

DNR HR Responsibility List (12/2021)

Subject	Responsible Staff Person	Telephone #	Email Address
Affordable Care Act	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
ADA/Disability Accommodation	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Advance Rate Hiring	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Address Changes	Melanie Holthaus	404-656-2698	Melanie.Holthaus@dnr.ga.gov
Adverse Actions	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Alternative Work Schedules/Telework	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Applicant Services	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Audits (Time & Leave Keeping)	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Background Checks (Criminal History)	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Background Checks (Exclusion from employment due to criminal history)	Larry Blankenship Jennifer Gadson	404-232-1310 404-657-9846	Larry.Blankenship@dnr.ga.gov Jennifer.Gadson@dnr.ga.gov
Beneficiaries	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Benefits	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Bulletin Boards	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Charitable Contributions	Melanie Holthaus Beth Findlay Christine Yawn	404-656-2698 404-656-2697 404-657-9744	Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov Christine.Yawn@dnr.ga.gov
Compensation (pay)	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Compensatory Time (for exempt employees)	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Comp Time (non-exempt FLSA computations)	Beth Findlay Christine Yawn Melanie Holthaus	404-656-2697 404-657-9744 404-656-2698	Beth.Findlay@dnr.ga.gov Christine.Yawn@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Conduct of Employees	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Death of Employee	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Deferred Comp - 457 & 401-K Plans	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Disability Retirement	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Discipline of Employees	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Donated Leave	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Driver's Acknowledgement forms	Shelia Lenoir Tracy Bowers	404-656-7560 404-657-9848	Shelia.Lenoir@dnr.ga.gov Tracy.Bowers@dnr.ga.gov
Drug Testing / Forms	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Equal Emp. Opp. Commission (EEOC) and Georgia Commissioner on Equal Emp. Opp. (GCEO) complaints	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Employment Eligibility Verification (E-Verify) & I-9	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov

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	Melanie Holthaus	404-656-2698	Melanie.Holthaus@dnr.ga.gov
Employee Assistance Program (EAP)	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Employee Complaint Resolution	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Employee Position Budget Status Report	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Employee Self Service (ESS)	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Employment Information	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Employment Discrimination	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Employment Verification	Shelia Lenoir Tracy Bowers	404-656-7560 404-657-9848	Shelia.Lenoir@dnr.ga.gov Tracy.Bowers@dnr.ga.gov
E-performance	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Family Medical Leave	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Faithful Service Awards	Shelia Lenoir Tracy Bowers	404-656-7560 404-657-9848	Shelia.Lenoir@dnr.ga.gov Tracy.Bowers@dnr.ga.gov
Fitness for Duty	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Flexible Benefits	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
FLSA Compliance	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Forfeited Leave (Restoration)	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Georgia State Employee Pension & Savings Plan (GSEPS)	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Harassment, Unlawful (incl. Sexual)	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Health Insurance (SHBP)	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Hiring/Selection (Full-time and Part-time)	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Hourly Employee overpayment or underpayments	Theresa Brown VACANT	404-657-1706 404-657-1728	Theresa.Brown@dnr.ga.gov
Hourly Employees	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Holiday Leave	Tracy Bowers Christine Yawn	404-657-9848 404-657-9744	Tracy.Bowers@dnr.ga.gov Christine.Yawn@dnr.ga.gov
ID Cards/GBA Building Access	Tracy Bowers Beth Findlay	404-657-9848 404-656-2697	Tracy.Bowers@dnr.ga.gov Beth.Findlay@dnr.ga.gov
Internships	Jennifer Gadson	404-657-9846	Jennifer.Gadson@dnr.ga.gov
Interviews/Selections	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Intranet – HR	Brian Nabors Mike Long	404-657-9840 404-657-8999	Brian.Nabors@dnr.ga.gov Mike.Long@dnr.ga.gov
Investigations (Employee)	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Job Analysis (Job Classification)	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov

