



HUMAN RESOURCES BUREAU OF HUMAN RESOURCES

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[Email: HRHelpCenter@djj.state.fl.us](mailto:HRHelpCenter@djj.state.fl.us)

T. Dodie Garye, Chief of Human Resources

Phone: 850.717.2653

[Email: Dodie.Garye@djj.state.fl.us](mailto:Dodie.Garye@djj.state.fl.us)

- Leadership of the Bureau
- Labor Relations
- Employee Relations
- Policies and Procedures
- Legislative Requirements
- Perquisites
- Moving Expenses
- Financial Disclosure
- Bureau's Budget
- Requests to Campaign and Hold Political Office
- Workforce Reduction
- Collective Bargaining
- Career Service and Collective Bargaining Grievances and EEO

Keyria Collins, Assistant to the Chief

Phone: 850.717.2661

[Email: Keyria.Collins@djj.state.fl.us](mailto:Keyria.Collins@djj.state.fl.us)

- Administrative Support to Chief
- Open and Distribute Mail
- Assist with New Employee Orientation Program (NEOP)
- Coordinate Purchasing Activities
- P-Card Approval
- Assist with Official Personnel Files
- COOP Coordinator
- Maintain Forms
- Service Pins
- Maintain Website
- Travel Arrangements
- SkillPro Coordinator

CLASSIFICATION / RECRUITMENT AND SELECTION / STRATEGIC MANAGEMENT

Dexter Bradham, Senior Management Analyst II - SES

Phone: 850.717.2648

[Email: Dexter.Bradham@djj.state.fl.us](mailto:Dexter.Bradham@djj.state.fl.us)

- Classification and Recruitment Manager
- Strategic Management
- Legislative Requirements
- People First (PF) Agency Liaison
- PF Issues/Resolution Agent
- Veterans' Preference
- Workforce Reduction
- Policies and Procedures
- Special Projects
- Conduct Training

CLASSIFICATION

Lyn Avery, Personnel Services Specialist - SES

Phone: 850.717.2650

[Email: Lyn.Avery@djj.state.fl.us](mailto:Lyn.Avery@djj.state.fl.us)

- Coordinate Classification Activities
- Position Descriptions
- Organizational Charts
- Position Wage and Salary Studies
- Agency Reorganization
- People First Updates (Supervisor, Direct Reports, Org Codes, Role Codes, and Timekeeper)
- 411 Address Updates
- Classification Reviews
- Special Projects
- Conduct Training
- Policies and Procedures

RECRUITMENT AND SELECTION

Selena Boles, HR Analyst - SES

Phone: 850.717.2663

[Email: Selena.Boles@djj.state.fl.us](mailto:Selena.Boles@djj.state.fl.us)

- Coordinate Recruitment and Selection Activities
- Process HQ Personnel Action Request (PARs) - Employee Actions, Appointments
- PAR Compliance Reviewer
- Approve Requisitions (Job Announcements)
- E-Verify Administrator

- Workforce Reduction
- Special Projects
- People First Updates (Management, PAR Liaison)
- OPS Extension
- Conduct Training
- Letters of Employment for Immigration
- Coordinate HR Liaison Call
- Policies and Procedures

Recruitment and Selection (con't)

STRATEGIC MANAGEMENT

Keisha Kyler, HR Analyst - SES

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- Strategic Management
- Veterans' Preference
- Policies and Procedures
- PAR Compliance Reviewer
- Legislative Requirements
- Dual Employment
- Approve Requisitions (Job Announcements)
- Special Projects
- Back-up to Classification
- Back-up to Recruitment and Selection
- Develop Training Material
- Conduct Training

HR OPERATIONS

Stephanie Holmes, Senior Management Analyst Supervisor - SES

Phone: 850.717.2660

[Email: Stephanie.Holmes@djj.state.fl.us](mailto:Stephanie.Holmes@djj.state.fl.us)

- Deputy Chief, Operations Manager
- Benefits Administrator
- Coordinate New Employee Orientation Program (NEOP)
- People First (PF) Agency Liaison
- Process HQ Personnel Action Request (PARs) - Separations, Pay Additives, Special Pay Increases
- DMS Mass Load
- Insurance Inquiries for Post & Pre Tax
- Overpayment / Underpayment (Refunds/Premium Inquiries/Letters/Reinstatements)
- Military Leave / Cancellation of Benefits
- Coordinate Employee Death and Beneficiary Benefits
- Contract Manager
- Coordinate Vendor Appointments
- Back-up Drug to Screening Administrator

- Conduct Training
- Policies and Procedures
- Special Projects

Operations (con't)

PAYROLL

Harding Jones, Personnel Services Specialist - SES

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- Coordinate Payroll Activities
- Pay Issues / Special Payments / Audits
- Separation Compliance / Audits / Payout
- Warrant Cancellations and On-Demands
- Overpayments and Underpayments
- Settlement Agreements (Payment and PAR Corrections)
- Conduct Training
- Back-up to Reports
- Back-up to Attendance & Leave
- Back-up to Safety Coordinator
- Policies and Procedures

Trinessia Avant, Personnel Technician I - SES

Phone: 850.717.2655

[Email: Trinessia.Avant@djj.state.fl.us](mailto:Trinessia.Avant@djj.state.fl.us)

