

**HR Services
Organizational Chart**
Last Updated March 6, 2023

Gena Jones
Assistant Vice President
HR Services

Elyssa Hernandez
Admin Assistant,
Spec. Exec
HR Services

Shay Munson-McGee
HR Compliance Spec
HR Services

- Primary Duties – ACA Compliance & I-9 Administration**
- Manage tracking of worked hours for variable employees based on measurement/stability periods
 - Communication of non-compliance with relevant departments
 - Manage coding of employees for IRS reporting under ACA
 - Oversee the University I-9 Employment Eligibility Verification process

Celeste Martinez
Director
Benefit Services

Primary Duties – Retirement Specialist

- Retirement meetings
- Reconciliation of retiree benefits
- Website updates
- EAP report/communications
- New Employee Orientation
- Benefit Inquiry Intake (backup)

Maríel De Santiago
Intermediate HR
Specialist

Primary Duties – Benefit Specialist

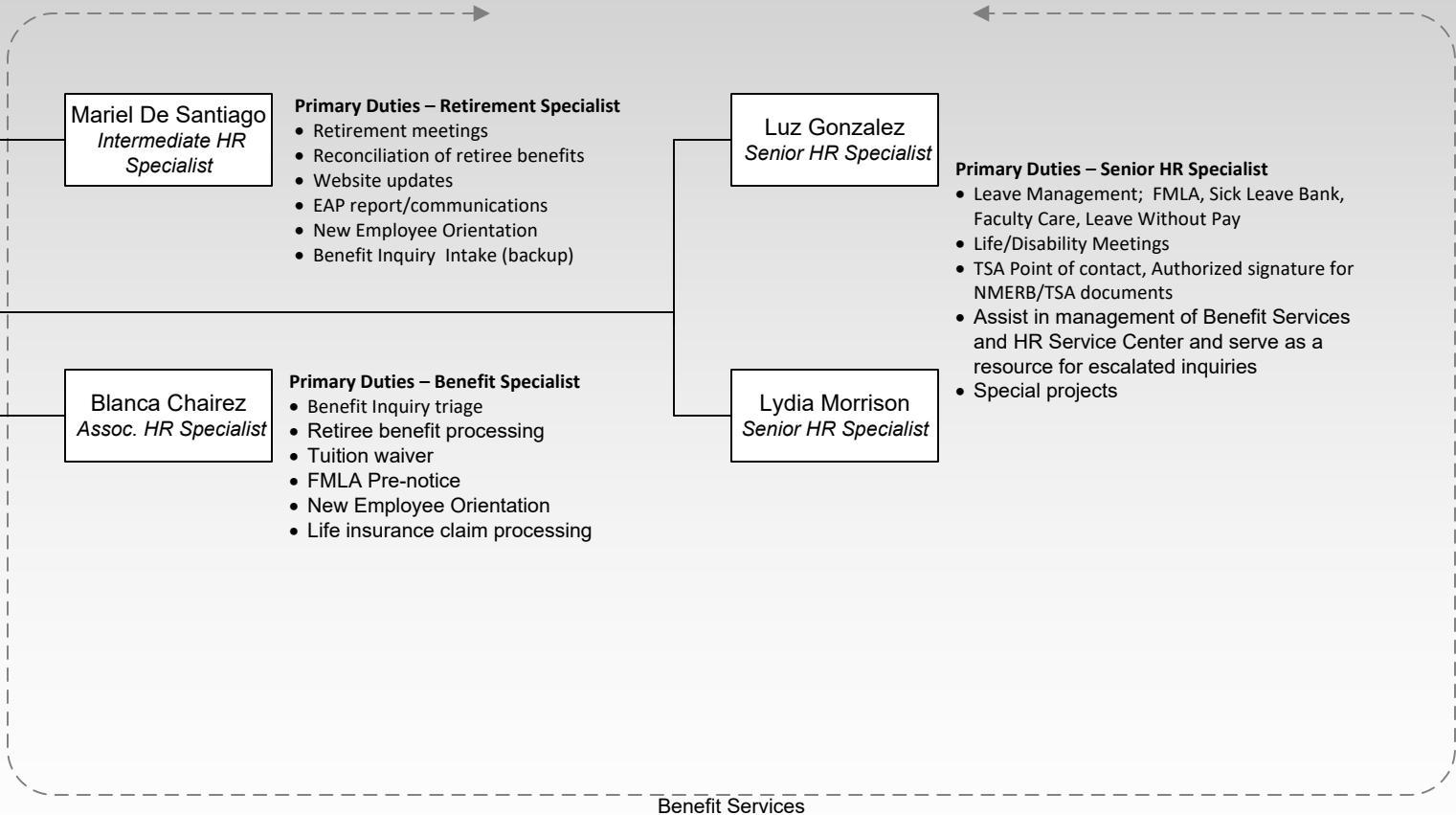
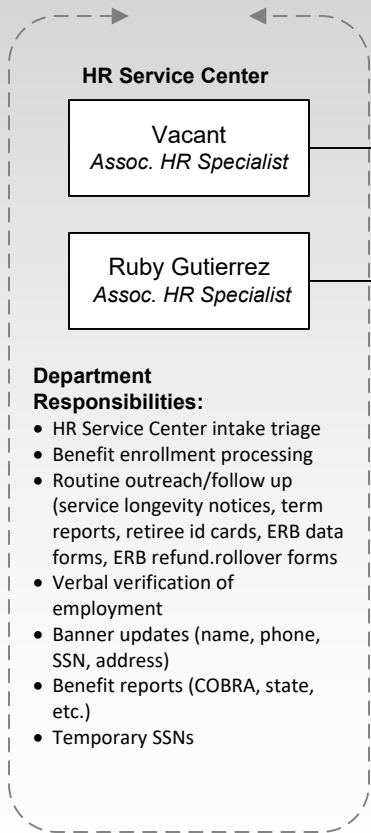
- Benefit Inquiry triage
- Retiree benefit processing
- Tuition waiver
- FMLA Pre-notice
- New Employee Orientation
- Life insurance claim processing

