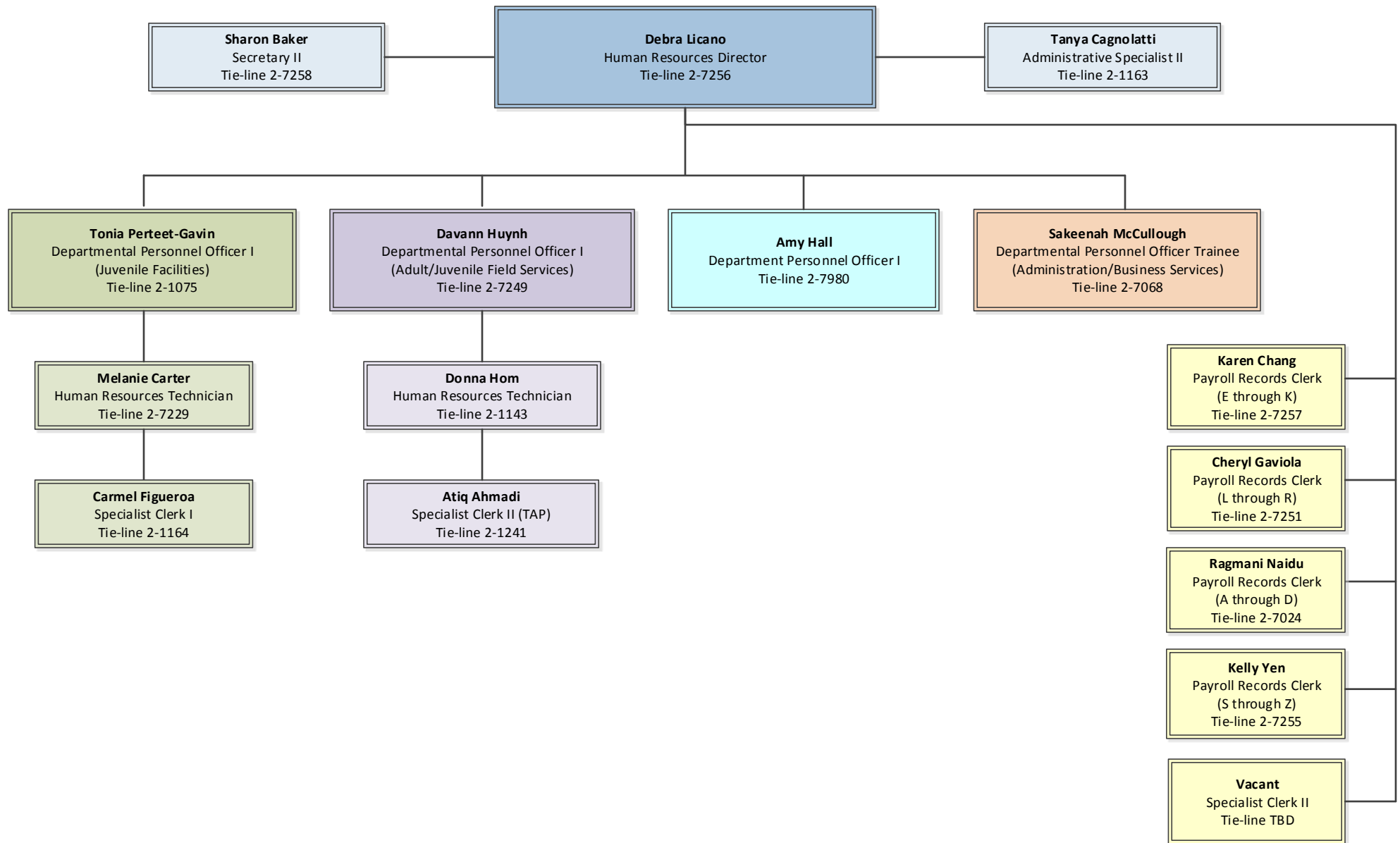


Alameda County Probation Department
OFFICE OF HUMAN RESOURCES



December 2016

Debra Licano, Human Resources Director, 268-(2)7256: Plans, organizes, and directs the Department's personnel programs. Provides personnel advice and consultation to Department management.

Amy Hall, Departmental Personnel Officer I, 268-(2)7980: Human Resources business partner assigned to assist employees with personnel related matters. Promotes positive working relationships internally and assists outside stakeholders. ADA/Diversity Coordinator. Conducts EEO based employment investigations and coordinates the Department's onboarding of new hires for their first year of employment, New Employee Orientations (NEOs), New Supervisor's Promotion Training Academies (NSPTA), and performs special projects, as needed.

Davann Huynh, Departmental Personnel Officer I, 268-(2)7249 – Adult/Juvenile Field Services: Human Resources business partner assigned to oversee all personnel related matters. ADA/Diversity Coordinator. Promotes positive working relationships internally and assists outside stakeholders. Interprets MOUs, Salary Ordinance, Administrative Code, Department policies and procedures. May perform investigations. Human Resources representative at Labor Management Team (LMT) meetings, contract negotiations, meet and confer sessions with ACMEA and ACMEA Probation Managers 075, SEIU and Teamsters.

Tonia Perteet-Gavin, Departmental Personnel Officer I, 208-(2)1075 – Juvenile Facilities Division: Human Resources business partner assigned to oversee all personnel related matters. ADA/Diversity Coordinator. Promotes positive working relationships internally and assists outside stakeholders. Interprets MOUs, Salary Ordinance, Administrative Code, Department policies and procedures. May perform investigations. Human Resources representative at Labor Management Team (LMT) meetings, contract negotiations, meet and confer sessions with ACMEA Probation Managers 075 and PPOA.

