

HR Functions & Roles Matrix	Benefits & Leave Coordinator	Employee Relations Specialist	HR Clerk	HRIS	HR Manager Benefits, Leaves	HR Manager Talent Development & Performance	Talent Acquisition Partner	Talent Acquisition Assistant
48 HR RN Programs & Advance Float Pool				Amy Xiong ext 6072				
ACA Hours				Amy Xiong ext 6072				
Accomodations/Light Duty	Yajahira Castelo ext. 6042				Brooke Brown ext. 6071			
After Hour Leader HR assistance					Brooke Brown ext. 6071			
Agency Staff							Lance Rowell ext. 6079	
Attendance Occurrence Issues & Questions		Cassie Thornburg ext 6085						
Benefits [Insurance/Coverage Info/Questions/Issues]	Yajahira Castelo ext. 6042				Brooke Brown ext. 6071			
Benefit Oversight [Questions on Health Insurance Plan Policies, Retirement Plan Policies, Life and Voluntary Policies]					Brooke Brown ext. 6071			
Businessolver [Enrollments, updates/life events]	Yajahira Castelo ext. 6042				Brooke Brown ext. 6071			
Chaplaincy Operations						Colleen Wilson ext. 6077		
Coaching/Consulting		Cassie Thornburg ext 6085				Colleen Wilson ext. 6077		
Compensation Charts and Pay Grades				Amy Xiong ext 6072				
Conflict Resolution		Cassie Thornburg ext 6085						
Contingency Staff Questions and Process							Lance Rowell ext. 6079	
DISC		Cassie Thornburg ext 6085						
Disability Insurance [EDD]					Brooke Brown ext. 6071			
Disciplinary issues		Cassie Thornburg ext 6085				Colleen Wilson ext. 6077		
eLearning New Hire and Annual orientation		Cassie Thornburg ext 6085						
Employee Change Notice Process				Amy Xiong ext 6072				
Employee Files - Requesting Copies			Sam McMillan ext. 6080					
Employee Relations		Cassie Thornburg ext 6085						
Employee Survey Management and Execution						Colleen Wilson ext. 6077		
Employment Verification/Letter			Sam McMillan ext. 6080					
Evaluations (90 day and Annual)			Sam McMillan ext. 6080					
Exit Survey		Cassie Thornburg ext 6085						
HR Metrics				Amy Xiong ext 6072				

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Investigation [Internal]						Colleen Wilson ext. 6077		
Job Description - Developing a New JD						Colleen Wilson ext. 6077		
Job Description Analysis						Colleen Wilson ext. 6077		
Job Description Revisions & Signatures							Lance Rowell ext. 6079	
Just Culture		Cassie Thornburg ext 6085						
Kronos Questions [Manager Self Service]				Amy Xiong ext 6072				
Leadership Development						Colleen Wilson ext. 6077		
Leave of Absence	Yajahira Castelo ext. 6042				Brooke Brown ext. 6071			
Leave Practices and Policies					Brooke Brown ext. 6071			
License & Certifications			Sam McMillan ext. 6080					
Linked in Learning Training		Cassie Thornburg ext 6085						
Milestone Program		Cassie Thornburg ext 6085						
Name/Marital Changes			Sam McMillan ext. 6080					
New Hire Onboarding								Ericka Pruitt ext. 6036
Orientation Programs						Colleen Wilson ext. 6077		
Paid Family Leave [EDD]	Yajahira Castelo ext. 6042				Brooke Brown ext. 6071			
Per Diem Letter Process for not meeting Per Diem requirement		Cassie Thornburg ext 6085						
Performance Management						Colleen Wilson ext. 6077		
Policy and Procedure Administration & Compliance						Colleen Wilson ext. 6077		
Position Control - Post and Create New Position							Lance Rowell ext. 6079	
Recruiting [Hires & Transfers]							Lance Rowell ext. 6079	
Reports				Amy Xiong ext 6072				
Salary Administration						Colleen Wilson ext. 6077		
Sexual Harassment Prevention		Cassie Thornburg ext 6085						
Subpoena			Sam McMillan ext. 6080					
Telework							Lance Rowell ext. 6079	
Termination Process			Sam McMillan ext. 6080					

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Training and Development		Cassie Thornburg ext 6085						
Traveler/Registry Onboard and Questions							Lance Rowell ext. 6079	
Unemployment		Cassie Thornburg ext 6085						
Vendor Contract Questions						Colleen Wilson ext. 6077		
Volunteer Onboarding and Services					Brooke Brown ext. 6071			Ericka Pruitt ext. 6036
Wellness					Brooke Brown ext. 6071			