

HUMAN RESOURCES - WHO HAS THE ANSWER

HR SPECIALISTS - PRIMARY JOB DUTIES BY DEPARTMENT

REBECCA DAVIS - 2376	DENISE ESCOBAR - 2352	VICTORIA GONZALES - 2357
CAPA	Development Services	City Clerk
Law	Information Technology	City Magistrate
Mayor & Council	Law	City Manager*
Retirees	Neighborhood Resources	Community Services
	Police Department (Sworn & Civilian)	Fire
	Public Works & Utilities	Management Services
*City Manager's Office includes Airport, Buildings & Facilities & Fleet, CAPA, Cultural Development, Diversity Equity & Inclusion, Economic Development, Human Resources, Strategic Initiatives & Transportation Policy		

SUBJECT	STAFF	PHONE NUMBER
Americans with Disabilities Accommodation Requests	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Assignment Pay Changes	See HR Specialists Primary Department List Above	
Benefit Claims Issues (Health, Dental, & Vision)	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
Benefit Life Event Changes	Dee Hooker / Fernanda Acurio	480-782-2371 / 2376
Benefit Programs (Medical, Dental, Vision, Life, EAP, etc.) - Provider Relations	Fernanda Acurio / Dee Hooker	480-782-2359 / 2371
Bilingual Pay Program	Victoria Gonzales	480-782-2357
Blood Drives	Lisa Mainieri	480-782-2354
CDL - Commercial Driver Licenses	Tony Dominguez	480-782-2386
Child Support - Payroll Department	Kate Holstad / Vacant	480-782-2335 / 2319
COBRA / Retiree Insurance	Rebecca Davis	480-782-2376
Compliance Posters (Federal & State)	Sarah Meland	480-782-2358
Costing Changes - Payroll Department	Kate Holstad / Vacant	480-782-2335 / 2319
Dental Plan Changes / Eligibility	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
Direct Deposit	See HR Specialists Primary Department List Above	
DROP Program: Fire Department	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
DROP Program: Police Department	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Employee Discount Program	Dee Hooker	480-782-2371
EAP - Employee Assistance Programs	Fernanda Acurio / Dee Hooker	480-782-2359 / 2371
Employee Exit Processing	See HR Specialists Primary Department List Above	

Employee ID Cards (Badges) - Reissues	See HR Specialists Primary Department List Above	
Employee Recognition Program	Sarah Meland	480-782-2358
Employee Years of Service Recognition Program	Sarah Meland	480-782-2358
Ergonomics	Tony Dominguez / Becky Soter	480-782-2386 / 2374
Family Medical Leave (FMLA)	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Fax - HR General		480-782-2345
Fax - HR Confidential		480-782-2366
Fax - Workers' Compensation & CDL Confidential		480-782-2379
Fingerprint Program	See HR Specialists Primary Department List Above	
Fit For Duty Program	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Flex Spending Accounts (FSA) Changes / Eligibility	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
Garnishments - Payroll Department	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
Health Savings Accounts (HSA's) Changes / Eligibility	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
Human Resources Chanweb Site Maintenance	Sarah Meland	480-782-2358
Nationwide Retirement - Deferred Compensation / Post-Employment Health Plan (PEHP) - Eligibility / Contributions Changes / Plan Questions	Rebecca Davis / Fernanda Acurio	480-782-2376 / 2359
Job Fairs	Simone Benton / Angel Jimenez-Gil	480-782-2373 / 2364
Intellitime Administration - Payroll Department	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
LEAF - Talent Management System	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
Long Term Disability	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
MOU Questions	Rae Lynn Nielsen	480-782-2353
Medical Plan Changes / Eligibility	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
Mentor Program	Beth Chepelsky	480-782-2365
Merit & Special Merit Increase Processing	See HR Specialists Primary Department List Above	
Military Leave	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Name Change	See HR Specialists Primary Department List Above	
New Employee Benefit Enrollments	See HR Specialists Primary Department List Above	

New Employee Orientation	Catherine Piepenbrink / Beth Chepelsky	480-782-2367 / 2365
OnBoarding for New Hires	See HR Specialists Primary Department List Above	
ORACLE Human Resources Administration	Raudel Castanon / Denisse Ruiz	480-782-2356 / 2355
ORACLE Self-Service Assistance	See HR Specialists Primary Department List Above	
Outside Employment Authorizations	See HR Specialists Primary Department List Above	
17-3 - Pay In Lieu of Accruals (Public Safety)	See HR Specialists Primary Department List Above	
Paycheck Questions, W-2's, & copies of pay stubs	Renee Flores / Kate Holstad / Vacant	480-782-2328 / 2335 / 2319
Payroll Deductions - W-4's , AZ State A-4, Direct Deposit, Home / Auto Insurance Plan Changes	See HR Specialists Primary Department List Above	
Performance Appraisals - Procedural Assistance	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
Personnel File Web Portal Assistance	Denisse Ruiz / Raudel Castanon	480-782-2355 / 2356
Phone Allowance Payments	See HR Specialists Primary Department List Above	
Professional Development - 360-Degree Feedback	Beth Chepelsky	480-782-2365
Professional Development, Career Development & Interview Practice	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
Reclassifications	Scott Sibley / David Fairchild	480-782-2362 / 2348
Records Requests Personnel Files	See HR Specialists Primary Department List Above	
<u>Recruiting & Employee Relations:</u> Fire Information Technology Neighborhood Resources	Amanda Allen	480-782-2217
<u>Recruiting:</u> City Magistrate (Court) Development Services Management Services	Angel Jimenez-Gil	480-782-2364
<u>Employee Relations:</u> Development Services <u>Recruiting & Employee Relations:</u> Police	Bruce Henry	480-782-2382