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Job Minimums/Hire Rates	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Leave Adjustments	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Leave Donation	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Leave Program	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Leave Verifications	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Leave Without Pay	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Loans - Public Service Loan Forgiveness certification. Mortgage income verification.	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Medical and Physical Examination Program (MAPEP)	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Medical Files	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Military Leave	Christine Yawn	404-657-9744	Christine.Yawn@dnr.ga.gov
Minimum Qualifications	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Name Changes	Melanie Holthaus Beth Findlay	404-656-2698 404-656-2697	Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov
Newsletter, HR	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Open Records/Freedom of Info Requests	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Organizational Charts	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Part Time Employees	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Pay Scales/Pay Ranges	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Pay Supplements	Christine Yawn	404-657-9744	Christine.Yawn@dnr.ga.gov
Payroll	Theresa Brown VACANT	404-657-1706 404-657-1728	Theresa.Brown@dnr.ga.gov
Peach State Reserves (Deferred Compensation)	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
PeopleSoft HCM Security Access	Brian Nabors Jennifer Gadson	404-657-9840 404-657-9846	Brian.Nabors@dnr.ga.gov Jennifer.Gadson@dnr.ga.gov
Performance Management	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Personal Leave Conversion	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
Personnel Actions	Christine Yawn Melanie Holthaus Beth Findlay	404-657-9744 404-656-2698 404-656-2697	Christine.Yawn@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov
Personnel Files	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
POAB	Beth Findlay Melanie Holthaus	404-656-2697 404-656-2698	Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Position Actions	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Records Management	Beth Findlay	404-656-2697	Beth.Findlay@dnr.ga.gov
Recruitment & Retention	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Reprimands	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov

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Return-to-Duty Work Issues	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Salary Increases	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Salaried employee overpayments or underpayments	Christine Yawn Melanie Holthaus Beth Findlay Tracy Bowers	404-657-9744 404-656-2698 404-656-2697 404-657-9848	Christine.Yawn@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov Tracy.Bowers@dnr.ga.gov
Safety Program	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Secondary Employment	Larry Blankenship Tracy Bowers	404-232-1310 404-657-9848	Larry.Blankenship@dnr.ga.gov Tracy.Bowers@dnr.ga.gov
Standard Operating Procedures (SOP's)	Mike Long	404-657-8999	Mike.Long@dnr.ga.gov
Suggestion Program, Employees'	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Supplements, Temporary	Christine Yawn Beth Findlay Melanie Holthaus	404-657-9744 404-656-2697 404-656-2698	Christine.Yawn@dnr.ga.gov Beth.Findlay@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov
Suspensions With/Without Pay	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Telework/Alternative Work Schedules	Brian Nabors	404-657-9840	Brian.Nabors@dnr.ga.gov
Testing, Pre-employment	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Time and Labor – Timesheet Troubleshooting	Division Central Administrator Tracy Bowers (for central office employees)	N/A 404-657-9848	N/A Tracy.Bowers@dnr.ga.gov
Time and Labor – Payroll issues (hourly overpayment or underpayments)	Theresa Brown VACANT	404-657-1706 404-657-1728	Theresa.Brown@dnr.ga.gov
Time and Labor - Administrator issues (Enrollments, Workgroups/Schedules, etc.)	Christine Yawn Melanie Holthaus Beth Findlay	404-657-9744 404-656-2698 404-656-2697	Christine.Yawn@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov
Transactions, e.g., Appts, Separations, Salary Increases	Christine Yawn Melanie Holthaus Beth Findlay	404-657-9744 404-656-2698 404-656-2697	Christine.Yawn@dnr.ga.gov Melanie.Holthaus@dnr.ga.gov Beth.Findlay@dnr.ga.gov
Unemployment Claims Information	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Unfair/Unlawful Employment Practices	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Unlawful Harassment/Retaliation	Larry Blankenship	404-232-1310	Larry.Blankenship@dnr.ga.gov
Vacancy Announcements	Jennifer Gadson Brian Nabors	404-657-9846 404-657-9840	Jennifer.Gadson@dnr.ga.gov Brian.Nabors@dnr.ga.gov
Workers' Compensation	Tracy Bowers	404-657-9848	Tracy.Bowers@dnr.ga.gov
W-2s (this is a Payroll Unit function)	Theresa Brown VACANT	404-657-1706 404-657-1728	Theresa.Brown@dnr.ga.gov