

HUMAN RESOURCES DEPARTMENT INTERNAL CONTACTS

EMPLOYEE RELATIONS (Tamara J. Williamson, PHR, Director 871-5210/TammyW@cityofpsl.com)

Question regarding:	Contact	Extension	
American with Disabilities Act (ADA)	Susan Williams, HR Manager	871-5207	SWilliams@cityofpsl.com
Appointment with the HR Director	Natalie Cabrera, HR Technician	344-4369	NCabrera@cityofpsl.com
Employee Evaluations	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
Fit for Duty Investigations	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
	Susan Williams, HR Manager	871-5207	SWilliams@cityofpsl.com
Grievance Procedure	Natalie Cabrera, HR Technician	344-4369	NCabrera@cityofpsl.com
Harassment Complaints	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
Labor Relations & Union Contract Clarification	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
	Susan Williams, HR Manager	871-5207	SWilliams@cityofpsl.com
Personnel Records Management	Susan Williams, HR Manager or	871-5207	SWilliams@cityofpsl.com
	Christy Freeman, Admin. Secretary	807-4428	CMFreeman@cityofpsl.com
Public Records Request/Records Retention	Julie Woodall, Records Spclst.	344-4397	JulieW@cityofpsl.com
Service Awards/Bonus Program	Natalie Cabrera, HR Technician	344-4369	NCabrera@cityofpsl.com

EMPLOYEE BENEFITS (Sharon Pack, Assistant Director 871-5208/SharonP@cityofpsl.com)

Question regarding:	Contact	Extension	
COBRA compliance	Sharon Pack, Assistant Director or	871-5208	SharonP@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
Deffered Compensation (457 or 401A Plan)	Sharon Pack, Assistant Director or	871-5208	SharonP@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
EAP Referrals	Sharon Pack, Assistant Director	871-5208	SharonP@cityofpsl.com
Employee Insurance (Medical, Dental, Life, Vision)	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
Family & Medical Leave Act (FMLA)	Susan Williams, HR Manager or	871-5207	SWilliams@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
Final Pay Deferral	Sharon Pack, Assistant Director or	871-5208	SharonP@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
Health Fair	Sharon Pack, Assistant Director	871-5208	SharonP@cityofpsl.com
ICMA Appointments	Kathy Campbell, Office Assistant	344-4335	Kcampbell@cityofpsl.com
Roth IRA	Sharon Pack, Assistant Director or	871-5208	SharonP@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com
Short Term/Long Term Disability	Sharon Pack, Assistant Director or	871-5208	SharonP@cityofpsl.com
	Claudia McCaskill, Acting Ben. Coord.	344-4081	CMcCaskill@cityofpsl.com

ADDITIONAL EMPLOYEE BENEFITS (Tamara Williamons, Director 871-5207/TammyW@cityofpsl.com)

Question regarding:	Contact	Extension	
Employee Internet Site	Susan Williams, HR Manager	871-5207	SWilliams@cityofpsl.com
Training & Development	Natalie Cabrera, HR Technician	344-4369	NCabrera@cityofpsl.com
Tuition Reimbursement	Susan Skinner, Admin. Secretary	344-4210	SSkinner@cityofpsl.com
Wellness Program	HR Team	344-4335	
Weight Watchers/Jenny Craig	Natalie Cabrera, HR Technician	344-4369	NCabrera@cityofpsl.com

CLASSIFICATION & COMPENSATION (Tamara Williamson, PHR, Director 871-5210/TammyW@cityofpsl.com)

Question regarding:	Contact	Extension	
Departmental Reorganization Studies	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
Job Description Development & Modification	Susan Williams, HR Mgr. or	871-5208	SWilliams@cityofpsl.com
	Natalie Cabrera, Admin. Asst.	344-4369	NCabrera@cityofpsl.com
Pay Plan/Classification System Administration	Susan Williams, HR Manager	871-5208	SWilliams@cityofpsl.com
Position Audits & Reclassification Studies	Tamara Williamson, Director	871-5210	TammyW@cityofpsl.com
Salary Surveys	Susan Williams, HR Manager	871-5208	SWilliams@cityofpsl.com

RECRUITMENT/EMPLOYMENT (Tamara Williamson, PHR, Director 871-5210/TammyW@cityofpsl.com)

Question regarding:	Contact	Extension	
Applicant Inquiries	Donna Sturgeon, Cust. Svc. Ldr. Or	344-3225	DonnaS@cityofpsl.com
Submit Application	JoAnn Rodriguez, Cust. Svc. Spclst.		JRodriguez@cityofpsl.com
New Hire Paperwork	Christy Freeman, Admin. Secretary	807-4428	CMFreeman@cityofpsl.com
Post-offer employment physicals			
Personnel Request Forms (PRF)			
New Hire Orientation			
Employment Advertisements/Announcements	Lisa Mochan, Recruitment Coord.	344-4345	LMochan@cityofpsl.com
Employment Agreements			
Job Postings			
Weighted Applications			
Offers of Employment			
Background/Reference Checks			
Summer Intern Program			
Temporary Employee Pool			
Summer Youth Workers			
Job Fair			
Job Line			

DEPARTMENTAL FUNCTIONS (Tamara Williamson, PHR, Director 871-5210/TammyW@cityofpsl.com)			
Question regarding:	Contact	Extension	
Department Budget/Purchasing/Payroll Temp. Pool Payroll	Susan Skinner, Admin. Secretary	344-4210	SSkinner@cityofpsl.com
Employee/Address Changes Direct Deposit ID Badges HR Training Room - Reservations	Kathy Campbell, Office Assistant	344-4335	KCampbell@cityofpsl.com
Building "A" PA System City Switchboard	Donna Sturgeon, Cust. Svc. Ldr. JoAnn Rodriguez, Cust. Svc. Spclst.	344-3225	DonnaS@cityofpsl.com JRodriguez@cityofpsl.com