

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1400-250 (OR-953) P

October 25, 2002

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Information Bulletin No. OR-2003-019

To: DMs, DSDs, Staff and Branch Chiefs
Attn: District Human Resources Staffs

From: Chief, Branch of Human Resources

Subject: Human Resources Selections and Servicing Areas of Responsibilities

It is with great pleasure, that I announce the selections of Alina Malray and Scott Stoffel to the position of Human Resources Specialist, in the Oregon State Office, Division of Management Services, Branch of Human Resources.

Alina has been employed by the Branch of Human Resources, in the Oregon State Office, since February of 1986. She has worked as an Employee Development Specialist and a Human Resources Specialist, and holds a bachelor's degree in Speech Communications from Portland State University.

Scott comes to us from the Eugene District Office as the district Human Resources Specialist. He will be a welcome member to our team of Human Resources generalists primarily responsible for classification, staffing, pay and special projects. Scott holds a bachelor's degree in Psychology from the University of Oregon. His reporting date is November 17, 2002.

Attached is an updated phone listing that will be in effect after Scott reports to our office showing the changes to the districts/units servicing areas of responsibility for the Human Resources Specialists and Assistants. Richard Scott and Gayle Donahue will no longer directly provide servicing responsibility to the districts and units. They will continue to provide team leadership for the specialists and assistants in staffing, classification, pay and actions processing, which includes managing the workload, providing advisory consultation and troubleshooting issues. I am also asking them to focus on streamlining and re-engineering processes within these functional areas in line with the Department's Strategic Human Capital Management Plan, which will include working on special projects within Oregon/Washington, and the Bureau.

Other Human Resources Specialist responsibilities include: Larry Spaulding for employee relations, workforce planning, background investigations and special projects; Laurie McKnight for employee relations, ethics, labor relations, competitive sourcing, and backup support for FPPS and PayCheck; Kelly VanDriesche for FPPS and PayCheck administration and security, Branch IT issues, pay and leave issues such as hours of duty, alternative/flexible work schedules, compensation, FLSA, fire pay; Marcia Butenschoen for employee benefits programs including retirement, health and life insurance, Thrift Savings Plan, long term care insurance; Sheila Casey for student employment programs; and Edna Mo for employee development, and youth programs such as Inner City Youth Institute (ICYI).

In addition to providing operational assistance to the districts, Human Resource Assistants support many other functional areas to include: Sherry Tracy for the Employee Assistance Program (EAP); Lori Cordell for assistance in employee benefits; Eileen Signor for special retirement (fire fighter and law enforcement) issues; Gloria Paakanen for OWCP claims, drug testing and leave share program; Mick Mickles for student recruitment and placement; Jane Barker, Karen Roth and Barbara Washburn for staffing and personnel actions processing; Michelle Sunken for administrative support and the transportation subsidy program; and Don Billings for information assistance and administrative support.

More specific information about the Branch of Human Resources and specific staff assignments can be found on our Intranet web site at <http://web.or.blm.gov/OR953/>.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O'Donnell

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Phone Chart](#) (1p)

Distribution

WO-700 (Room 5628, MIB) - 1

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Bureau of Land Management
 Branch of Human Resources (OR953)

PO Box 2965 (97208)
 333 S.W. 1st Ave., 6th floor
 Portland, Oregon 97204
 Phone #: 503-808-6409
 FAX#: 503-808-6453
 Email: OR953MB@or.blm.gov

Tom O'Donnell 503-808-6409

	Prefix-808		Prefix-808
Angel, Leon	6409	Paakanen, Gloria	6246
Barker, Jane	6472	Roth, Karen	6692
Billings, Don	6409	Scott, Richard	6247
Butenschoen, Marcia	6239	Signor, Eileen	6256
Casey, Sheila	6060	Spaulding, Larry	6237
Cordell, Lori	6259	Stoffel, Scott	6241
Donahue, Gayle	6251	Sunken, Michelle	6180
Hoxer, Jeannie	6385	Tracy, Sherry	6609
Malray, Alina	6242	VanDriesche, Kelly	6255
McKnight, Laurie	6238	Washburn, Barbara	6257
Mickles, Mick	6240		
Mo, Edna	6538		

WS Zone ER- Worley, Kyle (541)464-3407 (Roseburg)

WS Zone Benefits- Hicks, Pat (541) 683-6686 (Eugene)
 WS Zone Training-Hudson, Whitney (541)683-6469(Eugene)

Districts/Units Served				Districts/Units Served			
<i>Dist/Div</i>	<i>HRS</i>	<i>Assistant</i>	<i>Asst./Clrk</i>	<i>Dist/Div</i>	<i>HRS</i>	<i>Assistant</i>	<i>Asst./Clrk</i>
<u>OR 910,912</u> <u>915</u>	Scott	Eileen	Jane	<u>Lakeview</u>	Scott	Lori	Barbara
<u>OR 930-935</u>	Scott	Sherry	Barbara	<u>Medford</u>	Sheila	Lori	Karen
<u>OR 934, 914</u>	Scott	Eileen	Barbara	<u>Prineville</u>	Alina	Eileen	Karen
<u>OR 950-956</u>	Scott	Eileen	Karen	<u>Roseburg</u>	Alina	Sherry	Barbara
<u>OR 957-959</u>	Alina	Sherry	Karen	<u>Salem</u>	Scott	Sherry	Jane
<u>Burns</u>	Sheila	Sherry	Barbara	<u>Spokane</u>	Alina	Lori	Barbara
<u>Coos Bay</u>	Alina	Lori	Jane	<u>Vale</u>	Alina	Lori	Jane
<u>Eugene</u>	Sheila	Eileen	Barbara	-	-		

TEAM LEADS:

- Gayle Donahue: OR 910, 912, 914, 915, 930, Eugene, Lakeview, Medford, Prineville, Spokane
- Richard Scott: OR 950, Burns, Coos Bay, Roseburg, Salem, Vale

The team leads are available for advisory and consultation in staffing, recruitment, classification, pay and actions processing.