

# Human Resource Service Center

## Organizational Chart – March 2016

René Yoder  
Director, Benefit Services

- Supervise HRSC Staff
- Back up support for HRSC staff
- Primary POC for customer service issues
- Coordinate ongoing meetings with HRS units for process improvement of tasks and responsibilities performed by HRSC staff

Josi Brown  
Customer Service Assistant

Chasity McNeil  
Customer Service Assistant

Anna Serna  
Administrative Assistant

<p>Primary Duties – Payroll/Benefits</p> <ul style="list-style-type: none"><li>• Primary person for payroll related questions/tasks</li><li>• Provides general benefit information and assistance</li><li>• Backup for employment related questions and tasks</li><li>• Primary for e-mail distributions</li><li>• Backup for PAF logging</li></ul>
<p>Primary Duties – Employment/Benefits</p> <ul style="list-style-type: none"><li>• Primary person for employment related questions/task</li><li>• Provides general benefit information and assistance</li><li>• Backup for payroll related questions and tasks</li><li>• Backup for e-mail distributions</li><li>• Backup for mail distribution</li></ul>
<p>Primary Duties – Benefits/Employment/Payroll</p> <ul style="list-style-type: none"><li>• Primary person to distribute incoming mail and faxes</li><li>• Primary person for logging/distributing PAFs</li><li>• Backup for answering phones and assisting walk-ins</li></ul>