

Not sure who to call? Start with our HR Secretaries, they can help!

Jeanie Walker, HR Secretary - Employment
JWalker@co.genesee.mi.us
(Joyce Walker in Outlook)
Duties include:
Clerical support for employment-related activities and general HR office duties.

810 424-4366
Ext. 2306 for internal calls

Pandora Nash, HR Secretary - Benefits
PNash@co.genesee.mi.us
Duties include:
Clerical support for the benefits office and general HR office duties.

810 766-6576
Ext. 2300 for internal calls

Benefits

Barbara LaRose, HR Rep
Benefits Administration
BLarose@co.genesee.mi.us

810 237-6120
Ext. 6120 for internal calls

Duties include:
Administers all aspects of health and welfare benefits; health, life, disability, FMLA, etc.

Employment or Contractual Questions

Duwana Ragland, HR Rep
Talent Acquisition/Contract Administration
DRagland@co.genesee.mi.us

810 424-4362
Ext. 2302 for internal calls

Duties include: Manages hiring process, administers contractual programs, answers contract questions for: **POAM, 916.05, 916.06, 496.02, 496.10, Jud Adm Secretaries and Non Union**

Danielle Wenzel, HR Rep
Talent Acquisition/Contract Administration
DWenzel@co.genesee.mi.us

810 424-4362
Ext. 230 for internal calls

Duties include: Manages hiring process, administers contractual programs, answers contract questions for: **496.00, 496.01, 496.03, 916, 01, 02, 03, 04, 08, 09, 10, PCOA, Teamsters Parks & FOC**

Training & Professional Development

Amy Alexander, Organizational Development Coordinator 810 766-6578
AAlexander@co.genesee.mi.us Ext. 6578 for internal calls

Duties include:

Developing, presenting trainings, identifying outside training sources, compliance resource

Payroll, ACA, General HR Questions

Rita Schubert, HR Coordinator 810 257-3235
RSchubert@co.genesee.mi.us Ext. 3235 for internal calls

Duties include:

ACA tracking reporting, coordinating HR functions, payroll, project lead in program implementations

HR/LR Administration

Anita Galajda, Director 810 424-4365
AGalajda@co.genesee.mi.us Ext. 2305 for internal calls

Overall administration of Human Resources and Labor Relations functions