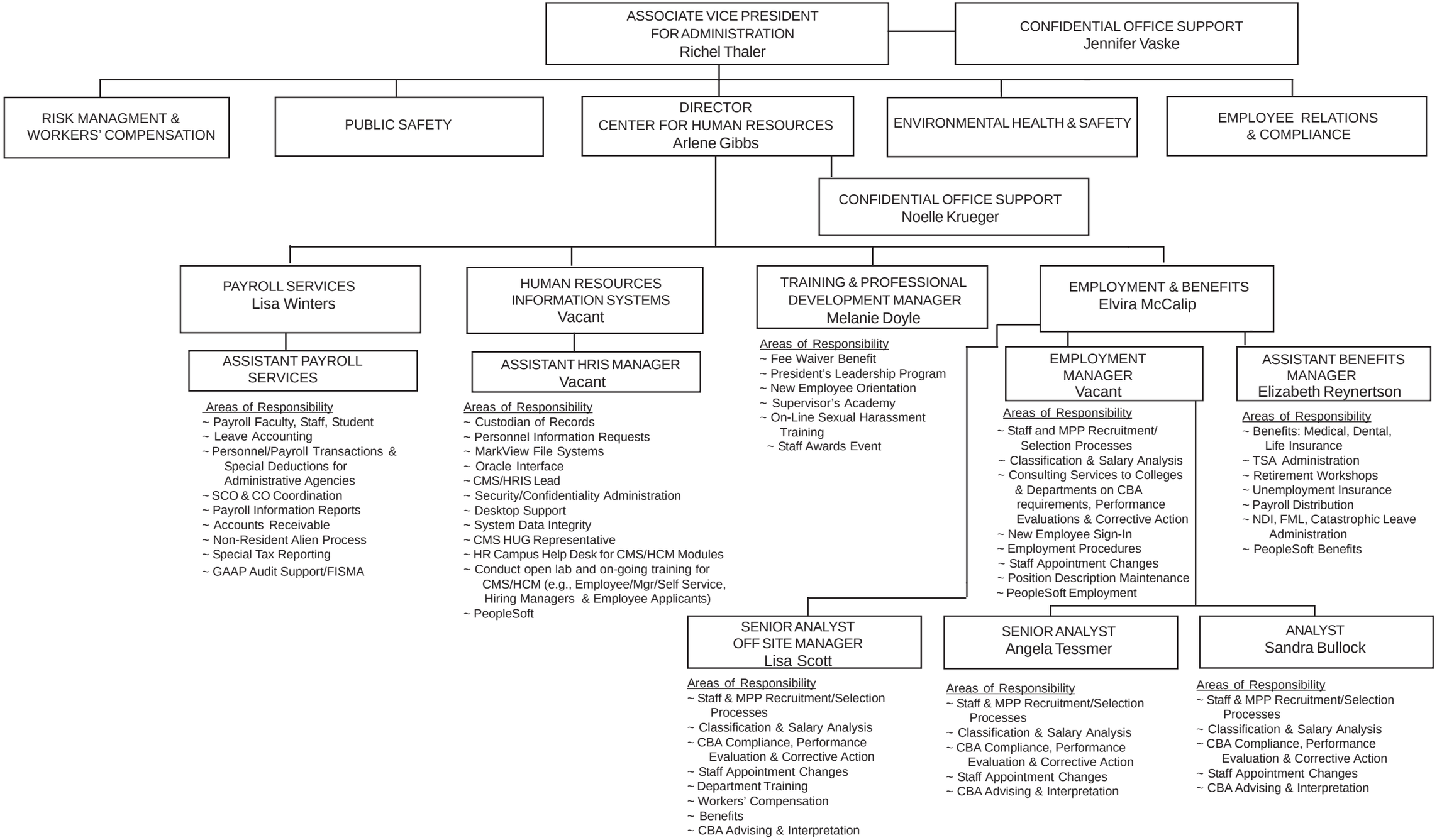
ASSOCIATE VICE PRESIDENT FOR ADMINISTRATION Richel Thaler
CONFIDENTIAL OFFICE SUPPORT Jennifer Vaske
RISK MANAGMENT & WORKERS' COMPENSATION
PUBLIC SAFETY
DIRECTOR CENTER FOR HUMAN RESOURCES Arlene Gibbs
ENVIRONMENTAL HEALTH & SAFETY
EMPLOYEE RELATIONS & COMPLIANCE
CONFIDENTIAL OFFICE SUPPORT Noelle Krueger
PAYROLL SERVICES Lisa Winters
ASSISTANT PAYROLL SERVICES
Areas of Responsibility
~ Payroll Faculty, Staff, Student
~ Leave Accounting
~ Personnel/Payroll Transactions & Special Deductions for Administrative Agencies
~ SCO & CO Coordination
~ Payroll Information Reports
~ Accounts Receivable
~ Non-Resident Alien Process
~ Special Tax Reporting
~ GAAP Audit Support/FISMA
HUMAN RESOURCES INFORMATION SYSTEMS Vacant
ASSISTANT HRIS MANAGER Vacant
Areas of Responsibility
~ Custodian of Records
~ Personnel Information Requests
~ MarkView File Systems
~ Oracle Interface
~ CMS/HRIS Lead
~ Security/Confidentiality Administration
~ Desktop Support
~ System Data Integrity
~ CMS HUG Representative
~ HR Campus Help Desk for CMS/HCM Modules
~ Conduct open lab and on-going training for CMS/HCM (e.g., Employee/Mgr/Self Service, Hiring Managers & Employee Applicants)
~ PeopleSoft
TRAINING & PROFESSIONAL DEVELOPMENT MANAGER Melanie Doyle
Areas of Responsibility
~ Fee Waiver Benefit
~ President's Leadership Program
~ New Employee Orientation
~ Supervisor's Academy
~ On-Line Sexual Harassment Training
~ Staff Awards Event
EMPLOYMENT & BENEFITS Elvira McCalip
EMPLOYMENT MANAGER Vacant
Areas of Responsibility
~ Staff and MPP Recruitment/ Selection Processes
~ Classification & Salary Analysis
~ Consulting Services to Colleges & Departments on CBA requirements, Performance Evaluations & Corrective Action
~ New Employee Sign-In
~ Employment Procedures
~ Staff Appointment Changes
~ Position Description Maintenance
~ PeopleSoft Employment
ASSISTANT BENEFITS MANAGER Elizabeth Reynertson
Areas of Responsibility
~ Benefits: Medical, Dental, Life Insurance
~ TSA Administration
~ Retirement Workshops
~ Unemployment Insurance
~ Payroll Distribution
~ NDI, FML, Catastrophic Leave Administration
~ PeopleSoft Benefits
SENIOR ANALYST OFF SITE MANAGER Lisa Scott
Areas of Responsibility
~ Staff & MPP Recruitment/Selection Processes
~ Classification & Salary Analysis
~ CBA Compliance, Performance Evaluation & Corrective Action
~ Staff Appointment Changes
~ Department Training
~ Workers' Compensation
~ Benefits
~ CBA Advising & Interpretation
SENIOR ANALYST Angela Tessmer
Areas of Responsibility
~ Staff & MPP Recruitment/Selection Processes
~ Classification & Salary Analysis
~ CBA Compliance, Performance Evaluation & Corrective Action
~ Staff Appointment Changes
~ CBA Advising & Interpretation
ANALYST Sandra Bullock
Areas of Responsibility
~ Staff & MPP Recruitment/Selection Processes
~ Classification & Salary Analysis
~ CBA Compliance, Performance Evaluation & Corrective Action
~ Staff Appointment Changes
~ CBA Advising & Interpretation

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