

Anita Galajda, Director  
[AGalajda@co.genesee.mi.us](mailto:AGalajda@co.genesee.mi.us)

810 424-4365  
Ext. 2305 for internal calls

Overall administration of Human Resources and Labor Relations functions

Rita Schubert, HR Coordinator  
[RSchubert@co.genesee.mi.us](mailto: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

Amy Alexander, Organizational Development Coordinator  
[AAlexander@co.genesee.mi.us](mailto:AAlexander@co.genesee.mi.us)

810 766-6578  
Ext. 6578 for internal calls

Duties include:

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

Duwana Ragland, HR Rep  
Talent Acquisition/Contract Administration  
[DRagland@co.genesee.mi.us](mailto:DRagland@co.genesee.mi.us)

810 424-4362  
Ext. 2302 for internal calls

Duties include:

Manages hiring process, administers contractual programs, answers contract questions.

Jennifer Draheim, HR Rep  
Benefits Administration  
[JDraheim@co.genesee.mi.us](mailto:JDraheim@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.

Jeanie Walker, HR Secretary - Employment  
[JWalker@co.genesee.mi.us](mailto:JWalker@co.genesee.mi.us)

810 424-4366  
Ext. 2306 for internal calls

(Joyce Walker in Outlook)

Duties include:

Clerical support for employment-related activities and general HR office duties.

Barbara LaRose, HR Secretary - Benefits  
[BLarose@co.genesee.mi.us](mailto:BLarose@co.genesee.mi.us)

810 766-6576  
Ext. 2300 for internal calls

Duties include:

Clerical support for the benefits office and general HR office duties.