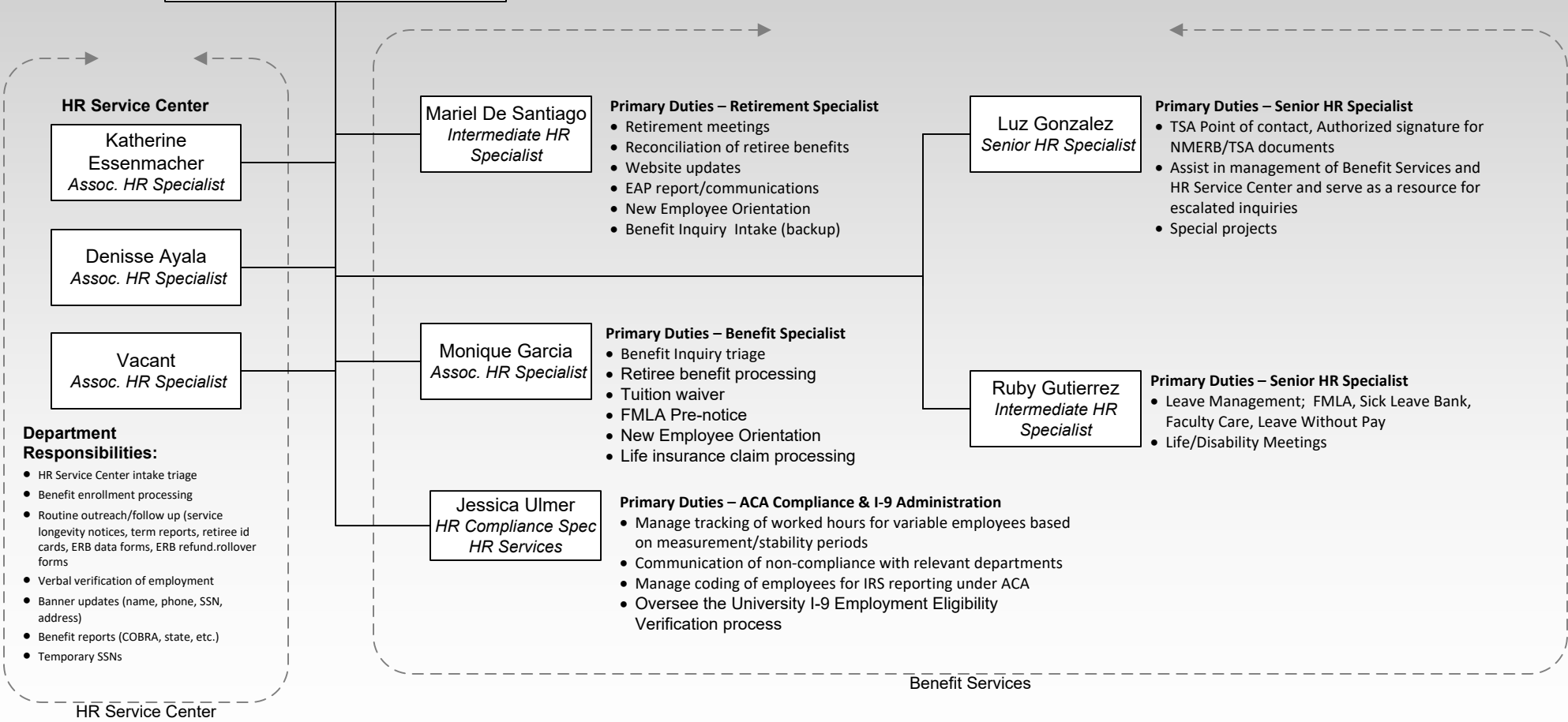


HR Services
Organizational Chart
 Last Updated September 11, 2024

Christian Kinsley
 Interim Associate Vice President
 Admin & Finance

Elyssa Hernandez
 Admin Assistant,
 Spec. Exec
 HR Services

Celeste Martinez
 Director
 Benefit Services



HR Service Center

Katherine Essenmacher
 Assoc. HR Specialist

Denisse Ayala
 Assoc. HR Specialist

Vacant
 Assoc. HR Specialist

Department Responsibilities:

- HR Service Center intake triage
- Benefit enrollment processing
- Routine outreach/follow up (service longevity notices, term reports, retiree id cards, ERB data forms, ERB refund/rollover forms)
- Verbal verification of employment
- Banner updates (name, phone, SSN, address)
- Benefit reports (COBRA, state, etc.)
- Temporary SSNs

HR Service Center

Mariel De Santiago
 Intermediate HR Specialist

- Primary Duties – Retirement Specialist**
- Retirement meetings
 - Reconciliation of retiree benefits
 - Website updates
 - EAP report/communications
 - New Employee Orientation
 - Benefit Inquiry Intake (backup)

Monique Garcia
 Assoc. HR Specialist

- Primary Duties – Benefit Specialist**
- Benefit Inquiry triage
 - Retiree benefit processing
 - Tuition waiver
 - FMLA Pre-notice
 - New Employee Orientation
 - Life insurance claim processing

Jessica Ulmer
 HR Compliance Spec
 HR Services

- Primary Duties – ACA Compliance & I-9 Administration**
- Manage tracking of worked hours for variable employees based on measurement/stability periods
 - Communication of non-compliance with relevant departments
 - Manage coding of employees for IRS reporting under ACA
 - Oversee the University I-9 Employment Eligibility Verification process

