

# Human Resources Staff Assignments

**Main Reception: 852-2510**

<u>Who</u>	<b>HENIE RING</b> HR Director	<b>CAROLYN LEIST</b> Personnel Analyst	<b>MELISSA AVALOS</b> Personnel Analyst	<b>ANTHONY VALDEZ</b> Personnel Analyst	<b>RHONDA MORRISON</b> Personnel Analyst
	x2533	x4996	x 2514	x 4981	x2517
<u>Department Assignments</u>	Administration Board of Supervisors Cooperative Extension County Counsel District Attorney Finance Sheriff - Admin/Ops	Assessor-Clerk Recorder Child Support Services Fire Human Services Agency Probation Sheriff - Detentions Only	Behavioral Health Health Information Technology Public Works	Ag/Comm Community Development Elections  <b>Other Agencies:</b> Cal Vans KCAPTA	Veteran's Services/PG Job Training Office Library  <b>Other Agencies:</b> Kings County Assn of Govts. In-Home Supportive Svcs.
<u>Negotiations and bargaining units:</u>	Deputy Sheriff's General Supervisors	Probation Officers Detentions Fire	Blue Collar IHSS Prosecutors	Assisting with Bargaining	Assisting with Bargaining
<u>Other Program Responsibilities:</u> <i>(Lead person)</i>	Labor Relations Billing/Budget Pre-employment medicals Equal Emp. Opp. Comm Deferred Comp	Analyst oversight Military Leave PAB Secretary Drug testing (All Other) Fingerprinting	Sexual Harassment Training DOT Drug Testing/Training	Brown Bag Training	LWOP/Admin Leave Report
<u>All Analysts responsible for:</u>	<b>FMLA/CFRA and other Leaves/ FLSA/Classification and Pay Studies Training/Disciplines/Grievances/Layoffs/ADA/Accommodation Appeals/Investigations/Vacation donations/Bilingual Pay testing</b>				
<u>Technicians</u>	<b>Personnel Technicians (Back Office) x2511</b>		<b>Personnel Technicians (Front Office) x2510</b>		
	<ul style="list-style-type: none"> <li>• Personnel actions/payroll</li> <li>• Position control</li> <li>• Personnel records</li> <li>• Salary resolution</li> <li>• Front desk back-up</li> <li>• Vacation donations</li> <li>• Data reporting</li> <li>• Class and pay - Tech</li> <li>• Recruitments</li> </ul>	<ul style="list-style-type: none"> <li>• Annual employee awards</li> <li>• Education reimbursement</li> <li>• Suggestion program</li> <li>• HR website updates</li> <li>• Tech support, including NEOGOV &amp; Peoplesoft</li> <li>• Labor relations - Tech</li> <li>• Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Main Reception</li> <li>• Secretarial duties</li> <li>• HR Dept clerical support</li> <li>• Budget support</li> <li>• Pay bills and claims</li> <li>• Forms/filing</li> <li>• Mail</li> <li>• Recruitment clerical support</li> <li>• Oral board/meeting set up</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitments</li> <li>• Drug screen scheduling/results</li> <li>• Background checks</li> <li>• New Hires: NEO schedule, I-9's &amp; clerical support</li> <li>• Labor relations - clerical</li> <li>• HR calendar &amp; notifications</li> <li>• HR website updates</li> </ul>	