

# Office of Human Resource Management & Development (OHRMD)

## West Region Information Roster

**May 5, 2015**

<u>HR FUNCTION</u>	<u>DFCS REGION</u>	<u>HR POC</u>	<u>CONTACT NUMBER</u>
<b><u>Regional HR Manager</u></b>	All Regions	Brenetia Adams-Robinson <b>Brenetia.J.Adams-Robinson</b> NWSC, Atlanta, GA	(404) 206-5651 - Office <b>(404) 558-4017 - BB</b> (404) 206-5964 - Fax
<b><u>HR Generalist</u></b> (Regional Deputy)	All Regions	Mary Williams <b>Mary.Williams</b> NWSC, Atlanta, GA	(404) 206-5965 - Office <b>(404) 354-2107 - BB</b> (770) 357-9665 - Fax
<b><u>Human Resources Specialist</u></b> <ul style="list-style-type: none"> <li>▪ Salary Administration</li> <li>▪ ePMP Management / Consultation</li> <li>▪ FLSA Audits/ FLSA Compliance</li> <li>▪ CBC Processing – Level 1</li> </ul> <b><u>PROJECT MANAGEMENT</u></b> <ul style="list-style-type: none"> <li>▪ Report Generation / Data Analysis</li> <li>▪ HR Metrics / Trending</li> </ul>	All Regions	Brittany Thornton <b>BrittanyN.Thornton</b> NWSC, Atlanta, GA	(404) 206-5792 (404) 206-5964 fax
<b><u>Employee Relations Team</u></b> <ul style="list-style-type: none"> <li>▪ Progressive Discipline</li> <li>▪ Child Death Staffings</li> <li>▪ ER/Grievance Reports</li> <li>▪ Separations / Terminations</li> <li>▪ Involuntary Demotions</li> <li>▪ Unemployment Hearings</li> <li>▪ Resignations/ Retirements</li> <li>▪ Restrictions / Accommodations</li> <li>▪ Other Employment Issues</li> </ul>	1, 3, 4, 13, 15, Fulton & Regional Accounting	Lashone Starr (Harris) <i>ER Team Lead</i> <b>Lashone.Harris</b> NWSC, Atlanta, GA	(404) 206-5768 <b>(404) 449-9267 (BB)</b> (404) 206-5964 fax
	8, 10, 11, DeKalb, & RevMax	Jarvis Johnson <i>ER Analyst</i> <b>Jarvis.Johnson</b> NWSC, Atlanta, GA	(404) 206-5605 (404) 206-5964 fax
<b><u>HR ADMINISTRATION</u></b> <ul style="list-style-type: none"> <li>➤ <b><u>Operations</u></b> <ul style="list-style-type: none"> <li>▪ LWOP</li> <li>▪ Routine Transactions</li> <li>▪ Reallocations &amp; Supplements</li> <li>▪ Name/Address Changes</li> <li>▪ Employment Verifications</li> </ul> </li> <li>➤ <b><u>Benefits</u></b> <ul style="list-style-type: none"> <li>▪ Benefits Administration</li> <li>▪ Open Enrollment</li> </ul> </li> </ul> <b><u>RECRUITMENT &amp; SELECTION</u></b> <ul style="list-style-type: none"> <li>▪ Job Postings and Screening</li> <li>▪ Interview Logistics</li> <li>▪ Background Checks</li> <li>▪ Pre-Employment</li> <li>▪ New Hire Orientation</li> <li>▪ Promotions / Demotions</li> </ul> <b><u>E-PERFORMANCE</u></b> <ul style="list-style-type: none"> <li>▪ ePMP Training</li> <li>▪ Create and/or Transfer Documents</li> <li>▪ "Report-To" Updates</li> </ul> <b><u>FAMILY MEDICAL LEAVE</u></b> <ul style="list-style-type: none"> <li>▪ FMLA Leave, Leave of Absence</li> <li>▪ Short-Term / Long-Term Disability</li> <li>▪ Workers Compensation</li> <li>▪ Military Leave</li> </ul>	DFCS Region 1, 3 Regional Accounting: R1 & R3	Amanda Weathers <i>HR Representative</i> <b>Amanda.Weathers</b> (Calhoun, GA)	(706) 624-1284 (706) 624-1206 (fax)
	DFCS Regions 4, 13 Regional Accounting: 4, 5 & 13	Nancy Lynch <i>HR Representative</i> <b>Nancy.Lynch</b> (Griffin, GA)	(770) 233-5428 (770) 357-5929 (fax)
	DFCS Region 8 FMLA – Regions 3, 8 Regional Accounting: 6, 7 & 8	Jacqueline Murray <i>HR Representative</i> <b>Jacqueline.murray</b> (Columbus, GA)	(706) 649-1171 (706) 256-7971 (fax)
	DFCS Region 10 FMLA – Regions 1, 10 Regional Accounting: 9 & 10	Sandra Morris <i>HR Representative</i> <b>Sandra.Morris2</b> (Albany, GA)	(229) 430-2819 (229) 227-2863 (800) 903-0296 (fax)
	DFCS Region 11 & RevMax FLSA Audits Regional Accounting: 11 & 12	Susan Taylor <i>HR Representative</i> <b>Susan.Taylor</b> (Douglas, GA)	(912) 389-4693 (912) 389-4845 (fax)
	DFCS Region 14 Kenny A Processing Regional Accounting: 14 & Travel Metro	Kinsheka Smith <i>HR Representative</i> <b>Kinsheka.Smith</b> (Atlanta, GA)	(404) 206-5306 (404) 206-5964 (fax)
	DFCS Region 15 Regional Accounting: 2 & 15	Edith Isaac <i>HR Representative</i> <b>Edith.Isaac</b> (Lawrenceville, GA)	(678) 518-5786
	FMLA - Regions 4, 11, 13, 14, 15, RevMax & Regional Accounting Accommodations – All Regions Region14 HR Admin Support/R.A.	Vacant <i>HR Representative</i> (Atlanta, GA)	(404) 206-5320 (404) 206-5964 (fax)