Division of Human Resource Management | Consultation, Accountability & Regulations

100 N. Stewart St., Ste. 200, Carson City, NV 89701

Telephone: 775-684-0131 | Fax: 775-684-0118

Michelle Garton, Deputy Administrator Division of Human Resource Management TEAMS | mgarton@admin.nv.gov

Carrie Hughes, Human Resource Analyst Lead Analyst – Leave & ADA 775-684-0111 | cphughes@admin.nv.gov

Nora Johnson, Human Resource Analyst Lead Analyst – Performance Management 775-684-0148 | nora.johnson@admin.nv.gov

Rachel Baker, Human Resource Analyst Lead Analyst – Regulations 775-684-0144 | rbaker@admin.nv.gov

Elisa Diaz-Betterley, Human Resource Analyst Lead Analyst – Climate Studies 702-486-2924 | ElisaD@admin.nv.gov

Nadia Tung, Human Resource Analyst Lead Analyst – Manuals, Publications and Compliance 775-684-0125 | NTung@admin.nv.gov

Roxanne Hardy, Administrative Assistant 4 **DHRM Boards and Commissions** 775-684-0131 | roxannehardy@admin.nv.gov

Donna Fujimoto, Administrative Assistant 3 **Data Analytics** TEAMS | donnafujimoto@admin.nv.gov

Subject Matter Experts:

Agency Delegation Agreements **Agency Prohibitions and Penalties** Alcohol and Drug Program Americans with Disabilities Act Appeal Hearings Catastrophic Leave Appeals Climate Studies & Exit Survey Program Critical Incident Program Employee Assistance Program Employee-Management Committee **Employee Performance Reviews Employee Work Performance Standards Employee Relations** Family Medical Leave Act Grievance Process & Resolution Conferences **Human Resources Commission** Leave and Attendance Issues Merit Award Board Progressive Discipline Process Regulation Making Process & Interpretations Whistleblower Retaliation

Provides Training:

Alcohol & Drug Testing Procedures **Developing Essential Functions** Developing Prohibitions & Penalties **Evaluating Employee Performance** Interview & Hiring Navigating the Grievance Process **Progressive Disciplinary Procedures** What Supervisors Need to Know About the ADA & Accommodations Requests What Supervisors Need to Know - FMLA Whistleblower Protections – What, When & How? Work Performance Standards