

**HUMAN RESOURCES DEPARTMENT
PROPOSED ORGANIZATION CHART
December 28, 2011**

3 Administration
5 Workers' Comp
8 Employment (2 funded by RPU - Yellow)
1 Volunteer Program (Mayor's Office - Orange)
5 Employee Benefits/Technology
4 Employee/Labor Relations & Training
4 TPT/NB Positions – 4 Interns

26 Full-time, 4 TPT/NB

Human Resources Director
Rhonda D. Strout
HR Vision/Strategic Plan

Sr. Admin Assistant
Colene Torres
HR Board
Transactions, RFP's
Unemployment Insurance

Deputy Human Resources Director
Jeremy Hammond
Recruitment/Selection, Class/Comp,
Transactions/Contracts
HR Policies/Procedures, HR Info Technology,
HR Board, Employee Benefits, Budget

Employee Relations Officer
Steve Espinoza
Discipline/ Grievances/Labor Negotiations
Meet & Confers, Mediations
Training/Devel/Recognition Program
ADA/FMLA/Drug & Alcohol Testing Program
Workers' Compensation

Business Systems Analyst
Mylene Daniels

HR IT Support

Prin. HR Analyst (Generalist)
Alicia Alcaraz
Policies/Procedures & Pre-Employment Lead
Employee Handbook
Departments: PRCS, Comm. Devel, Development, General Services, Library, Airport, IT, City Clerk, Museum

Sr. HR Analyst (Generalist)
Pia Rose
Class/Comp Lead
Legal Posters

Departments: Public Works
City Manager/Finance

Sr. HR Analyst (Generalist)
Amy Haug
Recruitment Lead

Departments: Public Utilities,
City Attorney

Senior HR Analyst
Miriana Gonzalez
Benefits/Wellness/
Admin/Budget Lead

W/C Supervisor
Joann Combs

Departments: Police, Fire,
Streets

HR Analyst
Gina Villasenor
ER Support/Reports
Grievances/Meet and Confers
Investigations/Discipline
Leaves – Complex Cases
Bi-lingual Testing
DMV Pull Notices Tracking
FFD/ADA
Workplace Violence
Drug & Alcohol Testing Program

Sr. Office Specialist
Samantha Miller
Volunteer Program
(Mayor's Office)

Sr. Office Specialist
Marsha Williams
Pre-Employment/LiveScans

HR Analyst (Recruitment Specialist)
Kim Lyn
Fire Department & Public Works

HR Analyst
Kerrie Bryan
(Recruitment Specialist)
Police Department

HR Analyst
Lori Meyers
P-2's, Position Control ,P-1's
RFP's/IFAS Reports
Temp Agencies
Employment Agreements
Contracts

Workers' Comp Assistant
Sylvia Mastas

Claims Administrator
Susan Tustin

Departments: All Others

HR Specialist
Deisy Ruiz
Training/Development
Mandatory Training Programs
M3P Program
ESA Program

Intern
Darlene Garza
Recruitment Team Support

HR Specialist
Alison Sandoval
Recruitment Support – Public Utilities

HR Specialist
Vacant
Wellness Program
Benefits Administration
Billing/Reconciliations
PayPro/COBRA/Retirees

Workers' Comp Assistant
Rachel Gomez

Office Specialist
Tricia Audoma
WC Receptionist
Records/Scanning

Sr. Office Specialist
Adriana Parga
ER & Training Support
Routine Leave Tracking/Notices

Intern
Vacant
Recruitment Team Support

Office Specialist
Dannette Allen
Recruitment Team Clerical Support
Records/Scanning

Office Specialist
Megan Hundley
Receptionist
Records/Scanning

Intern
Steven Bayls

Intern
Jennifer Brown

Generalist Functions:

- * Recruitment/Selection
- * Class/Comp Studies
- * Discipline/Guidance
- * Performance Evaluation Guidance
- * Investigation Guidance and/or Conduct
- * Skelly Hearings
- * Resolution of Informal Grievances
- * Leave Issues/Guidance