

# **Human Resources and Administration Department**

**Mary K. Lee, Director**



# Overview

- ★ **Department Staff**
- ★ **Administration**
- ★ **Human Resources**
- ★ **Employee Activities**

# **Department Staff**

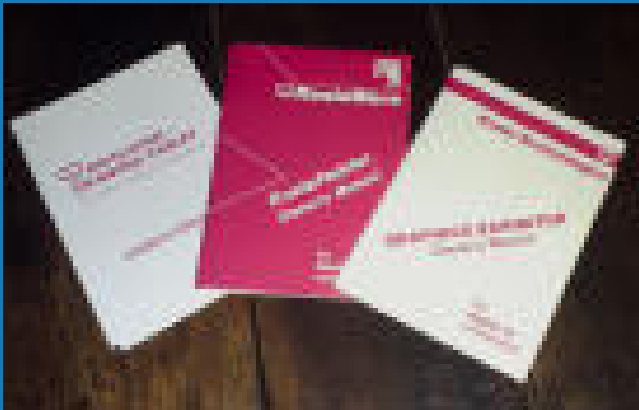
**Einar Bohlin, Policy Analyst**

**Therese Colosi, Executive Assistant**

**Judy Kerlin, Office Administrator**

**Mary K. Lee, Director**

# Administration



**Procedural Manuals**



**Inventories**

# Safety and Security



# Human Resources

- \* HR & Admin intranet pages
- \* Congratulations – twice!
- \* Six month reviews
- \* Compensation manual, pay/grade structure
- \* Budget preparation for 2004

# Staff Tenure

## Employee Longevity



# Employee Activities

## Work

- \* Education
- \* Training
- \* Online Survey
- \* Meetings

## Play

- \* Baseball Outing
- \* Holiday Activities
- \* Contests

## Community Outreach

- \* Sponsor Families





**Thank You!**