

OPERATIONS SECTION

Contacts and Services Areas

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| Latrisha Peterson and Ranay Brady, Acting Chiefs Alternate every 4 weeks General #'s 816-926-6119 or 816-926-6669 | |
| General # (Classification): 816-926-6119 General # (Recruitment): 816-926-6669 FAX: 816-926-3638 | |
| Human Resources (Classification) Specialists | CUSTOMERS |
| Latrisha Peterson 816-823-2483 | MSD, AMD, KCCO, MW & SW States, RMA - PSS (KC), Civil Rights & Comm. Outreach Staff (KC), External Affairs Staff (KC), FMS (KC), FSC, KCITSD, PARLC & Budget, KCITSD |
| Donna Fisher 816-823-1957 | HRD-Kansas City, SE & NW States, RMA - Deputy Admin. for Product Mgmt & Central Regional Compliance Office |
| Tonya Hill (Trainee) 816-926-6636 | Budget, APFO, FMD, NE & SW – 8 and below |
| Tamara McDaniel 816-823-5202 | KCCO, AMD, MSD, SW – all levels |
| Human Resources Assistants | CUSTOMERS |
| DeAnna Boose 816-823-1958 | RMA, AMD, MSD & KCHRO – 7 & below Time & Attendance |
| Susan Nedelco 816-926-2692 | KCCO, SE, NW, MW & KCITSD |
| Human Resources (Recruitment & Placement) Specialists | CUSTOMERS |
| Ranay Brady 816-926-6118 | KCCO, SE States |
| Vickie Schofield 816-926-6668 | FSC, PARLC-(St. Louis & Kansas City), Budget, SW States |
| Renee Beauford 816-926-2831 | HRD-Kansas City, AMD, NW States, RMA - PSS (KC), Civil Rights & Comm. Outreach Staff (KC), External Affairs Staff (KC), FMS (KC) |
| Doug Dienhart 816-926-3152 | APFO, MSD, NE States, RMA -Deputy Admin. For Product Mgmt & Central Regional Compliance Office |
| Jeana Nolan 816-926-2829 | KCITSD, MW States |
| Human Resources Assistants | CUSTOMERS |
| Diane Ritchie 816-926-6185 | KCITSD, APFO, MW & NE States |
| Carleen Dempsey 816-823-2003 | HRD, Kansas City, MSD, AMD, FSC, Policy, PARLC-(St. Louis & Kansas City), KCCO, RMA - Deputy Admin. For Product Mgmt & Central Regional Compliance Office, SW, SE & NW States, Budget |
| Processing | CUSTOMERS |
| General Number: 816-926-6225 FAX: 816-926-5609 | |
| Debbie Rogers, Lead 816-926-6148 | |
| Ernie Kary 816-823-2303 | KCITSD & KCCO |
| Gail Nichols-Barton 816-926-6709 | MSD, AMD, HRD-Kansas City, FSC, PARLC, Budget & RMA |
| Clerk | |
| Karen Winfrey 816-926-1604 | Filing |
| ICAMS- Help Desk | CUSTOMERS |
| Debbie Rogers, Lead 816-926-6148 | |
| Connie Crook 816-823-2304 | SW & NW States |
| Loretta Ramey 816-823-2043 | MW & NE States |
| Debbie Lee 816-823-3997 | SE States |

| Operation Sections Services | |
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| FUNCTION | RESPONSIBILITY |
| CLASSIFICATION | Classify positions Consults with and advises management on issues relating to position classification, organizational structure changes, position structure, staff structure, and various classification issues Interprets laws, regulations, and agency policies relating to pay administration issues; makes pay administration determinations Assist managers in writing position descriptions Develops Standard Position Descriptions Provides advice to managers on position management Perform desk audits Explain classification appeal process |
| FUNCTION | RESPONSIBILITY |
| Merit Promotion | Recruit and fill vacancies Provide advice to managers on method of recruitment either through merit promotion or open competitive examining Determine and establish the appropriate Competencies, Knowledge, Skills and Abilities (KSA's) and assessment tool for the position. Designate the area of consideration to ensure sufficient number of qualified candidates Prepare and post vacancy announcements Evaluate application package to determine qualifications Review resumes of qualified candidates to determine the best qualified applicants Issue the Promotion Certificate with the names of the best qualified candidates to the selecting official Notify all applicants of their status in the application process Complete the SF-52, Notification of Personnel Action with the proper nature of action and authority code Establish pay/salary rates |
| FUNCTION | RESPONSIBILITY |
| PROCESSING | Interprets basic provisions and policies relating to Health/Life Insurance and TSP; process Health/Life Insurance/TSP elections/changes Processes Beneficiary elections/changes; Tax changes; Address/ Name changes Reviews and maintains Official Personnel Folders for KC/STL Responds to employment verification request Processes Savings Bonds elections/changes, and recovery Resolves Pay problems Coordinates the FEHB Health Fair Processes Personnel (SF-52) Actions, (promotions, appointments, separations, reassignments, etc); Verifies Creditable Federal Service and corrects Service Computation Dates (SCD's) Processes allotments, and re-certifies direct deposit (EFT) or check salary payments |
| FUNCTION | RESPONSIBILITY |
| I-CAMS HELP DESK | Provides Nationwide help desk services for NRCS, RD, FSA, and County employees Identifies and resolves technical problems relating to the processing of Payroll and Personnel actions through the Combined Administrative Management System (I-CAMS) into the National Finance Center (NFC) automated payroll system Provides assistance by interpreting and applying rules, regulations, and procedures Provides technical |

Last Updated: 1/05/09