HUMAN RESOURCES - WHO HAS THE ANSWER

HR SPECIALISTS - PRIMARY JOB DUTIES BY DEPARTMENT

ERICA BROWN - 2376	ANGEL JIMENEZ-GIL - 2364	SIMONE CLINE - 2373
City Clerk	Community Services	Information Technology
City Magistrate	Development Services	Police Department (Civilian)
City Manager	Fire	Police Department (Sworn)
Community & Public Affairs		Public Works & Utilities
Cultural Development		
Law		
Management Services		
Mayor & Council		
Neighborhood Resources		

SUBJECT	STAFF	PHONE NUMBER
Americans with Disabilities	Chair Isaasila (Nishala Daashaad	400 702 2272 / 2204
Accommodation Requests	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
Assignment Pay Changes	See HR Specialists Primary De	epartment List Above
Benefit Claims Issues	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
(Health, Dental, & Vision)	Dee Hookel / Fellialida Aculio	480-782-23717 2339
Benefit Life Event Changes	Dee Hooker / Erica Brown	480-782-2371 / 2376
Benefit Programs (Medical,		
Dental, Vision, Life, EAP, etc.) -	Fernanda Acurio / Dee Hooker	480-782-2359 / 2371
Provider Relations		
Bilingual Pay Program	Angel Jimenez-Gil	480-782-2364
Blood Drives	Lisa Mainieri	480-782-2354
CDL - Commercial Driver Licenses	Tony Dominguez	480-782-2386
Child Support - Payroll Department	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
COBRA / Retiree Insurance	Erica Brown	480-782-2376
Compliance Posters	Taraga Caniar	480-782-2358
(Federal & State)	Teresa Canjar	480-782-2358
Costing Changes - Payroll Department	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
Dental Plan Changes / Eligibility	Dee Hooker / Erica Brown	480-782-2371 / 2376
Direct Deposit	See HR Specialists Primary Department List Above	
DROP Program:	Chris Iarasik / Nishala Darshard	400 702 2272 / 2204
Fire Department	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
DROP Program:	Nichole Bombard / Chris Jarosik	480-782-2384 / 2372
Police Department		
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) -	See HR Specialists Primary Department List Above	
Reissues	See HR Specialists Primary Department List Above	
Employee Recognition Program	Teresa Canjar	480-782-2358
Employee Years of Service Recognition Program	Teresa Canjar	480-782-2358
Ergonomics	Tony Dominguez / Becky Soter	480-782-2386 / 2374
Family Medical Leave (FMLA)	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
Fax - HR General		480-782-2345
Fax - HR Confidential		480-782-2366
Fax - Workers' Compensation & CDL Confidential		480-782-2379
Fingerprint Program	Angel Jimenez-Gil / Simone Cline	480-782-2364 / 2373
Fit For Duty Program	Chris Jarosik	480-782-2372
Flex Spending Accounts (FSA)	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
Changes / Eligibility Garnishments - Payroll	Kate Holstad / Lucy Vazquez	480-782-2335 / 2319
Department (USA)		
Health Savings Accounts (HSA's)	Dee Hooker / Fernanda Acurio	480-782-2371 / 2359
Changes / Eligibility Home / Auto Insurance Plan -		
	Dee Hooker	480-782-2371
Payroll Deductions Human Resources Chanweb Site		
Maintenance	Teresa Canjar	480-782-2358
MissionSquare Retirement-		
Deferred Compensation /		
Retirement Health Savings Plan -	Erica Brown / Fernanda Acurio	480-782-2376 / 2359
Eligibility / Contributions /	Erica Brown / Terrianda / tearro	100 702 23707 2333
Changes / Plan Questions		
Job Fairs	Simone Cline / 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	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
M.O.U. Questions	Rae Lynn Nielsen	480-782-2353
Medical Plan Changes / Eligibility	Dee Hooker / Erica Brown	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	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
Name Change	See HR Specialists Primary D	epartment List Above
New Employee Benefit Enrollments	See HR Specialists Primary Department List Above	
New Employee Orientation	Catherine Piepenbrink / Beth Chepelsky	480-782-2367 / 2365

