

Guide to Human Resources Services for NRCS, Oregon

101 SW Main Street, Suite 1300
Portland, Oregon 97204-3221

| Contact | Title | Telephone | VoiceCom | FAX |
|-----------------|----------------------------|--------------|-----------|--------------|
| Lesley Kelly | State Admin Officer | 503-414-3211 | 9019-3211 | 503-414-3102 |
| Susan B. Brandt | Human Resources Manager | 503-414-3223 | 9019-3223 | 503-414-3102 |
| Kay Denfeld | Human Resources Specialist | 503-414-3222 | 9019-3222 | 503-414-3102 |
| Misty Falcon | Human Resources Specialist | 503-414-3224 | 9019-3224 | 503-414-3102 |
| Judy Kreger | Human Resources Assistant | 503-414-3221 | 9019-3221 | 503-414-3102 |

**** If both Misty and Judy are listed, call Misty if your last name begins with the letters A through L, and Judy if you last name begins M through Z.**

| | | | |
|---------------|-----------------------------|------------|-----------------------------------|
| | A | | O |
| Misty/Judy ** | Accidents/Injuries | | |
| Misty/Judy | Address (Home) Changes | Sue/Lesley | Out-side Employment |
| Sue | Awards | Judy | Open Seasons (TSP & Health) |
| | C | | P |
| Sue/Kay | Classification | Misty/Judy | Payroll Allotments |
| Misty/Judy | CAMS | Misty/Judy | Payroll Direct Deposits |
| | D | Sue | Performance Standards/Evaluations |
| Lesley/Sue | Disciplinary/Adverse Action | Misty | Personnel Action Processing (A-L) |
| | | Judy | Personnel Action Processing (M-Z) |
| | | Sue/Kay | Position Descriptions |
| | E | | Q |
| Sue | Employee Assistance Program | | |
| Misty/Judy | Employment Verification | Sue/Kay | Qualifications |
| Lesley | Ethics | | |
| Misty/Judy | Employee Express | Lesley/Sue | |
| | F | Kay | R |
| Kay | Fair Labor Standard Act | | Responsibilities & Conduct |
| Sue | Family & Medical Leave Act | | Retirement |
| Misty/Judy | Forms Requests | Sue | S |
| | | Misty/Judy | Safety & Health |
| | G | Sue/Kay | Savings Bonds |
| Sue | Grievance System | Sue | Staffing |
| | | Sue | Student Employment |
| | H | Sue/Kay | Suggestions |
| Misty/Judy | Health Insurance | Misty | SF-52s |
| | | | Special Projects |
| | L | | T |
| Sue | Leave Policy | Misty/Judy | Tax Changes |
| Misty/Judy | Life Insurance | Sue | Thrift Savings Plan |
| Misty | Leave Transfer Program | Kay | Transit Benefit Policy |
| | | Misty | Transit Benefit Program |
| | M | | V |
| Sue | Maxi-flex/Hours of Duty | | |
| Sue/Kay | Merit Promotion | Sue/Kay | Vacancy Announcements |
| | | | W |
| | | Misty/Judy | Worker's Compensation |