leave	Briana Ogden	Mindy Jones	Cindy Keyes
Nepotism Waiver	Kaitlyn Essary	Kimberly Gregg/Shane Sarsland/Jordon Cottingham	Kimberly Gregg/Shane Sarsland/Jordon Cottingham
Notice of Pay Problems	Janelle Earls	Mindy Jones	Cindy Keyes
Organizational Development and Reorganization	Dallas Hargrave	Dallas Hargrave	Dallas Hargrave
Payroll Processing	Janelle Earls	Mindy Jones	Cindy Keyes
Performance Evaluations	Rachel Atkinson	Kaitlyn Essary	Kate Isley
Personnel Actions	Briana Ogden	Mindy Jones	Cindy Keyes
Policy and Procedure Development (Statewide or Department wide)	Dallas Hargrave	Dallas Hargrave	Dallas Hargrave
Position Classification Assistance	Rachel Atkinson	Kaitlyn Essary	Kate Isley
Recall of Employees	Dallas Hargrave/Rachel Atkinson	Kaitlyn Essary	Kaitlyn Essary
Recruitment and Selection - Job Service Referrals, LTC Referrals and Student Intern Hires	Kaitlyn Essary	Jordon Cottingham	Jordon Cottingham
Recruitment and Selection - WPAK	Kaitlyn Essary	Kimberly Gregg/Shane Sarsland	Kimberly Gregg/Shane Sarsland
Reduced Workweek LOAs	Briana Ogden	Mindy Jones	Cindy Keyes
Retirement	Briana Ogden	Mindy Jones	Cindy Keyes
Strategic Recruitment	Dallas Hargrave/Rachel Atkinson	Kaitlyn Essary	Kaitlyn Essary
Union Contract Administration	Dallas Hargrave/Rachel Atkinson	Aaron Gelston/Cindy Carte	Anne Knight
Workers' Compensation	Briana Ogden	Mindy Jones	Cindy Keyes
Workforce Planning	Dallas Hargrave	Dallas Hargrave	Dallas Hargrave