

Human Resources Staff Assignments

HR DIRECTOR: Leslie McCormick Wilson Oversees All HR Functions and Department Assignments	Extension 2512
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Henie Ring
Personnel Analyst
 x2533

Carolyn Leist
Personnel Analyst
 x4996

Kelley Mattos
Personnel Analyst
 x2513

Department Assignments:	Administration Board of Supervisors Community Development District Attorney Fire Human Services Agency Probation Sheriff	Agricultural Commissioner Assessor-Clerk Recorder Behavioral Health Child Support Services Cooperative Extension County Counsel Finance Information Technology Job Training Office Library Public Health Public Works Veteran's Services/PG	Kings Area Rural Transit * Kings County Assn of Govts. * In-Home Supportive Svcs. * Cal Vans * * Not County depts.
Negotiations and Bargaining Units:	General Deputy Sheriffs Probation Detentions Fire	Blue Collar IHSS Prosecutors Supervisors	
Other Program Responsibilities: (Lead Staff person)	Pre-employment medicals Drug Testing (All Other) Layoffs EEO Training	Sexual Harassment Training DOT Drug Testing/Training PAB Coordination Brown Bag Leadership	Continuing Education
All Analysts:	FMLA/CFRA and other leaves/ FLSA/Classification and Pay Studies Disciplines/Grievances/ADA/Accommodation Appeals/Investigations/Vacation donations/Bilingual Pay testing		

Personnel Technicians

Melissa Avalos, Sarah Poots & Daniela Stokes

Personnel Assistants

Lisa Atilano & Joyce Bailey

<ul style="list-style-type: none"> •Personnel Actions i.e. Hires, Pay Changes, Transfers, Reinstatements & Separations •Position Control •Personnel Records •Salary Resolution •Front Desk Back-up •Vacation Donations •Bilingual Pay •Drug Screen Results 	<ul style="list-style-type: none"> •Recruitments •Eligible list certification •Annual Employee Awards •Education Reimbursement •Suggestion Program •ALL HR Websites 	<ul style="list-style-type: none"> •Main Reception •Secretarial duties •Department clerical support •Budget Support •Pay bills and claims •Forms/filing •Mail •Recruitment clerical support •Oral Board/meeting set up •Eligible list - 1st certification •Drug Screen Schedule
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HR Main Reception: 852-2510