

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 Accommodation Requests	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
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 / Erica Brown	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	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 (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: Fire Department	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
DROP Program: Police Department	Nichole Bombard / Chris Jarosik	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	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) 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
Home / Auto Insurance Plan - Payroll Deductions	Dee Hooker	480-782-2371
Human Resources Chanweb Site Maintenance	Teresa Canjar	480-782-2358
MissionSquare Retirement-Deferred Compensation / Retirement Health Savings Plan - Eligibility / Contributions / Changes / Plan Questions	Erica Brown / Fernanda Acurio	480-782-2376 / 2359
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 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 / Lucy Vazquez	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	Andrea Gillmore / Fernanda Acurio	480-782-2362 / 2359
Records Requests Personnel Files	See HR Specialists Primary Department List Above	
Recruiting: Law City Manager's Office (City Clerk) Cultural Development Management Services Neighborhood Resources Employee Relations	Annette Provencio	480-782-2349
Recruiting: Police Department (Sworn & Civilian) Development Services Employee Relations	Bruce Henry	480-782-2382
Recruiting: Fire Public Works & Utilities Employee Relations	Simone Cline	480-782-2373

Recruiting: City Manager's Office (Buildings/Facilities & Fleet) City Magistrate (Court) Police Internal Specialty Employee Relations	Angel Jimenez-Gil	480-782-2364
Recruiting: City Manager's Office (Airport, Diversity, Equity & Inclusion) Executive Recruitments	David Fairchild	480-782-2348
Recruiting: City Manager's Office (CAPA, Human Resources, Strategic Initiatives & Transportation Policy, City Manager's Office and Mayor & Council) Economic Development Executive Recruitments	Kristin Maier	480-782-2351
Recruiting: Community Services Information Technology Employee Relations	Scott Sibley	480-782-2346
Retiree Insurance Payments - Accounting	Tracy Nesbit	480-782-2325
Retiree Issues (COBRA, ASRS, etc.)	Erica Brown / Fernanda Acurio	480-782-2376 / 2359
Retirement Recognition Programs	Erica Brown / Dee Hooker / Fernanda Acurio	480-782-2376 / 2371 / 2359
Retirement System (ASRS / PSPRS) - Retirement Questions	Erica Brown / Chris Jarosik / Fernanda Acurio	480-782-2376 / 2372 / 2359
Retirement System (ASRS / PSPRS) - New Enrollment	See HR Specialists Primary Department List Above	
Retirement (ASRS / PSPRS) Pre-retirement Meetings	ASRS - Erica Brown PSPRS - Nichole Bombard / Chris Jarosik	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	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384
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	Scott Sibley	480-782-2346
Temporary On-Call Pool	Scott Sibley	480-782-2346
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	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 Development Services Fire Management Services Public Works & Utilities	Chris Jarosik / Nichole Bombard	480-782-2372 / 2384

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	<p>Nichole Bombard / Chris Jarosik</p>	<p>480-782-2384 / 2372</p>
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