



**Pamela Foster**  
Director

**Joy Renee Simpson**  
HR Generalist

**Shawn Maisberger**  
Deputy Director

**Sarah Schmidlein**  
Risk  
Senior Manager

**Shelby Harvel**  
Benefits Senior  
Manager

**Ben Moore**  
HRIS Manager

**Kelly Norris**  
Recruitment  
Manager

**Jessica Beam**  
Senior Risk  
Assistant

**Kyle Salmon**  
CDL &  
Equipment  
Certification Mgr

**Morgan Morris**  
HR Assistant

**Tim Carson**  
Senior Benefits  
Specialist

**Chris Stephens**  
Senior HRIS  
Analyst

**Audrey Bailey**  
Recruitment  
Assistant

**Karlee Connors**  
Recruitment  
Specialist

**Emily Pham**  
Wellness  
Coordinator

- HRIS**
- ◆ Policy & Procedure Development
  - ◆ Implementation of Change Initiatives
  - ◆ Classification & Compensation
  - ◆ HRIS: Personnel Actions, Add-Pays, Payouts,
  - ◆ HRIS Administrator Lawson System, system design, implementation and training
  - ◆ Analysis & Reporting

- RECRUITMENT**
- ◆ Employee Recruitment
  - ◆ Applications system admin
  - ◆ Orientation
  - ◆ Hiring Process / Onboarding
  - ◆ Front Line Customer Service
  - ◆ Employee Personnel Records

- GENERALIST**
- ◆ Employee Recognition
  - ◆ Development training
  - ◆ Grievance / Discipline
  - ◆ Tuition Reimbursement
  - ◆ Civil Service
  - ◆ Employee Performance Management

- RISK**
- ◆ Workers' Comp Program
  - ◆ Safety & Prevention Programs
  - ◆ Vehicle & Property Insurance
  - ◆ Substance Abuse Testing
  - ◆ Accounts payable
  - ◆ Occupational Health
  - ◆ CDL Training and Instruction
  - ◆ Equipment Certifications

- BENEFITS**
- ◆ Employee Healthcare Program and Administration
  - ◆ Wellness Programs
  - ◆ Retirement Programs
  - ◆ Leave Administration
  - ◆ Health & Wellness Center
  - ◆ Fitness Center
  - ◆ Identification Badges

**THE CITY OF TOPEKA HUMAN RESOURCES DEPARTMENT**

The Human Resources Department embraces the City of Topeka's mission by delivering core administrative services that attract, support, enhance, develop and retain a superior and diverse workforce.