

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL & LABOR RELATIONS
H&SS HR SERVICE CENTER

Dallas Hargrave 465-2308
DOPLR Management Team
Workforce Planning
Policy and Procedure Development
Liaison with Labor Relations
Delegated Authority for Designated HR Processes
H&SS Asst. Commissioner HR Liaison
Complex Human Resources Issues
H&SS Policy and Procedures Recommendations
HR Recommendations to H&SS Management
Management and Supervision of H&SS HR Service Center Functions, Processes and Employees

Management Services Unit

Cindy Carte 465-1638
Employee Performance Management
Organization Development & Reorganization
ASCHR/EEOC Complaints
Classification
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Letter of Grievance Resolution
Arbitration and Other Formal Hearings
Complex Investigations and Conflict Resolutions
ADA Accommodation Requests
ALRA Issues Title

Aaron Gelston 465-6273
Employee Performance Management
Performance Evaluations
Classification (Flex staffing)
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Draft Letter of Grievance Resolution
Investigations
PEIs

Anne Knight 269-8668
Employee Performance Management
Organization Development & Reorganization
ASCHR/EEOC Complaints
Classification
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Letter of Grievance Resolution
Arbitration and Other Formal Hearings
Complex Investigations and Conflict Resolutions
ADA Accommodation Requests
ALRA Issues

Kate Isely 269-8671
Employee Performance Management
Performance Evaluations
Classification (Flex staffing)
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Draft Letter of Grievance Resolution
Investigations
PEIs

Vacant 269-8669
Employee Performance Management
Performance Evaluations
Classification (Flex staffing)
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Draft Letter of Grievance Resolution
Investigations
PEIs

Rachel Atkinson 465-6171
APT Member
Policy and Procedure Development
Delegated Authority for Designated HR Processes
Complex Human Resources Issues
HR Recommendations to H&SS Management
Management and Supervision of H&SS Payroll & Recruitment Functions, Processes and Employees
Employee Performance Management
ASCHR/EEOC Complaints
Union Contract Administration
Letters of Agreement
Step 1 and 2 Grievance & Complaint Responses
Letter of Grievance Resolution
Arbitration and Other Formal Hearings
Complex Investigations and Conflict Resolutions
ADA Accommodation Requests
ALRA Issues
Updating of H&SS P&Ps

Payroll Unit

Briana Ogden 465-3972
Payroll Unit Supervisor
Complex Payroll Issues
Step Placement Analysis
Responds to Complex Notice of Pay Problems
Personnel Action, Payroll and Online Certification
Draft Procedures, Policies and Correspondence
Counsel Employees and Managers on FMLA
Draft Responses to Payroll Grievances
Preparation of Make Wholes
Implementation of Resolutions
AKPAY Training
Liaison to H&SS Administrative Managers

Julie Coffin 465-4056
Reception and Mail Run
Tracking Logs (Grievances, LOA, etc.)
Supply Orders
Office Machine Maintenance
Building Contact
Timesheet Audit & Certification
Payroll Support
Special Projects
Other Duties as Assigned

Jennie Lowenstein 465-5035
Online Warrant Distributions
Leave Cash-ins
Routine Personnel Actions
Timesheet Audit/Certification
PA and Evaluation Distribution
Payroll Warrant and Mail Distribution
NOPP Distribution
File/Log Maintenance
Special Projects
Other Duties as Assigned

Vacant 465-3962
Mail Distribution
PA and Evaluation Distribution
Payroll Warrant Distribution
File Maintenance
Special Projects
Other Duties as Assigned

Recruitment Unit

Kaitlyn Essary 465-1640
Recruitment Unit Supervisor
Employee Performance Management
Performance Evaluations
Classification (EX PCN Management, SU Diff.)
Union Contract Administration
Letters of Agreement (Recruitment related)
Advance Step Analysis
Knowledge Transfer Plans
Ensures Hires are Legal and Conform with Guidelines
Complex Recruitment Determinations
Layoff and Recall of Employees
MQ Appeals
Updating of H&SS P&Ps

Kimberly Gregg 465-1634
Primary Contact for Hiring Managers in H&SS
Counsel Hiring Managers on Recruitment and Selection Process
Review and Post Recruitment Bulletins
Assist Hiring Managers with Disposition of Applicants
Ensure Hires are Legal and Conform with Guidelines
Approve Job Offers
Identify Usual or Unique Recruitment Problems
Respond to Questions on Recruitment and Selection
Special Projects
Other Duties as Assigned

Shane Sarsland share w/ HR OPS 465-5807
Primary Contact for Hiring Managers in H&SS
Counsel Hiring Managers on Recruitment and Selection Process
Review and Post Recruitment Bulletins
Assist Hiring Managers with Disposition of Applicants
Ensure Hires are Legal and Conform with Guidelines
Approve Job Offers
Identify Usual or Unique Recruitment Problems
Respond to Questions on Recruitment and Selection
Special Projects
Other Duties as Assigned

Jordon Cottingham 465-3395
LTC Dispatch and Promotional Postings
Approve Job Service Referrals, LTC Referrals and Student Intern Hires
Review Recruitment Bulletins/Posting Extensions on WPAK
Ensure Hires are Legal and Conform with Guidelines
Respond to Routine Questions on Recruitment and Selection
Counsel Hiring Managers on Recruitment and Selection Process
Special Projects
Other Duties as Assigned

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