Human Resource Service Center
Organizational Chart – March 2016

Primary Duties – Payroll/Benefits
- Primary person for payroll related questions/tasks
- Provides general benefit information and assistance
- Backup for employment related questions and tasks
- Primary for e-mail distributions
- Backup for PAF logging

Primary Duties – Employment/Benefits
- Primary person for employment related questions/task
- Provides general benefit information and assistance
- Backup for payroll related questions and tasks
- Backup for e-mail distributions
- Backup for mail distribution

Primary Duties – Benefits/Employment/Payroll
- Primary person to distribute incoming mail and faxes
- Primary person for logging/distributing PAFs
- Backup for answering phones and assisting walk-ins

René Yoder
Director, Benefit Services

Josi Brown
Customer Service Assistant

Chasity McNeil
Customer Service Assistant

Anna Serna
Administrative Assistant

- 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