



Who's Who in HR

THE HUMAN RESOURCE OFFICE

PHONE: 302- 739-9901 FAX: 302-739-7571

All HR staff members interpret, explain, and apply applicable state and federal laws, merit rules, regulations, policies and procedures *within their areas of expertise*. All HR staff may provide recommendations, guidance and direction to management, employees or applicants for the purpose of understanding, meeting organizational and operational goals and objectives and identifying/resolving problems/needs.

MEET the HR STAFF	CONTACT INFORMATION	AREA OF RESPONSIBILITY
	<p>Jeanette Hammon Human Resource Manager I Planning and Policy Development 302-739-9901 Jeanette.Hammon@state.de.us</p>	<p>Manages and directs the HR Unit operations</p> <ul style="list-style-type: none"> Responsible for Departmental HR related Planning, Policy Development and Maintenance Organizational Development Guidance and direction to managers on HR issues and strategies Represents the Department on several HR related State committees Co-Chair DNREC Values Team
	<p>Jacqueline Bryant Administrative Specialist II 302-739-9043 Jacqueline.Bryant@state.de.us</p>	<p>Provides Administrative support to the HR Unit</p> <ul style="list-style-type: none"> Greets all visitors of the Human Resource Office First point of contact for new Workers Compensation and FMLA Scheduling, purchasing and archiving Maintains all full time/seasonal personnel files Employee ID Badges Scheduling meeting and appointments with HR Staff
	<p>Susan Lee Human Resource Specialist III Applicant, Classification, Compensation and Employee Services Section (ACCESS) 302-739-9048 Susan.Lee@state.de.us</p>	<p>Supervises the HR Unit's Application, Classification, Compensation and Employment Services Section (ACCESS)</p> <ul style="list-style-type: none"> Recruitment - Reviews and approves requests to fill, interview questions and interview panels Employment offers Compensation Rules/Advanced Salary Requests Promotions/Demotions/Career Ladder/Career Advancement Program (CAP) Critical Reclassifications Oversees Commercial Driver's License (CDL) Drug and Alcohol Testing Program



Michele Reed
Senior Human Resource Technician
**Applicant, Classification, Compensation
 and Employee Services Section (ACCESS)**
302-739-9052
Michele.Reed@state.de.us

Recruitment Liaison

- Provides guidance on the application process to applicants and employees
- Evaluates applications and prepares response letters to applicants
- Prepares postings and newspaper advertisement; billing for newspaper advertisement
- Referral list processing
- Coordinates and oversees Subject Matter Expert (SME) reviews
- Coordinates CDL random drug and breath alcohol testing and billing



Cathy Johnson
Human Resource Specialist II
Benefits Supervisor
All Employees
302-739-9049
Cathy.Johnson@state.de.us

Supervises the HR Unit's Benefits and Leave Administration Section

- Provides information and guidance to supervisors and liaisons on Benefits and Leave
- Leave Administration – sick, vacation, military leave, floating holidays, donated leave, short term disability, FMLA and Workers' Compensation
- Healthcare Insurance Program - Medical, Dental, Prescription, Eye Care, and Blood Bank Insurance
- Pensions
- Department's PHRST Coordinator



Ursula Dickerson
Senior Human Resource Technician
Benefits Section A-L
302-739-9044
Ursula.Dickerson@state.de.us

Benefit Liaison - employees whose last name begins with the letter **A through L**

- Leave
- Personnel transactions – change of name
- Direct Deposit
- W-4's
- Benefits and eligibility
- New Hire Sign-Up
- Calculate and Verify Adjusted Service Dates
- Pension processing



Joanne Caiola
Senior Human Resource Technician
Benefits Section
Benefits Section M-Z
302-739-9047
Joanne.Caiola@state.de.us

Benefit Liaison - employees whose last name begins with the letter **M through Z**

- Leave
- Personnel transactions – change of name
- Direct Deposit
- W-4's
- Benefits and eligibility
- New Hire Sign-Up
- Calculate and Verify Adjusted Service Dates
- Pension processing



Laura Henry
Human Resource Specialist III
Labor and Employee Relations
302-739-9051
Laura.Henry@state.de.us

Manages Labor and Employee Relations

- Employee Performance Planning and Review
- Employee Accountability
- ADA
- Employee Assistance Programs
- Labor Relations
- Grievance/Discipline
- AA/EEO
- Internal Complaints
- Alternative Work Schedules



Jim Robinson
Training Administrator
Training and Employee Development
302-739-9901
James.Robinson@state.de.us

Training and Organizational Development Liaison with the Office of Management and Budget

- Employee Training and Development
- Organizational Development
- Workforce and Succession Planning
- Facilitation
- Strategic Planning
- Job Rotation