- Assists with Payroll and Attendance & Leave Activities
- W-2 Distribution
- Missing W-4 Notification
- Direct Deposit
- Warrant Cancellations & On-Demands
- Settlement Agreements (Tracking)
- PF Changes and Corrections (Name, Social Security Numbers, etc.)
- Assists with Salary Overpayments and Underpayments
- Back-up to Workers' Compensation
- Back-up to Retirement

ATTENDANCE AND LEAVE

David Robinson, Personnel Services Specialist - SES

Phone: 850.717.2662

[Email: David.Robinson@djj.state.fl.us](mailto:David.Robinson@djj.state.fl.us)

- Coordinate Attendance and Leave Activities
- Sick Leave Donations/Transfer Coordinator
- Coordinate FMLA and FSWP
- Process Leave Transfers

- Leave Payout Compliance
- Correct Key Service Dates
- Timesheet Compliance
- Leave Payouts (FLSA and 24 Hour Annual)
- Military Leave
- Conduct Training
- Safety Coordinator
- Policies and Procedures
- Back-up to Payroll
- Back-up to Warrant Cancellations and On-Demand Approvals

Attendance and Leave (con't)

BENEFITS / RETIREMENT / WORKERS' COMPENSATION

Lorna Jackson, Management Analyst II - SES

Phone: 850.717.2656

Email: Lorna.Jackson@djj.state.fl.us

- Coordinate Workers' Compensation Activities
- Coordinate Retirement / DROP Activities
- Voucher Retirement Invoices for Payment
- Certification of Final Earnings (FC1)
- Assists with Benefits Activities
- FRS Notification Upon the Death of an Employee
- Drug Screening Administrator
- Policies and Procedures
- Conduct Training
- Back-up to Reports
- Back-up to Mass Load

MISCELLANEOUS DEDUCTIONS

Kitina Wiwi, Contracted Employee (Capital Administration)

Phone: 850.717.2649

Email: Kitina.Wiwi@djj.state.fl.us

- Process all Miscellaneous Deductions
- Refunds for Post Tax Deductions
- Prepare Spreadsheet for FSECC Mass Load

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION (AA)

Aldrin Sanders, Senior Management Analyst II - SES

Phone: 850.717.2654

Email: Aldrin.Sanders@djj.state.fl.us

- EEO/AA Officer
- Sexual Harassment and Discrimination Concerns

- Americans with Disabilities Act (ADA) Administrator
- Individuals with Disabilities (IWD) Plan Administrator
- Hearing Officer
- Conduct Training
- Policies and Procedures
- Special Projects
- Back-up to Career Service and Collective Bargaining Grievances and Employee Relations

EEO and AA (con't)

EMPLOYEE RELATIONS / RECORDS MANAGEMENT

Sylvia Baker, Senior Management Analyst II - SES

Phone: 850.717.2652

Email: Sylvia.Baker@djj.state.fl.us

- Employee Relations and Records Manager
- Career Service Grievances
- Collective Bargaining Grievances/Agreements
- Employee Relations
- Employee Assistance Program (EAP)
- Performance Management
- Tuition Waiver
- Special Projects
- Conduct Training
- Policies and Procedures
- Back-up to EEO, Discrimination and Sexual Harassment
- Back-up to Americans with Disabilities Act (ADA)

RECORDS ADMINISTRATOR

SaTora Gomilla, Personnel Technician III - SES

Phone: 850.717.2658

Email: SaTora.Gomilla@djj.state.fl.us

- Axiom Pro System Administrator
- Axiom Pro Compliance and Maintenance
- Settlement Agreements (Compliance)
- Reemployment Compensation
- Documentation Compliance (PF Actions)
- Archive File Request
- Back-up to Public Records Request
- Back-up to Employment Verification

PUBLIC RECORDS

LaKay Allen, Senior Clerk - SES

Phone: 850.717.2651

Email: Lakay.Allen@djj.state.fl.us

- Public Records Request
- Subpoena Request
- Personnel File Reviews
- Property Inventory and Surplus
- Special Projects
- Assists with Policies and Procedures
- Settlement Agreements (Seal and Update Files)
- Back-up to Employment Verifications
- Back-up to Disciplinary History

Public Records (con't)

EMPLOYMENT VERIFICATION

Chasiney Kilpatrick, OPS Personnel Aide

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- Employment Verifications (Current/Former DJJ Employees, Interns)
- Employment Verification (Relating to Salary, Personal Loans, etc.)
- Loan Forgiveness
- Customer Assistance
- Disciplinary History
- Back-up to Employee Records, Public Records Request and Personnel File Reviews

REPORTS / RETENTION / RESEARCH

Renee' Huggins, OPS HR Specialist

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- Reports
- Axiom Pro Compliance
- Policies and Procedures
- File Retention
- Research and Analyses
- Process Review
- Maintain Forms
- Back-up to Performance Management
- Back-up to Reemployment Compensation
- Back-up to Employee Records/Relations
- Back-up to Website Maintenance
- Special Projects

OFFICIAL FILES

Denzel Lockhart, OPS Personnel Aide

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- Create Requisition Files
- Create Personnel Files on all New Employees
- Scan Personnel Files into Axiom Pro

Kamya McLeod , OPS Personnel Aide

Phone: 850.717.2645

[Email: Kamya.McLeod@djj.state.fl.us](mailto:Kamya.McLeod@djj.state.fl.us)

- Customer Assistance
- Maintain Active/Inactive Personnel Files
- Pull all Term Files & Code
- Assist Staff with Personnel Files
- EEO File Maintenance
- Archive Files
- Special Projects