

DHR Contact Information

1313 Sherman St.
Denver, CO. 80203
303-866-2323



The following is a brief description of the sections serving agencies and a listing of staff, including primary contacts for key major functions. The list is updated to reflect changes in staff or programs.

Division Director's Office

Provide strategic planning and leadership of statewide human resources programs and systems.

<u>David Kaye</u>	303-866-2393	Division Director, DHR Management Team
<u>Tom Montoya</u> Team	303-866-2014	Division Deputy Director, Internal Operations, DHR Management Team
<u>Jacque Morley</u>	303-866-2393	Division Director's assistant; support to Leadership Team; process appeals and dispute resolutions; phone and mail lists maintenance for HR Groups
<u>Bob Monzel</u> Leadership Team	303-866-6575	DHR communications, including <i>State Employee Handbook</i> ; DHR Leadership Team
<u>Barbara Sohnen</u>	303-866-3662	Rulemaking; lead rules interpretation for Chapters, 1, 7, and 8; director's dispute resolution processes; DHR HIPAA Compliance Officer

Risk Management

Protect the State's human resource and property assets through the administration of liability, property, worker's compensation and loss control programs. The program serves all state agencies, except the University of Colorado system and Colorado State University for property and worker's compensation programs). Contact 303-866-3848 or toll free 1-800-268-8092.

<u>Joel Hirschboeck</u>	303-866-4277	Program Supervisor; property and liability insurance and worker's compensation; DHR Management Team
<u>Mary Stephens</u>	303-866-4987	Claims administration; unit administrative support.
<u>Betty Crist</u> insurance consulting.	303-866-4290	State property loss; liability claims administration and tracking;
<u>Vacant</u> warrants.	303-866-3609	Claims administration; oversight and data base management; process
<u>Brenda Hardwick</u>	303-866-4292	Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.
<u>Vacant</u>	303-866-4294	Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training; workers' compensation.
<u>Nick Witkowski</u>	303-866-4971	Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.

Updated August 15, 2008

HR Analytics

Support DHR's strategy and programs through tactical plans and data management. Lead the division's HR metrics and workforce data function.

Sue Huang 303-866-4219 Program Lead; lead implementation of metrics, workforce data analysis including Annual Workforce Demographics Report, workforce surveys and assessments; DHR Leadership Team.

Mark Rothman 303-866-2449 Benefits Utilization and Financial Analyst, workforce data analysis.

Workforce Planning and Development

Create, maintain, and enhance workforce planning and assessment of HR effectiveness, recruitment and selection, performance leadership, and training. Provide technical user support for employee personnel systems (CPPS, HRDW, ADS).

Laurie Benallo 303-866-4247 Manager; DHR Management Team

Peggy Brady 303-866-2439 Training registration; section support

Renee Vegas 303-866-4642 Provide technical user support for employee personnel systems (CPPS, HRDW, ADS)

Russell Wright 303-866-2171 Section support; distribute tests to agencies

Workforce Development

Design effective, interactive learning opportunities to help state employees grow professionally and excel in their work environment.

David Remson 303-866-4265 Program Administrator; DHR Leadership Team

Workforce Planning

Develop, maintain, and improve system strategies and tools in the areas of workforce and succession planning, and competencies.

Jerry Wittmer 303-866-2523 Program Supervisor; consultation on workforce issues; workforce planning; succession planning; competencies; leadership development program; DHR Leadership Team

Earline Hill 303-866-2620 Develop and implement tools to support workforce and succession planning.

Consulting Services

Review statewide human resource program management and assist departments in eliminating problems, improving operations and performance, and identifying and implementing "model policies and practices;" maintain delegation agreements, provide professional job evaluation and selection activities for centralized agencies; create, maintain and enhance the selection and performance management systems. Lead rules interpretations for selection and status (Chapter 4) and performance management (Chapter 6); provide information on I9 requirements.

Jennifer Clayman 303 866-4248 Program Supervisor, HR audits and program review, model policies and practices, selection system consultation and training, SPCP program design and administration, delegation agreements, higher education exemption reporting, minimum qualifications, written objective examinations; DHR Leadership Team

Kurt Beerline 303-866-2409 Performance management; written objective test development

Skye Brunick 303-866-2797 Layoffs, progressive discipline lead, selections issues and systems consultation lead; HR audits; model policies and practices; SPCP mentor; delegation agreements; minimum qualifications; written objective examinations; New HR Director Orientation.

