



Data and Reporting

HR Data and Reporting Lead 624-3193
Sonya Johnson 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

Systems Management

HRMS Specialist 626-2075
Cecilia Colizza 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)

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

Assistant Director
Tracey Kane

626-8861
kane@umn.edu

Primary HR contact for:

- Biostatistics
- Health Policy and Management
- School-wide Units

HR Consultant
Stacey Samson

626-9266
sams0030@umn.edu

Primary HR contact for:

- Environmental Health Sciences
- Epidemiology and Community Health
- School-wide Units

Chief of Staff
Susan Rafferty

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