

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	06 - Personnel Manual			
	Part No./Name	M. Transaction Directory			
	Section No./Name	M-200 OFS Human Resource (HR) Section Information			
	Document No./Name	M-210 OFS Human Resources Section Staff Hierarchy and Duties			
	Dates	Issue	March 30, 2007	Effective	April 1, 2007

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	<u>DUTIES</u> Supervisor Address/Name Changes Change in Duty Station * Civil Service Certificates ** Credit Unions Crisis Leave Pool Death Claims Deferred Compensation Employee Administration Merits * and PPR's ** Flexible Benefits Changes Insurance *** Job Announcement Postings New Hires/Separations/Details Permanent Status Prior Period Adjustments Promotions/Reallocations Retirement/ Drop/Retiree Taxes Time Administration Security Training Transfers IN/OUT	Lue Square, HR Manager (225) 219-9392 Email: lsquare@dss.state.la.us Fax: (225) 342-5558 <u>DUTIES</u> Audit GB01/Flexible Plan Balancing Active and Inactive Group Benefits Invoices Duplicate W-2 Requests Fringe Benefits (Cafeteria Plan) LEO-First Line Support Safety * Training ** Worker Compensation/ORM Insurance Claims Betty Holiday, HR Manager (225) 219-9393 Email: bhollida@dss.state.la.us Fax: (225) 342-5558 <u>DUTIES</u> ISIS HR Reports Organizational Management * Position Control ** Training Amanda Lewis, HR Analyst (225) 219-9394 Email: alewis@dss.state.la.us • Monroe Region 9 • DDS-ALL • HR ISIS Reports Randall Watts, HR Analyst (225) 219-9389 Email: rwatts@dss.state.la.us • Orleans Region 1 • Thibodaux Region 4 Jaqueline Walker, HR Analyst (225) 219-9396 Email: jwalker@dss.state.la.us • State Offices

* Reports to D. George **

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Judith Fontenot HR Manager		June Clark, HR Analyst (225) 219-9397 Email: jclark@dss.state.la.us - Covington Region 3 - SES-ALL
Sanaretha Gray, HR Manager (225) 342-0297 Email: sgray@dss.state.la.us Fax: (225) 342-5558 * Reports to D. George **	DUTIES Supervisor Classification and Pay Disciplinary Actions EEO/Affirmative Action Grievances * Merits and PPR's ** Training	Marion Creft-Jackson & Staff
Marion Creft-Jackson, HR Manager (225) 342-3853 Email: mjackson@dss.state.la.us Fax: (225) 342-5558 * Reports to S. Gray **	DUTIES Supervisor Address/Name Changes Change in Duty Station Civil Service Certificates Credit Unions Deferred Compensation Employee Administration Flexible Benefits Changes Insurance *** Job Announcement Postings Merits and PPR's New Hires/Separations/Details Permanent Status Prior Period Adjustments Promotions/Reallocations Taxes Transfers IN/OUT Training	Patricia Robinson, HR Analyst (225) 219-9398 Email: probinso@dss.state.la.us - Lake Charles Region 6 - Shreveport Region 8 - PPR's - LEO-Second Line Support - Merits
		Marisa Page, HR Analyst (225) 342-1777 Email: mpage@dss.state.la.us Baton Rouge Region 2
		Kathy Blanchard-Henderson, HR Analyst (225) 219-9395 Email: khenders@dss.state.la.us - Alexandria Region 7 - Lafayette Region 5
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