Blanca Chairez
Assoc. HR Specialist

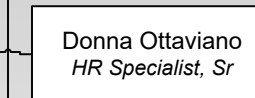
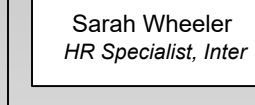
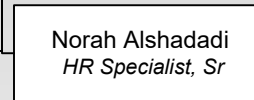
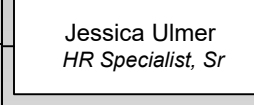
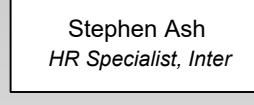
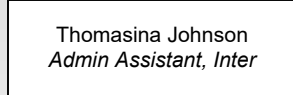
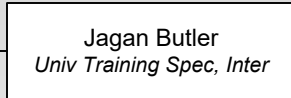
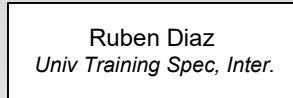
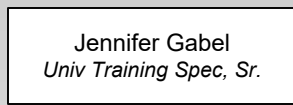
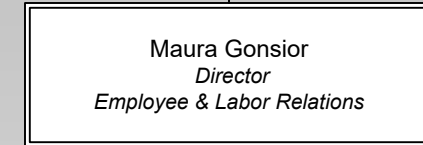
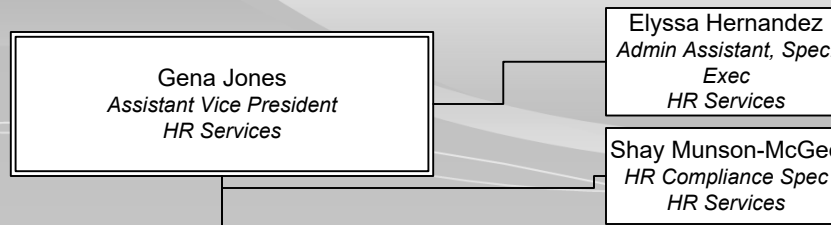
Luz Gonzalez
Senior HR Specialist

- Primary Duties – Senior HR Specialist**
- Leave Management; FMLA, Sick Leave Bank, Faculty Care, Leave Without Pay
 - Life/Disability Meetings
 - TSA Point of contact, Authorized signature for NMERB/TSA documents
 - Assist in management of Benefit Services and HR Service Center and serve as a resource for escalated inquiries
 - Special projects

Lydia Morrison
Senior HR Specialist



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- Department Responsibilities**
- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
 - Career Development- Resources and strategies that effectively help employees strengthen their competencies and manage their career at NMSU.
 - Technology, Web and Online Curriculum Development- Online learning modules and tutorials; management and support of web-based, streamed or technology captured learning events; business application updates or new roll-out trainings
 - Administration of Training Central, the NMSU training administration system
 - Leadership Development- Management essentials for both new and experienced supervisors and managers.
 - General Compliance, Policies & Procedures- Workshops on benefit programs offered by NMSU, rights afforded employees under federal and state laws, and Human Resources policies and procedures.

CLPD- Training, Skills Development and Support

The Employment & Compensation Team assists departments with navigating the hiring process, interpreting policies and procedures impacting employment transactions and ensuring compliance with federal and state labor laws.

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|---|---|
| <p>Employment Duties:</p> <ul style="list-style-type: none"> • Hiring process: <ul style="list-style-type: none"> • Faculty, Staff, Students, and Temporary Faculty, Exempt & Non-Exempt • Online Job Postings • Hiring Toolkits • Onboarding • Background Checks • Employment Verification • New Employee Onboarding • Personnel file maintenance • Form I-9s • Hiring Foreign National Employees | <p>Compensation Duties:</p> <ul style="list-style-type: none"> • Reclassifications • New Position Requests • Modification of Position • Position Reporting Changes • Additional Compensation • Classification Descriptions • Compensation Guidelines • Market Analysis • Reorganizations • Position Management Oversight |
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Employment & Compensation Services

- Department Responsibilities:**
- Employee & Supervisor Consultations
 - Conflict Resolution
 - Behavioral and performance related issues
 - Policy violations
 - Employee & Labor Relations Grievances/Appeals
 - Employee Disciplinary Action/Improvement Plans
 - Ethics Point Investigations
 - Facilitation/Mediation Assistance
 - Labor Relations
 - Union Contract
 - Labor Management Committee
 - General matters and dispute resolution
 - Faculty
 - Investigations (guidance) & Corrective Action
 - Non-Renewals of contracts/dismissal
 - Layoffs/RIF's
 - Unemployment Claims
 - Conflict of Interest Reporting
 - Annual Performance Evaluations (Staff)
 - Employee Exit Interviews
 - Transfer Assistance
 - Drug Testing Compliance & Training

Employee & Labor Relations