<u>Recruiting & Employee Relations:</u> Public Works & Utilities	Charlotte Neiner	480-782-2362
<u>Recruiting & Employee Relations:</u> City Clerk Cultural Development Law	Scott Sibley	480-782-2346
<u>Recruiting:</u> Building & Facilities / Fleet Community Services	Simone Benton	480-782-2373
<u>Recruiting & Employee Relations:</u> Airport Diversity, Equity & Inclusion <u>Employee Relations:</u> City Magistrate (Court) Management Services Building & Facilities / Fleet Community Services	David Fairchild	480-782-2348
<u>Recruiting & Employee Relations:</u> City Manager's Office (CAPA, City Manager, Economic Development, Human Resources, Mayor & Council, Strategic Initiatives & Transportation Policy)	Kristin Maier	480-782-2351
Retiree Insurance Payments - Accounting	Tracy Nesbit	480-782-2325
Retiree Issues (COBRA, ASRS, etc.)	Rebecca Davis / Fernanda Acurio	480-782-2376 / 2359
Retirement Recognition Programs	Rebecca Davis / Dee Hooker / Fernanda Acurio	480-782-2376 / 2371 / 2359
Retirement System (ASRS / PSPRS) - Retirement Questions	Rebecca Davis / Fernanda Acurio	480-782-2376 / 2359
Retirement System (ASRS / PSPRS) - New Enrollment	See HR Specialists Primary Department List Above	
Retirement (ASRS / PSPRS) Pre-retirement Meetings	ASRS - Rebecca Davis PSPRS - Nichole Bombard / Destinee Martinez Peru	480-782-2376 480-782-2384 / 2372

Safety Programs & Training (Safety inspections, accident investigations, Emergency Action Plan, & Hazard Communication Program) Development Services Public Works & Utilities	Becky Soter	480-782-2374
Safety Programs and Training (Safety inspections, accident investigations, Emergency Action Plan, and Hazard Communication Program) All Departments (Except Development Services and PW&U)	Tony Dominguez	480-782-2386
Short Term Disability	Nichole Bombard / Destinee Martinez Peru	480-782-2384 / 2372
Sick Leave Conversion	See HR Specialists Primary Department List Above	
Student Internship Program	Devon Mahon	05/27/06
Team Building Tools Lending Library	Beth Chepelsky / Catherine Piepenbrink	480-782-2365 / 2367
Temporary Agency Administration	Angel Jimenez-Gil	480-782-2364
Temporary On-Call Pool	Angel Jimenez-Gil	480-782-2364
Termination Processing (Excludes Retirements)	See HR Specialists Primary Department List Above	
Training Rooms A & B	Catherine Piepenbrink / Beth Chepelsky	480-782-2367 / 2365
Tuition Reimbursement	Catherine Piepenbrink	480-782-2367
Unemployment Insurance Claims Processing	See HR Specialists Primary Department List Above	
Union Dues Deductions	See HR Specialists Primary Department List Above	
Vacation/Comp Time Payments	See HR Specialists Primary Department List Above	
Vacation Donation	Destinee Martinez Peru	480-782-2372
Vacation Use/Lose Administration	See HR Specialists Primary Department List Above	
Verification of Employment	See HR Specialists Primary Department List Above	
Vision Plan Changes / Eligibility	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
Voluntary Life Insurance / Eligibility	Dee Hooker / Rebecca Davis	480-782-2371 / 2376
Volunteer Worker Program	https://forourcitychandler.org/	480-782-4348
Wellness Programs	Lisa Mainieri / Fernanda Acurio	480-782-2354 / 2359
Work Schedule Changes - ORACLE	See HR Specialists Primary Department List Above	

Workers' Compensation Claims (Blood borne pathogens & exposure issues) Community Services Cultural Development Development Services Fire Management Services Public Works & Utilities	Destinee Martinez Peru	480-782-2372
Workers' Compensation Claims (Blood borne pathogens & exposure issues) Airport Buildings & Facilities CAPA City Clerk City Magistrate & Law City Manager Economic Development Fleet Human Resources Information Technology Mayor & Council Neighborhood Resources Police Transportation	Nichole Bombard	480-782-2384