

# HUMAN RESOURCES - WHO HAS THE ANSWER

## HR SPECIALISTS - PRIMARY JOB DUTIES BY DEPARTMENT

REBECCA DAVIS - 2376	DENISE ESCOBAR - 2352	VICTORIA GONZALES - 2357
CAPA	Information Technology	Community Services
City Manager	Law	Fire
Cultural Development	Police Department (Civilian)	Management Services
Development Services	Police Department (Sworn)	City Magistrate
Development Services	Public Works & Utilities	City Clerk
Mayor & Council		
Neighborhood Resources		

SUBJECT	STAFF	PHONE NUMBER
<b>Americans with Disabilities Accommodation Requests</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>Assignment Pay Changes</b>	See HR Specialists Primary Department List Above	
<b>Benefit Claims Issues (Health, Dental, &amp; Vision)</b>	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
<b>Benefit Life Event Changes</b>	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
<b>Benefit Programs (Medical, Dental, Vision, Life, EAP, etc.) - Provider Relations</b>	Fernanda Acurio / Dee Hooker	480-782-2359 / 2371
<b>Bilingual Pay Program</b>	Denise Escobar	480-782-2352
<b>Blood Drives</b>	Lisa Mainieri	480-782-2354
<b>CDL - Commercial Driver Licenses</b>	Tony Dominguez	480-782-2386
<b>Child Support - Payroll Department</b>	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
<b>COBRA / Retiree Insurance</b>	Rebecca Davis	480-782-2376
<b>Compliance Posters (Federal &amp; State)</b>	Sarah Meland	480-782-2358
<b>Costing Changes - Payroll Department</b>	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
<b>Dental Plan Changes / Eligibility</b>	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
<b>Direct Deposit</b>	See HR Specialists Primary Department List Above	
<b>DROP Program: Fire Department</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>DROP Program: Police Department</b>	Nichole Bombard / Chris Jarosik	480-782-2384 / 2372
<b>Employee Discount Program</b>	Dee Hooker	480-782-2371
<b>EAP - Employee Assistance Programs</b>	Fernanda Acurio / Dee Hooker	480-782-2359 / 2371
<b>Employee Exit Processing</b>	See HR Specialists Primary Department List Above	

<b>Employee ID Cards (Badges) - Reissues</b>	See HR Specialists Primary Department List Above	
<b>Employee Recognition Program</b>	Sarah Meland	480-782-2358
<b>Employee Years of Service Recognition Program</b>	Sarah Meland	480-782-2358
<b>Ergonomics</b>	Tony Dominguez / Becky Soter	480-782-2386 / 2374
<b>Family Medical Leave (FMLA)</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>Fax - HR General</b>		480-782-2345
<b>Fax - HR Confidential</b>		480-782-2366
<b>Fax - Workers' Compensation &amp; CDL Confidential</b>		480-782-2379
<b>Fingerprint Program</b>	See HR Specialists Primary Department List Above	
<b>Fit For Duty Program</b>	Chris Jarosik	480-782-2372
<b>Flex Spending Accounts (FSA) Changes / Eligibility</b>	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
<b>Garnishments - Payroll Department</b>	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
<b>Health Savings Accounts (HSA's) Changes / Eligibility</b>	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
<b>Home / Auto Insurance Plan - Payroll Deductions</b>	Dee Hooker	480-782-2371
<b>Human Resources Chanweb Site Maintenance</b>	Sarah Meland	480-782-2358
<b>MissionSquare Retirement-Deferred Compensation / Retirement Health Savings Plan - Eligibility / Contributions / Changes / Plan Questions</b>	Rebecca Davis / Fernanda Acurio	480-782-2376 / 2359
<b>Job Fairs</b>	Simone Cline / Angel Jimenez-Gil	480-782-2373 / 2364
<b>Intellitime Administration - Payroll Department</b>	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
<b>LEAF - Talent Management System</b>	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
<b>Long Term Disability</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>M.O.U. Questions</b>	Rae Lynn Nielsen	480-782-2353
<b>Medical Plan Changes / Eligibility</b>	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
<b>Mentor Program</b>	Beth Chepelsky	480-782-2365
<b>Merit &amp; Special Merit Increase Processing</b>	See HR Specialists Primary Department List Above	
<b>Military Leave</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>Name Change</b>	See HR Specialists Primary Department List Above	
<b>New Employee Benefit Enrollments</b>	See HR Specialists Primary Department List Above	

<b>New Employee Orientation</b>	Catherine Piepenbrink / Beth Chepelsky	480-782-2367 / 2365
<b>OnBoarding for New Hires</b>	See HR Specialists Primary Department List Above	
<b>ORACLE Human Resources Administration</b>	Raudel Castanon / Denisse Ruiz	480-782-2356 / 2355
<b>ORACLE Self-Service Assistance</b>	See HR Specialists Primary Department List Above	
<b>Outside Employment Authorizations</b>	See HR Specialists Primary Department List Above	
<b>17-3 - Pay In Lieu of Accruals (Public Safety)</b>	See HR Specialists Primary Department List Above	
<b>Paycheck Questions, W-2's, &amp; copies of pay stubs</b>	Renee Flores / Kate Holstad / Lucy Vazquez	480-782-2328 / 2335 / 2319
<b>Payroll Deductions - W-4's , AZ State A-4, Direct Deposit, Home / Auto Insurance Plan Changes</b>	See HR Specialists Primary Department List Above	
<b>Performance Appraisals - Procedural Assistance</b>	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
<b>Personnel File Web Portal Assistance</b>	Denisse Ruiz / Raudel Castanon	480-782-2355 / 2356
<b>Phone Allowance Payments</b>	See HR Specialists Primary Department List Above	
<b>Professional Development - 360-Degree Feedback</b>	Beth Chepelsky	480-782-2365
<b>Professional Development, Career Development &amp; Interview Practice</b>	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
<b>Reclassifications</b>	Charlotte Neiner / David Fairchild	480-782-2362 / 2348
<b>Records Requests Personnel Files</b>	See HR Specialists Primary Department List Above	
<b>Recruiting: Building &amp; Facilities City Magistrate (Court) Fleet Management Services</b>	Angel Jimenez-Gil	480-782-2364
<b>Recruiting: Fire Information Technology Neighborhood Resources Employee Relations</b>	Annette Provencio / Amanda Allen	480-782-2349
<b>Recruiting: Development Services Police Employee Relations</b>	Bruce Henry	480-782-2382

