

# Human Resources Staff Assignments

**HENIE RING**  
**Personnel Analyst**

X2533

**LESLIE**  
**McCORMICK WILSON**  
**Personnel Analyst**

x2513

**ALLISON PICARD**  
**Director**

x2512

<b><u>Departments:</u></b>	Agricultural Commissioner Behavioral Health Community Development Cooperative Extension Fire First Five Health Services Human Services Public Works *Kings Area Rural Transit *Kings County Assn of Govts. *In-Home Supportive Svcs.	Administration Assessor-Clerk Recorder Board of Supervisors Child Support Services County Counsel District Attorney Finance Information Technology Job Training Office Library Probation Sheriff Veteran's Services/PG	
<b><u>Negotiations and bargaining units:</u></b>	Fire SEIU (general)	Deputy Sheriff's Prosecutors Detentions	IHSS Unrepresented Management
<b><u>Other Program Responsibilities:</u></b> <b>(Lead Staff person)</b>	<ul style="list-style-type: none"> <li>•Pre-employment and other drug testing</li> <li>•Pre-employment medicals/accommodations</li> <li>•Sexual harassment training (mandatory supervisors)</li> </ul>	<ul style="list-style-type: none"> <li>•Fair Labor Standards Act</li> <li>•Family Medical Leave Act</li> <li>•Layoff process</li> <li>•Vacation donations</li> <li>•Bilingual Pay</li> <li>•Military Benefits</li> </ul>	<ul style="list-style-type: none"> <li>•Deferred Comp. program</li> <li>•Employee Assistance program</li> <li>•Health Insurance Committee</li> <li>•Equal Employment Opportunity Commission</li> </ul>
<b><u>All Analysts responsible for:</u></b>	<b>FMLA/ Classification and Pay Studies Disciplines/Grievances/ADA Appeals/Investigations</b>		

**Kelley Mattos**  
**Personnel Technician**

x2514

**Carolyn Leist**  
**Personnel Technician**

x4996

**Lisa Atilano**  
**Personnel Assistant**

x2510

<b><u>Assignments:</u></b>	<ul style="list-style-type: none"> <li>•PAYROLL (Odd Pay Periods) Incl: Transfers, reinstatements</li> <li>•Recruitments</li> <li>•Vacation Donations and bilingual pay</li> <li>•Annual Employee Awards</li> <li>•Inside Kings HR Website</li> <li>•Front Desk Coverage</li> </ul>	<ul style="list-style-type: none"> <li>•PAYROLL (Even Pay Periods) Incl: Transfers, reinstatements</li> <li>•Recruitments</li> <li>•Vacation Donations and bilingual pay</li> <li>•Qrtly. County Newsletter</li> <li>•Outside HR Website</li> <li>•Front Desk Coverage</li> </ul>	<ul style="list-style-type: none"> <li>•Recruitment data entry/notices</li> <li>•Oral board set up/Certify lists</li> <li>•Forms/Filing/mail/Ads</li> <li>•Reception/phones</li> <li>•Dept. clerical support</li> <li>•Pay dept. bills/claims</li> </ul>
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