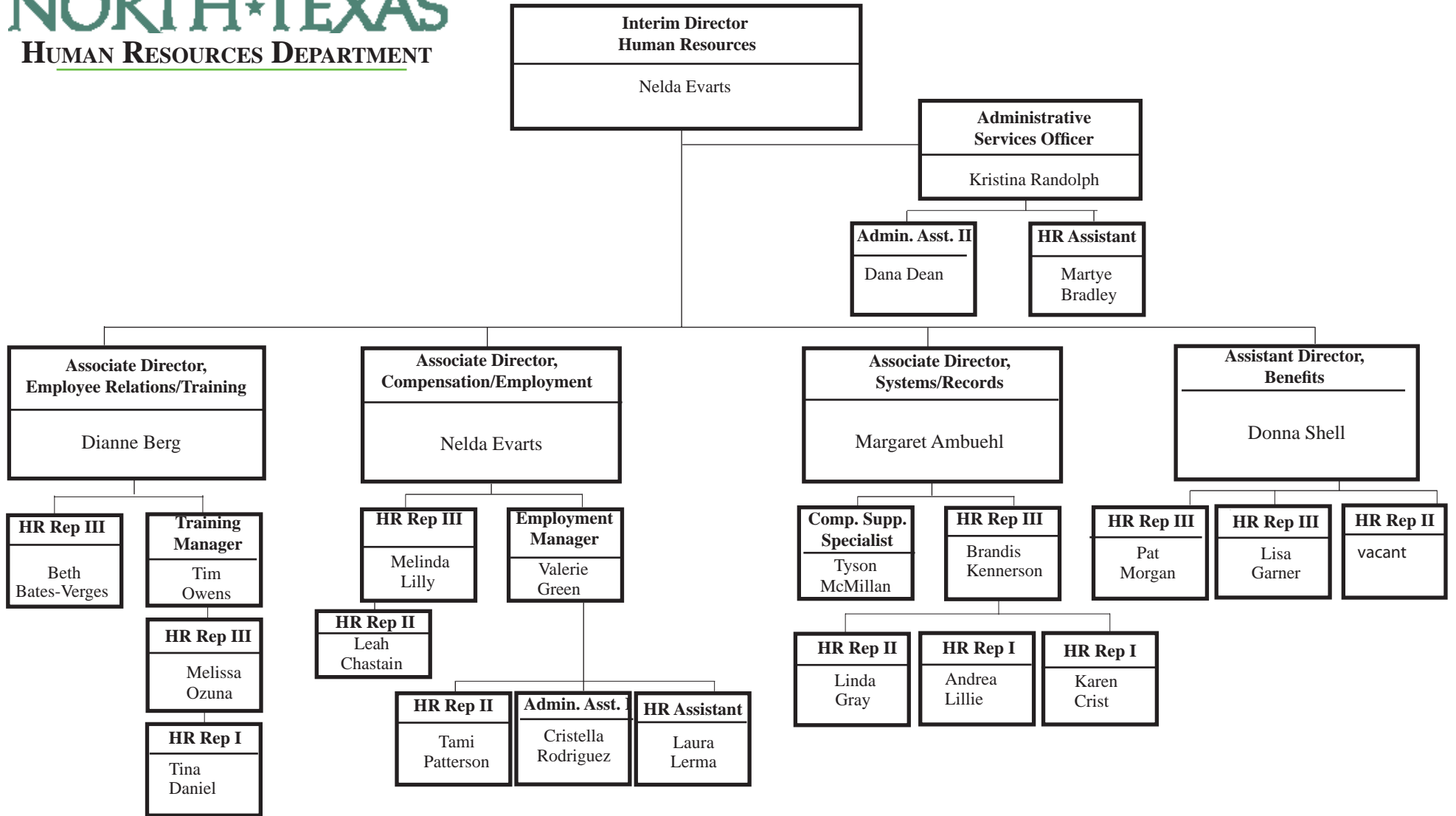


**UNIVERSITY OF  
NORTH TEXAS™**  
**HUMAN RESOURCES DEPARTMENT**



Administration

Phone Number 565-4363

**Interim Director of Human Resources** - Nelda Evarts

- HR Department Staff Development & Administration
- HR Policies and Procedures Development Administration
- HR Department Budget, Programs & Systems Administration
- Human Resource Management Information System

**Administrative Services Officer** - Kristina Randolph

- Office Manager/Administrative Assistance
- Departmental Records and Budget Administration
- Special Events Programs
- Human Resources Newsletter and Web Design/Maintenance

