HR Services
Organizational Chart
Last Updated: June 1, 2018

Gena Jones
Assistant Vice President
HR Services

Elyssa Hernandez
Sr. Admin Assistant
HR Services

Armando Molina
Director
Benefit Services

Christina Mendez
Customer Service Asst

Vacant
Customer Service Asst

Kel Jeager
Inter. HR Specialist
Primary Duties – Retirement Specialist
- Individual meetings, NMSU education, retiree benefits
- Retiree benefit reconciliations, billing and enrollment
- Orientation

Antonia Lavor
Senior HR Specialist
Primary Duties – Leave Specialist
- Leave Management; FMLA processing; LTD claims
- Faculty Care Leave tracking
- LWOP Benefit reconciliations, billing and cancellations
- Leave training

Vacant
Associate HR Specialist
Primary Duties – Benefit Specialist
- Primary contact for retirees
- Orientation
- Life Claims
- Retirement communications/scanning

Jacki Griffin
Inter. HR Specialist
Primary Duties - Leave Support
- FMLA processing
- Intermittent leave tracking
- Primary contact for FMLA@nmsu.edu

Ashley Legarreta
HR Operations
Primary Duties – Processor
- Primary contact for benefit programs, e-mail, phone
- Process enrollment forms for all benefits
- Enrollment/Eligibility follow up with employees/vendors
- Benefit reporting (COBRA, State, etc.)

Shay Munson-McGee
Associate HR Specialist
Primary Duties – ACA Compliance
- 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

HR Service Center
Benefit Services

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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 federal and state labor laws.
- Human Resources policies and procedures.

Employment Duties:
- Hiring process:
  - 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

Compensation Duties:
- Redclassifications
- New Position Requests
- Modification of Position
- Position Reporting Changes
- Additional Compensation
- Classification Descriptions
- Compensation Guidelines
- Market Analysis
- Reorganizations
- Position Management Oversight

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.

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