



DEPARTMENT OF HUMAN RESOURCES

The **Department of Human Resources** provides services to ensure that all City departments have the human resources necessary to support their respective missions, as well as to ensure appropriate classification, salary/grade, recruitment, testing, training, benefits, labor relations, equal opportunity employment, and diversity. The Department oversees safety and risk management; policy and program administration; and manages a variety of employee events and special projects.



Carlos A. Vargas, SPHR
Chief Human Resources Officer
240.314.8470/8472



Pacita Miller
Human Resources Assistant
240.314.8471

Call Pacita if you need more information about:

- Personnel records and administration
- Employee parking
- Tuition assistance

Staffing/Recruitment Services

The **Staffing/Recruitment Services** program is responsible for recruiting, testing, and certifying candidates to meet current and future needs of departments. These functions are carried out in ways that attract quality candidates in compliance with the expectations of all City employees.



Tung Du
Human Resources Associate
240.314.8476

Call Tung or Karis if you need more information about:

- Recruitment services and applicant screening
- DOT/CDL requirements/compliance, random drug testing program, and fit-for-duty testing
- Personnel records and salary administration



Karis Pollack
Human Resources Associate
240.314.8478

Safety & Risk Management

The **Safety & Risk Management** program is designed to reduce the financial impact and frequency of claims, lawsuits, and work-related employee injuries to the City through the application of professional risk management techniques; and to provide a safe environment for employees to work and the public to enjoy.



Sheldon Altschuler, ARM
Safety & Risk Manager
240.314.8467

Call Sheldon if you need more information about:

- Insurance and claims management policies and procedures
- Reporting work-site accidents and hazards
- Safety and environmental health policies and procedures
- Work-related safety training
- External Contract and Agreement insurance reviews

Safety & Risk Management

Vacant
Loss Control Administrator
240.314.8475

Call the Loss Control Administrator if you need more information about:

- Work-related safety training
- OSHA and statutory compliance review
- Worksite hazard review

Labor and Employee Relations

The **Labor and Employee Relations** program provides advice on labor and employment issues such as the meet and confer process with labor unions, grievance and dispute resolution, disciplinary actions and appeals, leave provisions, and Federal and State labor laws. The Human Resources Department serves as the primary point of contact for the City's recognized labor organizations and negotiates on behalf of the City with regard to wages, hours, and terms and conditions of employment.



Colette Anthony
Labor and Employee Relations Manager
240.314.8473

Call Colette if you need more information about:

- Matters relating to each of the City's recognized labor organizations
- Labor contract administration
- Disciplinary matters
- Conflict and dispute resolution

Total Rewards/Employee Benefits

The **Total Rewards/Employee Benefits** program's goal is to provide a Total Rewards program emphasizing attraction, motivation and retention with a highly effective, strategically designed package including compensation, benefits, work-life, performance and recognition, and development and career opportunities.



Daisy Harley, SPHR
Benefits and Compensation Manager
240.314.8474

Call Daisy if you need more information about:

- Employee benefits (FMLA; Life, Health and Dental Insurance; Disability and Sick Leave, Flexible Spending Accounts, etc.)
- Retirement Counseling/Employee exit interviews

Livewell - Employee Health and Wellness Program

The **Employee Health and Wellness Program** is responsible for promoting behavior change and healthy lifestyle choices. This change is achieved through various organizational practices, policies, programs and a philosophy that actively supports efforts to help employees achieve success at both work and home. The Health and Wellness program helps target specific health-related concerns like obesity, smoking and hypertension along with related conditions. The Health and Wellness program strives to improve the health of employees, reduce medical-related costs, and reduce absenteeism.



Hillary Hurlbutt, CHES
Health and Wellness Program Manager
240.314.8119

Call Hillary if you need more information about:

- Employee wellness programs that encourage people to make behavioral changes that lead to healthier lifestyles
- Health screenings for employees to detect potential illness and provide risk assessment
- High quality, comprehensive information on health related topics and issues