

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

Barb LaRose, HR Secretary - Benefits

BLarose@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

Dianna Robinson, HR Rep

Benefits Administration

DRobinson@co.genesee.mi.us

Duties include:

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

810 237-6120

Ext. 6120 for internal calls

Employment or Contractual Questions

Duwana Ragland, HR Rep

Talent Acquisition/Contract Administration

DRagland@co.genesee.mi.us

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**

810 424-4362

Ext. 2302 for internal calls

Danielle Wenzel, HR Rep

Talent Acquisition/Contract Administration

DWenzel@co.genesee.mi.us

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**

810 424-4362

Ext. 230 for internal calls

Payroll, ACA, General HR Questions

Rita Schubert, HR Coordinator
RSchubert@co.genesee.mi.us

810 257-3235
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
AGalajda@co.genesee.mi.us

810 424-4365
Ext. 2305 for internal calls

Overall administration of Human Resources and Labor Relations functions