



HUMAN RESOURCES DIRECTORY

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<u>Administration</u>				
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Deborah Stewart	Executive Director	Human Resources	3151	Deborah.Stewart@doc.nyc.gov
<u>HR Front Desk</u>				
HR Reception Desk		Human Resources	3100	HRReceptionDesk@doc.nyc.gov
<u>Staffing & Certification</u>				
Ayinde Williams	Director of HR	Civilian Hires, Title Changes, Promotions and Intra-Agency Transfers	3203	Ayinde.Williams@doc.nyc.gov
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HR Staffing & Certification	Unit Mailbox	Requests for all unit services.		HRStaffingCertification@doc.nyc.gov
Dianne Crotti	HR Manager	Civilian Hires, Title Changes, Promotions and Intra-Agency Transfers	3201	Dianne.Crotti@doc.nyc.gov
Floretha Bryant	HR Manager	Civilian Hires, Title Changes, Promotions and Intra-Agency Transfers	3202	Floretha.Bryant@doc.nyc.gov

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Darlene Oxendine	Staffing Specialist	Civilian Hires, Title Changes, Promotions, Intra-Agency Transfers and 55A Program	3204	Darlene.Oxendine@doc.nyc.gov
Ryan Deonarine	Staffing Specialist	Civilian Hires, Title Changes, Promotions and Intra-Agency Transfers	0801	Ryan.Deonarine@doc.nyc.gov
<u>HR Compliance</u>				
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Tiffany Carter	Agency Attorney	Disciplinary Hearings, Background Checks and HR PREA	3189	Tiffany.Carter@doc.nyc.gov
<u>Data Analytics, Classification & Performance Management</u>				
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<u>Employee Services</u>				
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Flor Gutierrez	Deputy Director of Employee Services	Administration, Verifications, PDRs, Prob.Extensions, Leaves, Workers Comp Grants & Separations	3171	Flor.Perez@doc.nyc.gov
Employee Services	Unit Mailbox	Verifications of employment, No-fault insurance claims, Prob. Evals & Extensions Employee Separations and List Restorations	3150	HREmployeeServices@doc.nyc.gov
Mryna Araujo	Analyst	PDRs, Prob. Extensions and Separations	3163	Mryna.Araujo@doc.nyc.gov
Marisol Rodriquez	Analyst	PDRs, Prob. Extensions and Separations	3103	Marisol.Rodriquez@doc.nyc.gov
Dominique McGuire	Supervisor	Leaves, Benefits, Absence Control and Invol. Med Separations	3123	Dominique.Mcguire@doc.nyc.gov
Employee Benefits	Unit Mailbox	Health Benefits, Retirement Counseling, Flexible Spending, Health Ins Waivers, Deferred Comp. etc.		HREmployeeBenefits@doc.nyc.gov
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Norma Cirino	Analyst	Benefits and Retirements	3162	Norma.Cirino@doc.nyc.gov
Leave Requests	Unit Mailbox	All Leave of Absence Requests, (Medical, FMLA, Conditional Leave, Grants) etc.		HRLeaveRequest@doc.nyc.gov
Paulena Jean-Philippe	Analyst	Leave of Absences and Tracking	3185	Paulena.Jean-Philippe@doc.nyc.gov
Althea Cicero	Analyst	Leaves, Absence Control, Invol. Med Separations and Workers Comp Grants	3125	Althea.Cicero@doc.nyc.gov

CONTACT NAME	TITLE	AREAS OF FOCUS	EXTENSION	E-MAIL ADDRESS
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<u>Payroll & Operational / Military Review Unit</u>				
Sherbreina Watson	Director of Payroll	Payroll, Audits, Military, Workers Comp Restorations of time and W2s	3221	Sherbreina.Watson@doc.nyc.gov
Payroll Management	Payroll Hotline & Mailbox	Payroll Assistance	3124	PayrollManagement@doc.nyc.gov
22R Requests	Unit Mailbox	Requests must be handled in the order received. Senior Staff requests will be given priority.		22RRequests@doc.nyc.gov
Jody-Ann Cross	Supervisor	Operational Review: Managerial lump-Sums, 22Rs, NPA's, Payroll Audits, Military Desk	3223	Jody-Ann.Cross@doc.nyc.gov
Lawanda Hinds-Charles	Analyst	Payroll, Check Distribution, System Transactions Security Officer and Troubleshooting	3225	Lawanda.Hinds-Charles@doc.nyc.gov
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Tara Price	Analyst	Payroll, Annuity Payments and Specialty Pay	TBA	Tara.Price@doc.nyc.gov

CONTACT NAME	TITLE	AREAS OF FOCUS	EXTENSION	E-MAIL ADDRESS
Shanda Martinez	Support	Payroll, 22R Requests, Audits and W2s	3122	Shanda.Martinez@doc.nyc.gov
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<u>Personnel Administration, Shield Room & Legal Pass</u>				
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Shinae Swinton	Shield Room Coordinator	Issue & Receive Shields and IDs, Manage Records and ID Works System	3275 or 3277	Shinae.Swinton@doc.nyc.gov
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<u>CityTime Management Unit</u>				
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CityTime Management Unit	Unit Mailbox	Requests for all unit services.	3138	CityTimeManagement@doc.nyc.gov
<u>Central Time Management Unit (CTMU)</u>				
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Records Management	Unit Mailbox	Requests for Unit Services		HRRecordsManagement@doc.nyc.gov
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DIRECTORY EDITED BY CHARLES SO, Admin Manager
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APPLICANT INVESTIGATION UNIT DIRECTORY

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