<b>Recruiting: City Clerk Cultural Development Law Employee Relations</b>	Charlotte Neiner	480-782-2362
<b>Recruiting: Community Services Employee Relations</b>	Scott Sibley	480-782-2346
<b>Recruiting: Public Works &amp; Utilities</b>	Simone Cline	480-782-2373
<b>Recruiting: Airport Diversity, Equity &amp; Inclusion Employee Relations</b>	David Fairchild	480-782-2348
<b>Recruiting: City Manager's Office (CAPA, City Manager, Economic Development, Human Resources, Mayor &amp; Council, Stratetic Initiatives &amp; Transportation Policy) Employee Relations</b>	Kristin Maier	480-782-2351
<b>Retiree Insurance Payments - Accounting</b>	Tracy Nesbit	480-782-2325
<b>Retiree Issues (COBRA, ASRS, etc.)</b>	Rebecca Davis / Fernanda Acurio	480-782-2376 / 2359
<b>Retirement Recognition Programs</b>	Rebecca Davis / Dee Hooker / Fernanda Acurio	480-782-2376 / 2371 / 2359
<b>Retirement System (ASRS / PSPRS) - Retirement Questions</b>	Rebecca Davis / Chris Jarosik / Fernanda Acurio	480-782-2376 / 2372 / 2359
<b>Retirement System (ASRS / PSPRS) - New Enrollment</b>	See HR Specialists Primary Department List Above	
<b>Retirement (ASRS / PSPRS) Pre-retirement Meetings</b>	ASRS - Rebecca Davis PSPRS - Nichole Bombard / Chris Jarosik	480-782-2376 480-782-2384 / 2372
<b>Safety Programs &amp; Training (Safety inspections, accident investigations, Emergency Action Plan, &amp; Hazard Communication Program) Development Services Public Works &amp; Utilities</b>	Becky Soter	480-782-2374

<b>Safety Programs and Training (Safety inspections, accident investigations, Emergency Action Plan, and Hazard Communication Program) All Departments (Except Development Services and PW&amp;U)</b>	Tony Dominguez	480-782-2386
<b>Short Term Disability</b>	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
<b>Sick Leave Conversion</b>	See HR Specialists Primary Department List Above	
<b>Student Internship Program</b>	Devon Mahon	05/27/06
<b>Team Building Tools Lending Library</b>	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
<b>Temporary Agency Administration</b>	Angel Jimenez-Gil	480-782-2364
<b>Temporary On-Call Pool</b>	Angel Jimenez-Gil	480-782-2364
<b>Termination Processing (Excludes Retirements)</b>	See HR Specialists Primary Department List Above	
<b>Training Rooms A &amp; B</b>	Catherine Piepenbrink / Beth Chepelsky	480-782-2367 / 2365
<b>Tuition Reimbursement</b>	Catherine Piepenbrink	480-782-2367
<b>Unemployment Insurance Claims Processing</b>	See HR Specialists Primary Department List Above	
<b>Union Dues Deductions</b>	See HR Specialists Primary Department List Above	
<b>Vacation/Comp Time Payments</b>	See HR Specialists Primary Department List Above	
<b>Vacation Donation</b>	Chris Jarosik	480-782-2372
<b>Vacation Use/Lose Administration</b>	See HR Specialists Primary Department List Above	
<b>Verification of Employment</b>	See HR Specialists Primary Department List Above	
<b>Vision Plan Changes / Eligibility</b>	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
<b>Voluntary Life Insurance / Eligibility</b>	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
<b>Volunteer Worker Program</b>	<a href="https://forourcitychandler.org/">https://forourcitychandler.org/</a>	480-782-4348
<b>Wellness Programs</b>	Lisa Mainieri / Fernanda Acurio	480-782-2354 / 2359
<b>Work Schedule Changes - ORACLE</b>	See HR Specialists Primary Department List Above	

<p><b>Workers' Compensation Claims</b>  <b>(Blood borne pathogens &amp; exposure issues)</b>  <b>Community Services</b>  <b>Cultural Affairs</b>  <b>Development Services</b>  <b>Fire</b>  <b>Management Services</b>  <b>Public Works &amp; Utilities</b></p>	<p>Chris Jarosik / Nichole Bombard</p>	<p>480-782-2372 / 2384</p>
<p><b>Workers' Compensation Claims</b>  <b>(Blood borne pathogens &amp; exposure issues)</b>  <b>Airport</b>  <b>Buildings &amp; Facilities</b>  <b>CAPA</b>  <b>City Clerk</b>  <b>City Magistrate &amp; Law</b>  <b>City Manager</b>  <b>Economic Development</b>  <b>Fleet</b>  <b>Human Resources</b>  <b>Information Technology</b>  <b>Mayor &amp; Council</b>  <b>Neighborhood Resources</b>  <b>Police</b>  <b>Transportation</b></p>	<p>Nichole Bombard / Chris Jarosik</p>	<p>480-782-2384 / 2372</p>