**Administrative Assistant II** - Dana Dean

- Secretarial Assistance/Department Records Administration (i.e. Payroll, Time Reporting, Travel, Purchasing, etc.)
- Purchasing Service and Materials Acquisition & Office Supplies
- Assists Compensation with HRM forms

**Human Resources Assistant** - Martye Bradley

- Receptionist for Front Office Area
- General Administrative Support
- Staff Development Program data input and monitoring

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Employee Relations/Training

Phone Number 565-4246

**Associate Director, Employee Relations/Training** - Dianne Berg

- Employee Relations and HR policy development
- Employee Assistance Program
- Coordination of ADR Program
- Training & Development Programs/Departmental Consultation
- National Coalition Building Institute (NCBI)

**University Training Manager** - Tim Owens

- Training and Development/Departmental Consultation
- New Faculty/Staff Orientation
- Service Advantage Program

**HR Representative III** - Beth Bates-Verges

- Employee Relations and ADR Program Assistance
- Employee Assistance Program Support
- National Coalition Building Institute (NCBI)

**HR Representative III**- Melissa Ozuna

- TIPS
- Training and Development
- New Faculty Staff Orientation
- Staff Contribution Awards Program

**Human Representative I** - Tina Daniel

- Training Program Scheduling/Records
- Soaring Eagles Program

Compensation

Phone Number 565-4245

**Associate Director, Comp/Employment/Records** - Nelda Evarts

- Compensation Administration & Research
- Employment Administration
- Staff Development Program
- HR Department Policy Research & Development
- Star Performers Program

**HR Representative III** - Melinda Lilly

- Compensation Research/Web Site Design
- Payroll Authorizations
- Wage & Salary Surveys
- Staff Development Program

**HR Representative III** - Leah Chastain

- Payroll Authorizations
- Wage & Salary Surveys

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Benefits

Phone Number 565-4250

**Assistant Director, Benefits** - Donna Shell

- Employee Group Insurance and Flexible Benefits Programs
- Retirement and Tax Deferred Account Programs
- New Faculty, Staff and Graduate Student Orientations and Enrollment Procedures
- Pre-Retirement Counseling and Retirement Exit Meetings

**HR Representative III** - Pat Morgan

- Benefits Accounting, Premium Billing and Collections
- Premium Payment Reconciliation & Cross-File Audits/Error Reports
- UNT Benefit Data Base Maintenance
- Retirement and Tax Deferred Accts.

**HR Representative III** - Lisa Garner

- New Faculty/Staff Orientation Benefits Program, Exit Meetings
- Unemployment Compensation Claims Reviews
- Web Site Design/Maintenance
- Insurance Counseling

**HR Representative II** - Vacant

- Retiree Services Coordinator
- Insurance Eligibility Notification
- Insurance and Retirement Plans, Counseling and Assistance
- Exit Meetings

Employment

Phone Number 565-4240

**Employment Manager** - Valerie Green

- Employment Program Supervision and Coordination
- Employment Counseling /Screening Applicants
- Coordination of Advertisement (external and electronic)
- Criminal History Processing
- Departmental Referrals

**Human Resources Representative II** - Tami Patterson

- Employment Opportunities Bulletin & Web Site Design
- Administrative Assistance
- Maintenance of Applicant Tracking System

**Administrative Assistant I** - Cristella Rodriguez

- Receipt of Screening Applicants and Departmental Referrals
- References
- Transcripts

**Human Resources Assistant** - Laura Lerma

- Employment Receptionist
- Maintenance of Applicant Tracking System
- System Screening Applicants

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Records/Systems

Phone Number 565-4249

**Associate Director, Systems and Records** - Margaret Ambuehl

- Records/Leave Administration
- HR Systems: LAN and HRMIS/PeoplSoft
- Web Site Design/ Maintenance/Coordination
- Employment Activity and Other HR Records Reports

**HR Representative III** - Brandis Kennerson

- Record Supervision
- Return to Work Coordination
- FMLA & Sick Pool Coordination
- Ad Hoc Reporting

**HR Representative II** - Linda Gray

- Maintenance of HR Files/Vac/Sick Leave /Employee Data
- Records Imaging
- Prior State Service
- Data Entry

**Human Resources Rep I** - Karen Crist

- Dual Employment Coordination
- I-9 monitoring
- Selective Service Coordination
- Star Performer Data Entry

**Human Resources Rep I** - Andrea Lillie

- Data Entry
- Employment verifications
- Assist with FMLA and Sick Leave Pool

**Computer Support Specialist** - Tyson McMillian

- PC Troubleshooting
- Website maintenance/design/coordination/statistics
- Presentation Equipment - Reservation and Setup