Luz Gonzalez
 Senior HR Specialist

- Primary Duties – Senior HR Specialist**
- TSA Point of contact, Authorized signature for NMERB/TSA documents
 - Assist in management of Benefit Services and HR Service Center and serve as a resource for escalated inquiries
 - Special projects

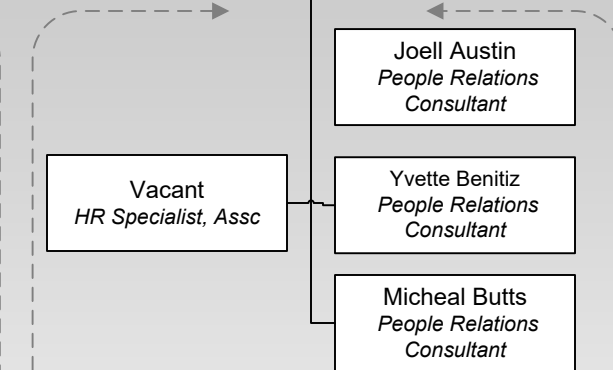
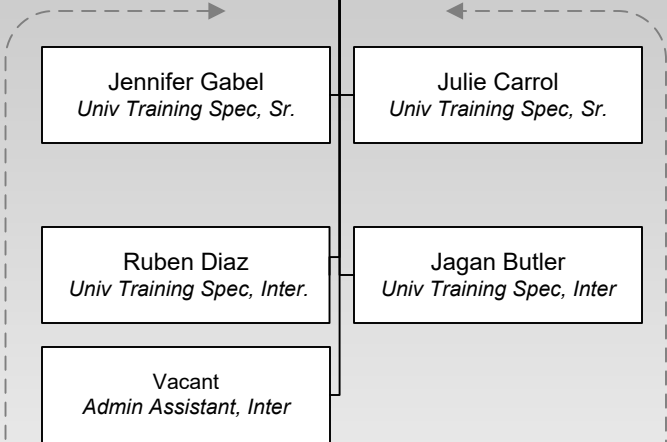
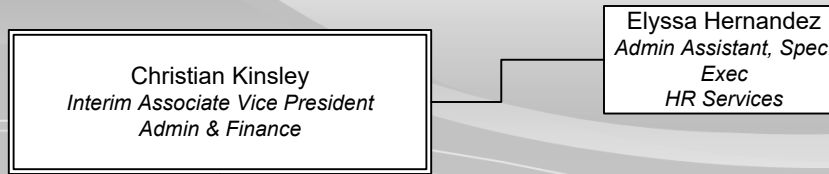
Ruby Gutierrez
 Intermediate HR Specialist

- Primary Duties – Senior HR Specialist**
- Leave Management; FMLA, Sick Leave Bank, Faculty Care, Leave Without Pay
 - Life/Disability Meetings

Benefit Services

**HR Services
Organizational Chart**

Last Updated: September 11, 2024



Department Responsibilities

- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
- Career Development- Resources and strategies that effectively help employees strengthen their competencies and manage their career at NMSU.
- Technology, Web and Online Curriculum Development- Online learning modules and tutorials; management and support of web-based, streamed or technology captured learning events; business application updates or new roll-out trainings
- Administration of Training Central, the NMSU training administration system
- Leadership Development- Management essentials for both new and experienced supervisors and managers.
- General Compliance, Policies & Procedures- Workshops on benefit programs offered by NMSU, rights afforded employees under federal and state laws, and Human Resources policies and procedures.

CLPD- Training, Skills Development and Support

The Employment & Compensation Team assists departments with navigating the hiring process, interpreting policies and procedures impacting employment transactions and ensuring compliance with federal and state labor laws.

Employment Duties:

- Hiring process:
 - Faculty, Staff, Students, and Temporary Faculty, Exempt & Non-Exempt
 - Online Job Postings
 - Hiring Toolkits
 - Onboarding
- Background Checks
- Employment Verification
- New Employee Onboarding
- Personnel file maintenance
- Form I-9s
- Hiring Foreign National Employees

Compensation Duties:

- Reclassifications
- New Position Requests
- Modification of Position
- Position Reporting Changes
- Additional Compensation
- Classification Descriptions
- Compensation Guidelines
- Market Analysis
- Reorganizations
- Position Management Oversight

Employment & Compensation Services

Department Responsibilities:

- Employee & Supervisor Consultations
 - Conflict Resolution
 - Behavioral and performance related issues
 - Policy violations
- Employee & Labor Relations Grievances/Appeals
- Employee Disciplinary Action/Improvement Plans
- Ethics Point Investigations
- Facilitation/Mediation Assistance
- Labor Relations
 - Union Contract
 - Labor Management Committee
 - General matters and dispute resolution
- Faculty
 - Investigations (guidance) & Corrective Action
 - Non-Renewals of contracts/dismissal
- Layoffs/RIF's
- Unemployment Claims
- Conflict of Interest Reporting
- Annual Performance Evaluations (Staff)
- Employee Exit Interviews
- Transfer Assistance
- Drug Testing Compliance & Training

Employee & Labor Relations