## HR Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Title</th>
<th>Direct:</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Burns</td>
<td>.897</td>
<td>HR Generalist</td>
<td></td>
<td>Any HR Questions: 614-292-1500 Direct: (614) 292-2276</td>
</tr>
<tr>
<td>Kate Lobley</td>
<td>.82</td>
<td>Office Associate</td>
<td></td>
<td>Direct: (614) 292-2399</td>
</tr>
<tr>
<td>Toni Bahnsen</td>
<td>.9</td>
<td>Information Associate</td>
<td></td>
<td>Direct: (614) 292-6169</td>
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</tbody>
</table>

- Employee Relations
- Oversees New Hire processes
- HRA Approval
- Oversees day one orientation
- Re-classifications
- Oversees recruitment (vs. recruitment)
  - Salary determination
  - Notification to manager when background checks clear
- Any other HR questions or concerns not listed

- Bi-weekly and monthly timekeeping
- Vacation donations
- Non-educator positions (sample ads, applications, notify applicants, close positions after filled)
- Student and temporary employee application process
- HRA backup initiator

- Filling Educator positions
  - Format PD
  - Post
  - Advertise
  - Send out information
  - Collect applications (correspond with applicants)
  - Prepare apps for review
  - Prepare app reviews
  - Coordinate interviews (state and county)
  - Process travel for candidates
  - Send offer letter form to RD and their contact.
- Advertisement spreadsheet
- Postings spreadsheet
- Extension Regions Map and county listing
- Screening Schedule
- Name Badges
- Retirement Clocks