

Department of Administration
Division of Personnel & Labor Relations
Resources-HR Service Center
DEC Contact Information Sheet

HR Functional Area	Contact	Phone number
<p>Human Resource Manager:</p> <ul style="list-style-type: none"> • Overall management and supervision of Resources Service Center Recruitment, Management Services, and Payroll functions, processes and employees. • Delegated Authority for designated HR Processes • Complex HR issues and investigations • Liaison with Labor Relations • Letters of Agreement • Union contract administration 	Stacie Bentley-HR Manager I	465-2463
<p>Assistant Human Resource Manager:</p> <ul style="list-style-type: none"> • Management and supervision of Resources Payroll and Recruitment Units • Complex HR issues and investigations • Delegated Authority for designated HR processes • Letters of Agreement • Union contract administration 	Peggy Hart-HR Specialist III	465-4781
<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 ○ Drug testing ○ ADA accommodations requests ○ Flex Positions ○ Locations Changes/Status Changes 	<p>*Andrew Hoffman-HR Specialist I</p> <p>*Pam Keane-HR Specialist II— Anchorage Area Issues</p> <p>*Bobi Jo Grimes-HR Specialist I</p> <p>*Names in bold are the primary consultants for DEC. Other name listed serves as back up for the primary consultant.</p>	<p>465-3282</p> <p>269-8667</p> <p>465-5536</p>

<p>Recruitment:</p> <ul style="list-style-type: none"> • Primary contact 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>Job Posting/Hire Approval email: resources.recruitment@alaska.gov</p> <p>Cole Bulas-HR Technician II 465-3945</p> <ul style="list-style-type: none"> • Approves Request to Hire <p>Charity Brown-HR Technician I 465-6174</p> <ul style="list-style-type: none"> • Approves non-perm hire approvals and approves request to post job request. 	
<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>**Please see attached contact listing for your division's main HR Technician II contact person for personnel and payroll processing questions.</p> <p>Janice Stevenson-HR Technical Supervisor: 465-6173</p> <ul style="list-style-type: none"> • Janice is the Payroll Unit. <p>Morgan Carter-HR Technician III: 465-4142</p> <ul style="list-style-type: none"> • Morgan is the lead supervisor for all the HR technicians who perform payroll for DEC. 	
<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 Lockridge 465-8287 *Support staff supervisor</p> <p>Layla Goudie-Office Assistant 465-3616</p> <p>Karlene John-Office Assistant 465-3303</p>	
<p>Classification: Allocations Team (Not in Resources HR Service Center)</p> <p>Classification: Studies Team</p> <p>Classification: Non Perm establishment, and extensions of non-perms</p>	<p>Kathy Peterson-HR Specialist II 465-4078</p> <ul style="list-style-type: none"> • Supervises the Classification Analyst responsible for allocating position descriptions for the Department of Fish and Game <p>Keith Murry-Classification Studies Supervisor 465-4074</p> <p>HR Technician II 465-8427</p>	

****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.**