Sakeenah McCullough, Departmental Personnel Officer Trainee, 268-(2)7068 – Administrative/Business Services Divisions: Assists with all personnel related matters including interpreting MOUs, Salary Ordinance, Administrative Code, Departmental policies and procedures. ADA/Diversity Coordinator. Prepares annual Affirmative Action Plan. Promotes positive working relationships internally and may assist outside stakeholders. Assists with the payroll function. Designated as the Department's Health and Wellness Coordinator. Performs special projects and other duties as assigned.

Tanya Cagnolatti, Administrative Specialist II, 208-(2)1163: Coordinates employee performance evaluation program. Reviews performance evaluations for legal compliance. Human Resources representative at unemployment insurance hearings. Completes employment references. Prepares data driven statistical reports. Prepares annual workforce statistics for DOJ. Prepares EF-5s. ADA/Diversity Coordinator. Facilitates Safety Committee meetings. Designated as the Department's Ergonomics Coordinator. Performs special projects and other duties as assigned.

Sharon Baker, Secretary II, 268-(2)7258: Composes confidential correspondence, screens telephone calls, enrolls OHR staff in annual trainings, takes/transcribes meeting minutes and confidential investigations, maintains confidential records. Coordinates annual Service Awards reception. Receives and responds to subpoenas. Relieves management staff of administrative details, reviews and approves PTNs. Performs special projects and other duties as assigned.

Donna Hom, Human Resources Technician, 208-(2)1143 - Adult/Juvenile Field Services and Administrative/Business Services Divisions: Assists with preparing and processing all personnel related paperwork including flex promotions. May attend community recruitment functions. Assembles interview panels and monitors Departmental hiring interviews. Designated as TAP Coordinator. Synchronizes onboarding of new hires. Maintains position control and prepares related staffing reports. Performs special projects and other duties as assigned.

Melanie Carter, Human Resources Technician, 268-(2)7229 - Juvenile Facilities Division: Assists with preparing and processing all personnel related paperwork including flex promotions. Organizes recruitment outreach efforts and attends community recruitment functions. Assembles interview panels and monitors Departmental hiring interviews. Synchronizes onboarding of new hires. Maintains position control and prepares related staffing reports. Performs special projects and other duties as assigned.

Atiq Ahmadi, Specialist Clerk II (TAP), 208-(2)1241 – Adult/Juvenile Field Services and Administrative/Business Services Divisions: Human Resources liaison assigned to assist, prepare and process all personnel related paperwork. Reviews vision/education reimbursement claims for completeness. Schedules pre-employment exams and appointments for employees who wish to review their personnel file. Assists the Ergonomics Coordinator and performs related research. Issues building and office keys, photo ID cards and star badges. Performs special projects and other duties as assigned.

Carmel Figueroa, Specialist Clerk I, 208-(2)1164 – Juvenile Facilities Division: Human Resources liaison assigned to assist, prepare and process all personnel related paperwork. Maintains employee parking lists and issues quarterly parking permits. Reviews vision/education reimbursement claims for completeness. Schedules pre-employment exams and appointments for employees who wish to review their personnel file. Assists the Ergonomics Coordinator and performs related research. Issues building and office keys, photo ID cards and star badges. Performs special projects and other duties, as assigned.

Ragmani Naidu, Payroll Records Clerk, 268-(2)7024 – Assigned Alpha A through D: Human Resources liaison assigned to supervise the Payroll staff and processes biweekly payroll for **alpha A through D**. Resolves payroll related problems. Trains new hires on payroll processes as well as all eligible employees on self-service time entry. May assist with orientations and inform employees of new or revised policies, procedures and timekeeping deadlines. Performs special projects and other duties as assigned.

Karen Chang, Payroll Records Clerk, 268-(2)7257 – Assigned Alpha E through K: Human Resources liaison assigned to process biweekly payroll for **alpha E through K**. Assists employees with understanding payroll transactions and procedures. Inputs biweekly timekeeping. Audits and notifies management and employees of necessary adjustments and corrective actions. May assist with orientations and trainings. Performs special projects and other duties as assigned.

Cheryl Gaviola, Payroll Records Clerk, 268-(2)7251 – Assigned Alpha L through R: Human Resources liaison assigned to process biweekly payroll for **alpha L through R**. Assists employees with understanding payroll transactions and procedures. Inputs biweekly timekeeping. Audits and notifies management and employees of necessary adjustments and corrective actions. May assist with orientations and trainings. Performs special projects and other duties, as assigned.

Kelly Yen, Payroll Records Clerk, 268-(2)7255 – Assigned Alpha S through Z: Human Resources liaison assigned to process biweekly payroll for **alpha S through Z**. Assists employees with understanding payroll transactions and procedures. Inputs biweekly timekeeping. Audits and notifies management and employees of necessary adjustments and corrective actions. May assist with orientations and trainings. Performs special projects and other duties, as assigned.

Specialist Clerk II – Vacant, TBD: Human Resources liaison assigned as the OHR Receptionist. Maintains employee related logs and County telephone directory. Disburses reimbursement checks. Assists with ergonomic related matters including the ordering and tracking of ergonomic equipment. Maintains database for employee performance evaluations. Sends reminder notices to supervisors regarding employee performance evaluations that are due. Assists the Payroll Records Clerks. Performs special projects and other duties, as assigned.