Joel Ferguson 303-866-2133 I9 lead: training workshops and other outputs lead; HR audits; model policies and practices; selection issues and systems consultation; SPCP mentor; background checks; higher education exemption reporting; minimum qualifications.

Edie Holland 303-866-2614 HR audits; model policies and practices; selection issues consultation, SPCP quiz review, performance program review; minimum qualifications, records management consultation.

Marisol Larez 303-866-2183 Higher education exemptions, minimum qualifications, model policies and practices, delegation agreements

Tina Miller 303-866-2169 Performance management lead, including lead rules interpretation for the performance parts of Chapter 6 and performance program approval; HR audit lead; model policies and practices; selection issues and system consultation; SPCP mentor; minimum qualifications.

Total Compensation

Create, maintain, and enhance an integrated and strategic total compensation program that is flexible and competitive.

Karen Fassler 303-866-4246 Manager; DHR Management Team

Compensation

Create, maintain and enhance the job evaluation system and compensation and leave policies, conduct the annual compensation survey, review and approve personal services contracts, and coordinate FMLA and FLSA compliance and work-life program. Lead rules interpretation for job evaluation (Chapter 2), compensation (Chapter 3), leave (Chapter 5), and personal services contracts (Chapter 10).

Travis Engelhardt 303-866-4252 Program Supervisor
Enforcement & Protective Services (EPS-A) and Health Care Services (HCS-C) occupational groups; pay practices; class conversion database, achievement pay, rules interpretations for compensation (Chapter 3) and job evaluation (Chapter 2); and job evaluation PCP training lead; DHR Leadership Team

Kirsten Jahn-Elfton 303-866-4231 Compensation Specialist
Physical Science/Engineering (PSE-I) and Administrative Support and Related (ASR-G) occupational groups; department commission plans; incentive programs; and personal services contracts backup.

Vacant 303-866-4250 Compensation Specialist
Labor Trades and Crafts (LTC-D) and Temporary Aide (P) occupational groups and Statewide Work-Life Coordinator.

Kristi Rudy 303-866-4236 Compensation Specialist
Financial Services (FS-B) and Professional Services (PS-H) occupational groups; Senior Executive Service (SES); annual compensation survey coordinator; annual performance pay survey; annual compensation plan; third-party surveys; and total compensation calculator, summary, and timeline.

Carmen Schrimpscher 303-866-2391 Total Compensation Technician; Work-Life Employee Discount Program Coordinator; section support

Joi Simpson 303-866-5496 Compensation and Training Specialist
Personal Services Contracts Program Coordinator; Personal Services Contracts PCP training lead; rules interpretation for personal services contracts (Chapter 10) and leave (Chapter 5); Statewide FLSA Coordinator; Statewide FMLA Coordinator; leave management; temporary employees.

Employee Benefits

Negotiate and manage health, life, dental, prescription, and disability benefits plans. Support the State Defined Contribution retirement plan and the 457 Deferred Compensation voluntary supplemental savings plan. Lead rules interpretation for benefits (Chapter 11).

Vinita Biddle 303-866-3477 Program Supervisor; interpret Section 125 regulations and benefits rules (Chapter 11), oversee plan designs, pricing, and eligibility and enrollment; DHR Leadership Team.

Jeff Isham 303-866-2365 Contract administration for life, disability, flexible spending accounts.

Vacant 303-866-3436 Written complaint research and response; customer service; Medicare data research and unit support.

Judy Kohler 303-866-3444 Contract administration for medical and dental plans.

Suzanne Kubec 303-866-3954 Defined Contribution Plans Administrator.

Paula Manzanares 303-866-4066 Defined Contribution Plans Coordinator

Anne Marcovecchio 303-866-2576 Contract Administration for benefits administration system.

Vince Plymell 303-866-3892 Benefits communications and education.

Jamie Thornton 303-866-2254 COBRA Coordinator; Life Insurance Claims Processor