

SUE GRAHAM

Director of Human Resources
SGraham@ingham.org | 517.887.4372 :

**DONNA BROWER**

Benefits Administrator



DBrower@ingham.org | 517.272.4174

- Administers Annual Open Enrollment for Active Employees and Retirees
- Facilitates the joint Labor/Mgmt. Health Coalition Committee
- Health / Vision / Dental Insurance Enrollments and/or Questions
- Retiree Health Insurance Benefits
- Life / Disability Claims
- New Hire Orientation

JENNA ADAM

Benefits Technician

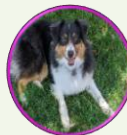


JAdam@ingham.org | 517.887.4327

- Primary support related to employee benefit and insurance programs including health, dental, vision and life
- Assists employees, retirees and insurance carriers regarding employee health, dental, vision and life benefits
- Assists in the coordination of the annual open enrollment & employee educational presentations

STEPHANIE KEITH

Benefits Leave/Analyst



SKeith@ingham.org | 517.272.4187

- ADA Reasonable Accommodation Requests
- Employee Injuries / Worker's Comp
- Ergonomic Assessments
- FMLA Requests
- New Hire Orientation
- Safety Concerns, Issues, & Training

ELISABETH BLIESENER

HR Generalist: Employment Specialist



EBliesener@ingham.org | 517.887.4375

- Collective Bargaining Agreement & Interpretation County Policies & Procedure
- Employee Relations Issues & Resolutions
- Job Analysis and Classification
- Job Description Creation & Revision
- Review & Evaluation of Employment Applications, Applicant Minimum Qualifications & Equivalency

IMELDA MALONEY

Human Resources Analyst



IMaloney@ingham.org | 517.887.4366

- Exit Interviews
- FOIA
- HR Data and Metrics Reports
- HRIS & Applicant Tracking System Technical Assistance
- Job Analysis & Classification
- Job Studies & Salary Surveys
- PAR Training
- Special Projects
- Unemployment

KAREN BOWEN

Employee Data Analyst



KBowen@ingham.org | 517.887.4373

- Employee Personal Information Changes
- PAR Processing
- Payroll
- Retirement & Resignation
- Salary Schedule & Step Increases
- Wage & Benefits Implementation

JOAN CLOUS

HR Generalist: Labor
 & Employee Relations Specialist



JClous@ingham.org | 517.887.4374

- Collective Bargaining Agreement & Interpretation
- County Policies & Procedure
- Employee Relations Issues & Resolutions
- Job Analysis and Classification
- Job Description Creation & Revision
- Sexual Harassment & Discrimination Complaints Investigation

BETSY MYERS

HR Assistant



BMyers@ingham.org | 517.887.4367

- Front Desk Support
- General Contact for Billing & Invoice Processing, Deferred Compensation Education, MERS Election, Service Award, Sick Leave Donation Request & Union Dues
- New Hire Paperwork & Pre-employment Processing
- Request Copy of Personnel File
- Wage Verifications
- Job Announcements

KATIE ANDREJCZUK

HR Assistant



KAndrejczuk@ingham.org | 517.887.4382

- Front Desk Support
- General Contact for Billing & Invoice Processing, Deferred Compensation Education, MERS Election, Service Award, Sick Leave Donation Request & Union Dues
- New Hire Paperwork & Pre-employment Processing
- Request Copy of Personnel File
- Wage Verifications
- Job Announcements

MEET THE STAFF