

Alicia Guerrero Chavez
Interim Director



CITY OF TOPEKA

Human Resources Department
215 SE 7th, Room 170 | 368-3867

Joy Renee Simpson
HR Generalist

Shawn Maisberger
Deputy Director

Jessica Beam
Risk Senior Manager

Shelby Harvel
Benefits Senior Manager

Ben Moore
HRIS Manager

Kelly Norris
Recruitment Manager

Kyle Salmon
Vehicle Incident & Training 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.