ORACLE Human Resources Administration ORACLE Self-Service Assistance Outside Employment Authorizations 17-3 - Pay In Lieu of Accruals (Public Safety) Paycheck Questions, W-2's, & copies of pay stubs Payroll Deductions - W-4's, AZ itate A-4, Direct Deposit, Home / Auto Insurance Plan Changes Performance Appraisals - Procedural Assistance Personnel File Web Portal Assistance Phone Allowance Payments Professional Development - 360-Degree Feedback Reclassifications Records Requests Personnel Files Recruiting: Law City Manager's Office (City Clerk) Cultural Development Management Services Read R Specialists Primary Department List Above 480-782-2328 / 2335 / 2319 480-782-2328 / 2335 / 2319 480-782-2328 / 2335 / 2319 480-782-2328 / 2335 / 2319 480-782-2328 / 2335 / 2319 480-782-2328 / 2335 / 2319 480-782-2365 / 2367 Personnel File Web Portal Assistance Piepenbrink 480-782-2365 / 2367 480-782-2365 / 2367 480-782-2365 / 2367 480-782-2365 / 2367 480-782-2365 / 2367 Annette Provencio 480-782-2362 / 2359 Annette Provencio 480-782-2362 / 2359 Annette Provencio 480-782-2349			
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Records Requests Personnel Files Recruiting: Law City Manager's Office (City Clerk) Cultural Development See HR Specialists Primary Department List Above Annette Provencio 480-782-2349		480-782-2365 / 2367	
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City Manager's Office (City Clerk) Cultural Development Annette Provencio 480-782-2349	Recruiting:		
(City Clerk) Cultural Development Annette Provencio 480-782-2349	Law		
Cultural Development Annette Provencio 480-782-2349	Manager's Office		
Cultural Development	(City Clerk)	400 700 00 40	
Management Services	ural Development	480-782-2349	
	agement Services		
Neighborhood Resources	_		
Employee Relations			
Recruiting:	Recruiting:		
Police Department	lice Department		
(Sworn & Civilian) Bruce Henry 480-782-2382	worn & Civilian) Bruce Henry	480-782-2382	
Development Services	elopment Services		
Employee Relations	•		
Recruiting:			
Fire	Fire		
Public Works & Utilities Simone Cline 480-782-2373	c Works & Utilities Simone Cline	480-782-2373	
Employee Relations	Jillone Chile		

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Recruiting:		
City Manager's Office		
(Buildings/Facilities & Fleet)	Angel Jimenez-Gil	480-782-2364
City Magistrate (Court)	,go. joe_ e	.00 / 02 200 .
Police Internal Specialty		
Employee Relations		
Recruiting:		
City Manager's Office	5	100 700 00 10
(Airport, Diversity, Equity &	David Fairchild	480-782-2348
Inclusion)		
Executive Recruitments Recruiting:		
City Manager's Office		
(CAPA, Human Resources,		
Stratetic Initiatives &		
Transportation Policy, City	Kristin Maier	480-782-2351
Manager's Office and Mayor &	Kristiii Walei	480-782-2331
Council)		
Economic Development		
Executive Recruitments		
Recruiting:		
Community Services		100 700 00 15
Information Technology	Scott Sibley	480-782-2346
Employee Relations		
Retiree Insurance Payments -	Tracy Nesbit	480-782-2325
Accounting	Tracy Nesbit	480-782-2323
Retiree Issues	Erica Brown / Fernanda Acurio	480-782-2376 / 2359
(COBRA, ASRS, etc.)		400 702 23707 2333
Retirement Recognition Programs	Erica Brown / Dee Hooker / Fernanda Acurio	480-782-2376 / 2371 / 2359
Retirement System (ASRS / PSPRS)		400 702 2276 / 2272 / 2272
Retirement Questions	Fernanda Acurio	480-782-2376 / 2372 / 2359
Retirement System (ASRS / PSPRS)	Coo LID Coocialists Drimany Donartment List Above	
New Enrollment	See HR Specialists Primary Department List Above	
Retirement (ASRS / PSPRS)	ASRS - Erica Brown	480-782-2376
Pre-retirement Meetings	PSPRS - Nichole Bombard /	480-782-2384 / 2372
	Chris Jarosik	-00 / 02 230 1 / 23/2
Safety Programs & Training (Safety		
inspections, accident		
investigations, Emergency Action		
Plan, & Hazard Communication	Becky Soter	480-782-2374
Program)		
Development Services		
Public Works & Utilities		

Safety Programs and Training		
(Safety inspections, accident		
investigations, Emergency Action		
Plan, and Hazard Communication		
Program)	Tony Dominguez	480-782-2386
All Departments		
(Except Development Services and		
PW&U) Short Term Disability	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
Sick Leave Conversion	See HR Specialists Primary De	
Student Internship Program	Devon Mahon	05-27-06
Team Building Tools Lending	Beth Chepelsky / Catherine	03-27-00
Library	Piepenbrink	480-782-2365 / 2367
Temporary Agency Administration	Scott Sibley	480-782-2346
Temporary On-Call Pool	Scott Sibley	480-782-2346
Termination Processing	Scott Sibley	400-702-2340
(Excludes Retirements)	See HR Specialists Primary De	epartment List Above
	Catherine Piepenbrink / Beth	
Training Rooms A & B	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 Do	epartment List Above
Vacation/Comp Time Payments	See HR Specialists Primary Do	•
Vacation Donation	Chris Jarosik	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 / Erica Brown	480-782-2371 / 2376
Voluntary Life Insurance / Eligibility	Dee Hooker / Erica Brown	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 Affairs	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
Development Services	-	
Fire		
Management Services		
Public Works & Utilities		

workers compensation ciaims		
(Blood borne pathogens &		
exposure issues)		
Airport		
Buildings & Facilities		
САРА		
City Clerk		
City Magistrate & Law		
City Manager	Nichole Bombard / Chris Jarosik	480-782-2384 / 2372
Economic Development		
Fleet		
Human Resources		
Information Technology		
Mayor & Council		
Neighborhood Resources		
Police		
Transportation		