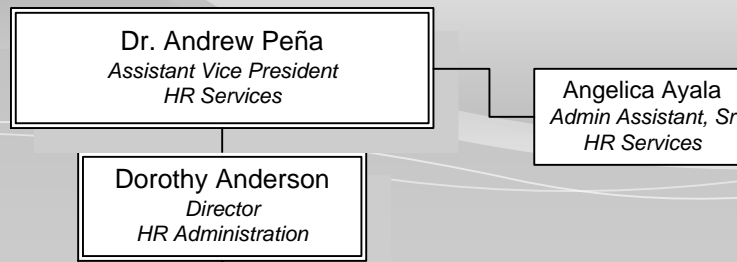


HR Services Organizational Chart
for HR Presents Forum Members
January 15, 2014



HR Service Center

- VACANT
Customer Service Asst
HR Service Center
- Josi Brown
Customer Service Asst
HR Service Center
- Anna Serna
Admin Assistant Assoc.
Employment Svcs

Department Responsibilities:

- First point contact for employees and applicants
- Form I-9s
- Non-resident Aliens
- Employment verification
- Updates basic official employee info on file
- Answers general questions and refers to appropriate HR Specialist for further assistance

Employment & Compensation Services

- Regina Galvan
HR Specialist, Inter
Employment Svcs
- Danielle Cadena
HR Specialist, Assoc
Employment Svcs
- VACANT
HR Specialist, Sr.
Compensation Svcs
- VACANT
HR Specialist, Sr.
Employment Svcs
- Abigail Denham
HR Specialist, Inter
Employment Svcs
- Donato Lozano
HR Operations Tech
Employment Svcs
- Jessica Ulmer
HR Operations Tech
Employment Svcs

Employment & Compensation Responsibilities:

- Hiring process:
 - Online Job Postings
 - Hiring Toolkits
- Employment Eligibility
 - Background Checks
 - Employment Verification
- Reclassifications
- New Position Requests
- Position Reporting Changes
- Additional Compensation
- Classification Descriptions
- Compensation Guidelines
- Market Analysis
- Reorganizations
- Position Management Oversight

Benefit Services

- Oversight of all employee & retiree benefit programs
- Retirement transitions
- Jacki Griffin
HR Specialist, Sr.
Benefit Svcs
 - Manages and consults on leave programs
 - Long Term Disability
- Kel Jaeger
HR Operations Tech
Benefit Svcs
 - Manages Benefits email acct
 - Processes Benefit and Change Enrollments and Disenrollments
- Tomasita Fierro
HR Specialist, Assoc.
Benefit Svcs
 - Retiree contact- Manages retiree paperwork for benefits programs
 - Tuition Waiver process

Internal Administrative Support

- Margarita Padilla
Business Ops Specialist
HR Administration
 - Records Management
 - Electronic Filing of Personnel Records
- Amber Gabaldon
Proj Suppt Specialist
HR Administration
 - Website Maintenance
 - Unique or special project support involving:
 - Project planning and implementation
 - System development, testing, and troubleshooting
 - Report Specifications

HR Services Organizational Chart
 for HR Presents Forum Members
 January 15, 2014

Dr. Andrew Peña
 Assistant Vice President
 HR Services

Angelica Ayala
 Admin Assistant, Sr
 HR Services

Teresa Burgin
 Director
 Center for Learning & Professional Development
 (CLPD)

VACANT
 Admin Asst, Inter
 CLPD

Ralph Lucero
 Assistant Director
 Employee & Management Services
 (EMS)

David Brockmeyer
 Univ Training Spec, Sr.
 CLPD

Adam Cavotta
 Univ Training Spec, Sr.
 CLPD

Jason Castillo
 HR Specialist, Assoc.
 EMS

Jennifer Gabel
 Univ Training Spec, Inter
 CLPD

Jagan Butler
 Univ Training Spec, Inter
 CLPD

Sally Rel
 Univ Training Spec, Assoc
 CLPD

Brandon Masters
 HR Specialist, Inter
 EMS

John Bilderbeck
 Univ Training Spec, Inter
 CLPD

Dee O'Larey
 Univ Training Spec, Inter
 CLPD

Greg Smart
 Univ Training Spec, Inter
 CLPD

Trish Leyba
 HR Specialist, Sr.
 EMS

Primary Responsibilities (many functions cross over or are shared as needed)

- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
- Career Development- Resources and strategies that effectively help employees strengthen their competencies and manage their career at NMSU.
- Leadership Development- Management essentials for both new and experienced supervisors and managers.
- General Compliance, Policies & Procedures- Workshops on benefit programs offered by NMSU, rights afforded employees under federal and state laws, and Human Resources policies and procedures.

Primary Responsibilities (many functions cross over or are shared as needed)

- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
- Technology, Web and Online Curriculum Development- Online learning modules and tutorials; management and support of web-based, streamed or technology captured learning events; business application updates or new roll-out trainings; and administration of the online training management system, <http://trainingcentral.nmsu.edu>.
- Computer and Security Compliance Training- State and Federal codes, laws, and regulations.
- Administration of Training Central, the NMSU training administration system

Department Responsibilities:

- Employee & Supervisor Consultations
 - Conflict Resolution
 - Behavioral and performance related issues
 - Policy violations
- Employee & Labor Relations Grievances/Appeals
- Employee Disciplinary Action/Improvement Plans
- Ethics Point Investigations
- Facilitation/Mediation Assistance
- Labor Relations
 - Union Contract
 - Labor Management Committee
 - General matters and dispute resolution
- Faculty
 - Investigations (guidance) & Corrective Action
 - Non-Renewals of contracts/dismissal
- Layoffs/RIF's
- Unemployment Claims
- Conflict of Interest Reporting
- Annual Performance Evaluations (Staff)
- Employee Exit Interviews
- Transfer Assistance
- Drug Testing Compliance & Training

CLPD also assists with Awards & Recognition programming and conducts customized training for departments as requested.

Employee and Labor Relations