**Consulting**

Advise managers regarding human resources matters:

- Recruitment, hiring, and onboarding
- Compensation and classification
- Conflict management, change management, and workplace issues
- Performance management, ranging from expectation setting, development, and coaching/discipline
- Rewards and recognition
- Interpretation and application of employment-related laws and regulations and University policies, rules, and labor contracts
- Assist with planning and implementing organizational design and process improvement initiatives

Serve as a confidential source of information for employees on human resources-related programs and other University resources

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**Systems Management**

**HRMS Specialist**

Cecilia Colizza  
626-2075  
SPH-hr@umn.edu

- Position management
- Background checks
- Appointment entry and updates
- Performance review system and processes
- Qualtrics surveys
- Time and Absence Administration
- Payroll Distribution (school-wide units)

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**Assistant Director**

Tracey Kane  
626-8861  
kane@umn.edu

Primary HR contact for:
- Biostatistics
- Health Policy and Management
- School-wide Units

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**HR Consultant**

TBD  
626-9266  
mbelisle@umn.edu

Primary HR contact for:
- Environmental Health Sciences
- Epidemiology and Community Health
- School-wide Units

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**Chief of Staff**

Susan Rafferty  
624-7196  
raffe005@umn.edu

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**Data and Reporting**

**HR Data and Reporting Lead**

Sonya Johnson  
624-3193  
SPH-hr@umn.edu

- Data Integrity and Assurance
- Metrics
- Employment verification
- Records Retention
- Leaves of absence (e.g., FMLA)
- Workers’ compensation contact
- Departing employees
- Unemployment claims contact
- Wellbeing Advocate

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**JUNE 2018**