Mission, Goals and Objectives

The Human Resources Department supports the City’s goals by recruiting, developing and sustaining a diverse, talented, and engaged workforce.

The Human Resources Department’s internal goals are:

1. **Quality** – Provide an innovative and responsive employment system for recruitment, selection, support, and development of a diverse, talented and engaged workforce.
2. **Continuous Improvement** – Continually review and enhance human resources organization, systems, processes, procedures, and work environment.
3. **Compliance** – Protect the City’s resources by minimizing exposure to legal liabilities and associated risks.
4. **Outreach** – Proactively build the trust and capacity to increase visibility and enhance relationships with all City departments.

Administration
Room 501, City-County Building
266-4615

Bradley Wirtz, Human Resources Director 266-4001
Formulates, directs and coordinates human resources policies, programs and services.

David Pilsner, Administrative Assistant 267-2616
Coordinates City budget position control, department systems and procedures, department projects, and City personnel records.

Human Resources Services
Room 501, City-County Building
266-4615

Michael Lipski, Human Resources Services Manager 266-9137
Manages the City’s Civil Service System, including the recruitment/employment process and issues, classification and compensation plans, and provides general human resources consultation to departments.

Julie Trimbell, Human Resources Analyst 3 267-2617
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, coordinates departmental engagement efforts, and provides strategic assistance to departments/divisions.

May, 2015
Sarah Olson, Human Resources Analyst 2 266-4618
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, coordinates departmental engagement efforts, and provides strategic assistance to departments/divisions.

Emaan Abdel-Halim, Human Resources Analyst 2 267-8707
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, coordinates departmental engagement efforts, and provides strategic assistance to departments/divisions.

Susan Gafner, Human Resources Analyst 1 267-1136
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, coordinates departmental engagement efforts, and provides strategic assistance to departments/divisions.

Employee and Labor Relations
Room 501, City-County Building
266-4615

Greg Leifer, Employee and Labor Relations Manager 266-6530
Responsible for managing benefits, occupational accommodations, the and employee and labor relations including negotiating and administering labor contracts for the City.

Harper Donahue, Employee and Labor Relations Specialist 267-2618
Provides assistance to managers, supervisors, and other staff related to the employee and labor relations function. Provides training and assistance on such topics as discipline, contract compliance, and performance management and participates in the administration of the benefits.

William Wick, Human Resources Analyst 1 267-1137
Coordinates City benefits, including health, wage and life insurance, provides retirement benefits consultation and participates in the administration of employee and labor relations.

Sherry Severson, Occupational Accommodations Specialist, Room 302, MMB 267-1156
Provides consultation and support for disability rights efforts, including reasonable accommodation, return-to-work and special worker programs.

Denise Nettum, Administrative Clerk 1 266-4616
Provides front desk reception and administrative and clerical support to the Administration, HR Services, and Labor and Employee Relations Units. Coordinates various City leave policies (FMLA, Disability Leave and layoff) and Drug Testing.

Dolgar Tsering, Clerk Typist 266-4615
Provides front desk reception and clerical support to the Administrative, HR Services, and Employee and Labor Relations.

Kathy Kiefer, Clerk 266-4615
Provides clerical support for the HR Department.

May, 2015
Organizational Health and Development
Room 302, Madison Municipal Building
266-4281

Erin Stenson, Organizational Health and Development Manager 266-1170
Provides management and direction for Organizational Health and Development, leading the City engagement efforts through the coordinated work of the Organizational Development, Wellness, Employee Assistance and Critical Incident Stress Programs, and associated training and development programs.

Tresa Martinez, Employee Assistance Program Administrator 266-6561
Administers employee assistance and critical incident response programs. Provides confidential assistance to all City employees and their significant others with work or personal related problems and provides related training and consultation. Services include problem-solving, support, and information & referral to appropriate resources.

Patrick Nottingham, Employee Assistance Specialist 1 261-5586
Provides confidential assistance to all City employees and their significant others with work or personal related problems and provides related training and consultation. Services include problem-solving, support, and information & referral to appropriate resources.

Karl van Lith, Organizational Development and Training Officer 266-9037
Provides leadership, consultation and training in developing and implementing the City’s organizational health and development program and associated activities.

Vacant, Organizational Health and Development Specialist
Provides leadership and consultation in developing and implementing the City’s organizational health and development program and associated activities.

Victoria Larson, Program Assistant 1 266-4281
Coordinates and organizes various Organizational Health and Development initiatives provides training.

May, 2015