

**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

Vacant  
 Associate HR Specialist

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

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.)

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

Jacki Griffin  
 Inter. HR Specialist

- Primary Duties - Leave Support**
- FMLA processing
  - Intermittent leave tracking
  - Primary contact for FMLA@nmsu.edu

Shay Munson-McGee  
 Associate HR Specialist

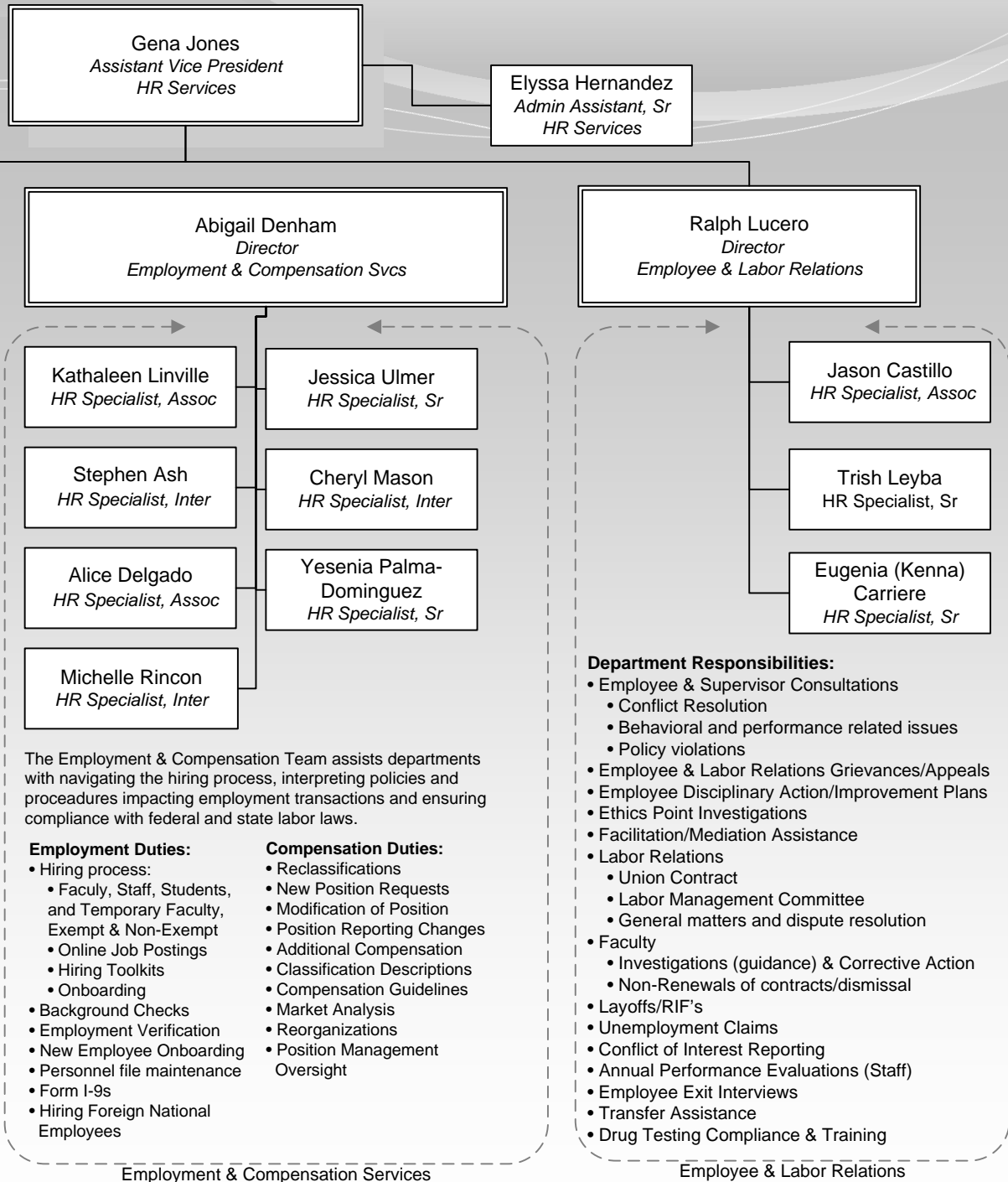
- Primary Duties – ACA Compliance**
- Manage tracking of worked hours for variable employees based on measurement/stability periods
  - Communication of non-compliance with relevant departments
  - Manage coding of employees for IRS reporting under ACA

- Department Responsibilities:**
- First point contact for employees and applicants
  - Non-resident Aliens
  - Employment verification
  - Updates basic official employee info on file
  - Answers general questions and refers to appropriate HR Specialist for further assistance

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 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.

**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:**

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

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