

HR Services
Organizational Chart
 Last Updated: October 11, 2018

Gena Jones
 Assistant Vice President
 HR Services

Elyssa Hernandez
 Admin Assistant, Sr
 HR Services

Donna Ottaviano
 HR Specialist, Sr
 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

Armando Molina
 Director
 Benefit Services

HR Service Center

Christina Mendez
 HR Operations Tech

Joseph Almaguer
 HR Operations Tech

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

Kel Jeager
 Inter. HR Specialist

- Primary Duties – Retirement Specialist**
- Individual meetings, NMSU education, retiree benefits
 - Retiree benefit reconciliations, billing and enrollment
 - Orientation

Ashley Legarreta
 Associate HR Specialist

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

Vacant
 HR Operations Tech

- 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

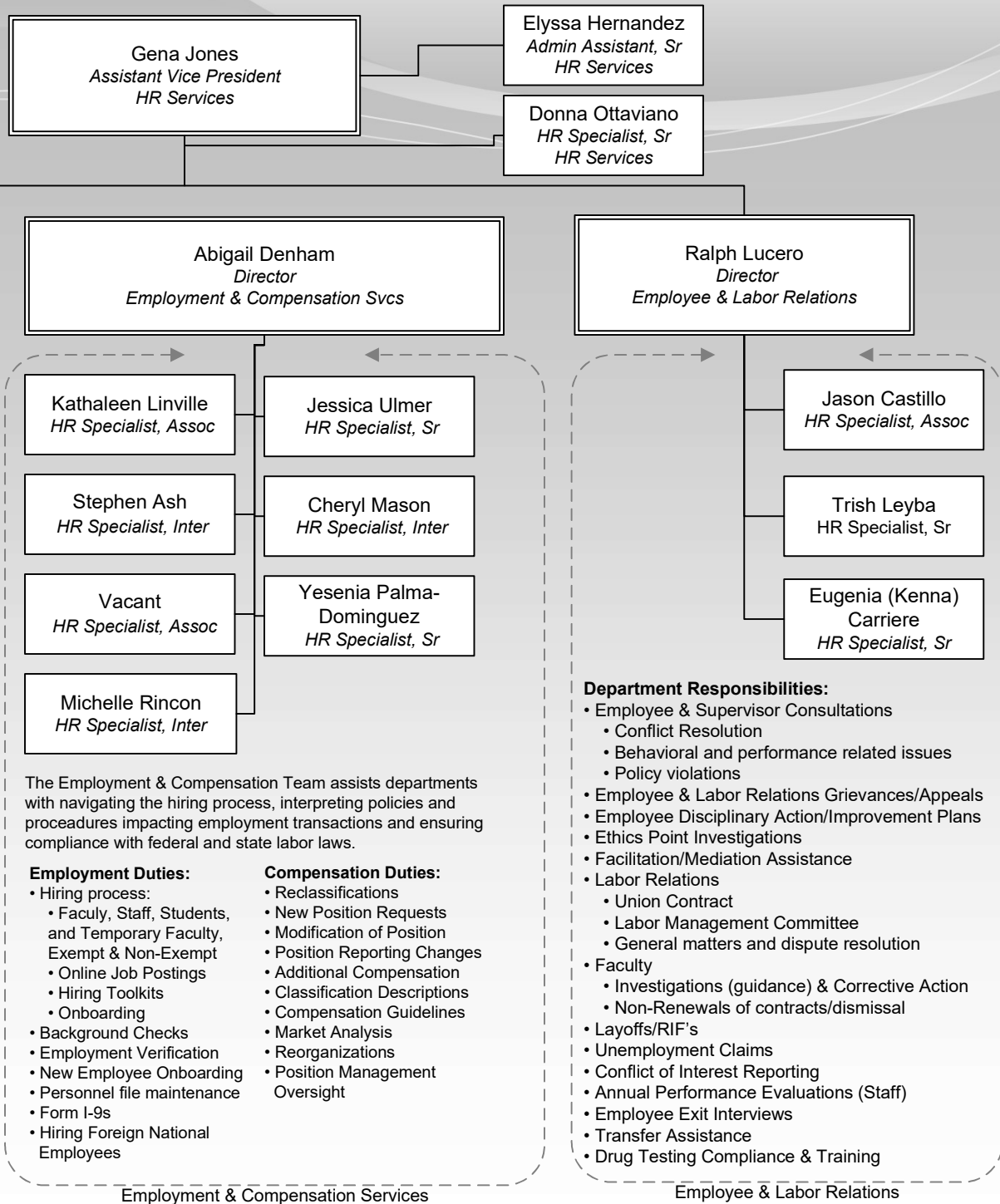
Alice Delgado
 Inter. HR Specialist

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

Benefit Services

**HR Services
Organizational Chart**

Last Updated: October 11, 2018



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