

HUMAN RESOURCES CONSULTATION/ADVISORY SERVICES

Human Resource Management Office - GP 1250
Room 3451, Federal Building, 316 N. 26th St., Billings, MT 59101 (406) 247-7696

Human Resources Office provides program administration and oversight for the Great Plains Region in the following functional areas: Position Classification, Staffing & Recruitment, Employee Development, Employee Relations, Security, Labor Relations, Pay & Leave Administration, Personnel Records & Actions, Employee Benefits, Employee Assistance Program, Wellness Program, Diversity Initiatives, Affirmative Employment Programs, and Special Emphasis Programs.

The Following Individuals Provide Consultative Services As Shown:

EMPLOYEE	EXT	TITLE & FUNCTIONS
Sue McCannel	7699	Human Resources Manager
Amber Poynter	7772	Human Resources Assistant (Info Sys) - Updates HR Intranet site; Provides Computer and Database Assistance
Cathy Schoer	7728	Human Resources Assistant (OA) - Front Desk, HR Budget, Travel Arrangements
Joan Berlinger	7767	Supv. Human Resources Specialist - Position Classification, Staffing, Recruitment, Compensation, Processing, Benefits, RLB - Sponsored SCEP Program, and Diversity
Kimberly Graham Jana Samson Sharon Robey	7768 7727 7773	Human Resources Specialist - Position Classification, Competency, Recruitment and Placement
Joyce Trusty Mary Jo Gregory Cassidy Seeman	7723 7724 7742	Human Resources Specialist - Position Classification, Recruitment, Placement and Relocation, Staffing and Diversity
Kathy Nave Renette Kaline	7725 7769 7721	Human Resources Assistants - Employee Benefits (Health, Life, Retirement, FERS, TSP), Pay Problems, Time and Attendance Systems, Worker's Compensation, Personnel Actions and Records, and Employee Orientation
Ed Zurey	7771	Supv. Human Resources Specialist - Labor Relations/Employee Relations, Employee Development, Physicals, Medical Monitoring, Drug Testing, Personnel Security, Ethics, and Special Projects
Leah Pointer	7739	Human Resources Specialist - Employee Relations and Labor Relations, Performance Evaluations and Ethics
Rodney Daughetee	7698	Human Resources Specialist - Employee Relations and Labor Relations
June Kodeski	7726	Human Resources Specialist - Training Coordination; OWCP, Developmental Programs, Student Programs, Employee Wellness, Employee Assistance Program, Probationary Supervisor Program, and Apprenticeship Program
John Vandermolen	7620	Personnel Security Specialist - Program Administration for Security and Medical Monitoring, Drug Testing and PIV program
Craig Meredith	7697	Human Resources Specialist - Special Development and Leadership Programs, Employee Orientation, Student Programs, Awards Program, RO Special Emphasis Coordinator, IDP and Mentorship Program
Jacob Lasater	7770	General Clerk (OA) and PIV Center

Organization	Primary Contact Staffing & Classification*	Assistants**	Benefits/Payroll Contact***
Regional Director's Office	Joan Berlinger	Joyce Trusty	Kathy Nave
Human Resources Office	Jana Samson	Joyce Trusty	Kathy Nave
Information Technology Services	Sharon Robey	Cassidy Seeman	Renette Kaline
Infrastructure & Engineering Services Group	Sharon Robey	Cassidy Seeman	Renette Kaline
Business Finance Group	Kimberly Graham	Mary Jo Gregory	Renette Kaline
Resource Services Group	Kimberly Graham	Mary Jo Gregory	Renette Kaline
Acquisitions & Financial Assistance Services	Sharon Robey	Cassidy Seeman	Renette Kaline
Dakotas Area Office	Kimberly Graham	Mary Jo Gregory	Renette Kaline
Eastern Colorado Area Office	Kimberly Graham	Mary Jo Gregory	Kathy Nave
Montana Area Office	Sharon Robey	Cassidy Seeman	Renette Kaline
Nebraska-Kansas Area Office	Jana Samson	Joyce Trusty	Kathy Nave
Oklahoma-Texas Area Office	Jana Samson	Joyce Trusty	Kathy Nave
Wyoming Area Office	Jana Samson	Joyce Trusty	Kathy Nave
Student Career Experience Program	Joan Berlinger	Joyce Trusty	Renette Kaline Kathy Nave

*Includes guidance on the following: SF-52 System, Pay Setting, and Career Transition Assistance including Reemployment Priority List.

**Includes status on Applications, Vacancy Announcement, and Relocation Assistance.

***Includes Awards, Technical Guidance on Time & Attendance, OWCP, Thrift Savings Plan, Health Insurance, Life Insurance, Retirements, Leave and Leave Share.