



**Controller's Office**

Citywide Payroll and Administrative Services

201 West Colfax Avenue Department 1106

Denver, CO 80202

p: 720 913-5186

f: 720 913-5249

[www.denvergov.org/controllers](http://www.denvergov.org/controllers)



**CITYWIDE ADMINISTRATIVE SERVICES  
HUMAN RESOURCE ACTION PROCESSING MANUAL**

Issued July 2008

Revised March 2009

CITY AND COUNTY OF DENVER

**CITYWIDE ADMINISTRATIVE SERVICES  
HUMAN RESOURCE ACTION PROCESSING MANUAL**

---

**Purpose..... 4**

**Section One - General Overview ..... 5**

    1.1 Requesting an Action ..... 5

    1.2 Confirmation of Receipt ..... 6

    1.3 Checking on a Request..... 6

    1.4 Contact Information ..... 6

**Section Two - Action Types and Required Detail ..... 8**

    2.1 Hire and Rehire ..... 8

    2.2 Promotion, Repromotion, From On-Call and To On-Call ..... 9

    2.3 Demotion..... 10

        A. During Employment Probation ..... 10

        B. During Employment Probation ..... 10

        C. In Lieu of Layoff..... 10

        D. Employee Request ..... 10

        E. Other, From On-Call and To On-Call..... 10

    2.4 Voluntary Demotion Offer Letter Use ..... 11

    2.5 Position Changes..... 11

        A. Reallocation ..... 11

        B. Completion of Training..... 11

        C. Position Type Change ..... 11

        D. Return from promotional probation ..... 11

        E. Miscellaneous ..... 11

    2.6 Pay Rate Changes ..... 12

        A. Pay Adjustments ..... 12

        B. Pay Equity..... 12

        C. Retention Pay/Counter Offer ..... 12

        D. Other ..... 12

    2.7 Data Change..... 12

        A. Correction of Date of Birth..... 12

        B. Name Change..... 12

        C. Social Security Number change..... 12

        D. Extension of Probation..... 12

        E. Extension of Services..... 13

        F. Change in Hours ..... 13

        G. Begin, End, Extend Working out of Class (WOC)..... 13

        H. Correction of Pay ..... 14

        I. Cancel Previous Personnel Action..... 14

    2.8 Transfer..... 14

    2.9 Leave of Absence (LOA)..... 14

    2.11 Disciplinary Action and Disqualification Action ..... 14

        B. Suspension ..... 15

        C. Demotion (Result of discipline)..... 15

**CITYWIDE ADMINISTRATIVE SERVICES  
HUMAN RESOURCE ACTION PROCESSING MANUAL**

---

D. Temporary Reduction in Pay .....	15
E. Termination During Employment Probation .....	16
F. Disqualification.....	16
2.11 Separations.....	16
2.12 PEPR/EOPR.....	17
2.13 Correction of Employee Record .....	17
2.14 Income/Employment Verifications.....	17
<b>Section Three - Authorization.....</b>	<b>18</b>
<b>Section Four - List of Services .....</b>	<b>19</b>
A. Provided Services.....	19
B. Services Not Provided.....	19

## **Purpose**

The policies and procedures outlined in this manual are designed to serve as guidelines to keep you informed of the numerous Human Resource action types and related requests required to properly capture an employee's pay, benefits, position, and employment rights.

This document is not intended to capture all potential activities but serves as the main reference tool. Should the Department/Agency have questions or require clarifications as to process, procedure, forms, or communications please address those through [CitywideHRsvcs.Help@denvergov.org](mailto:CitywideHRsvcs.Help@denvergov.org).

Two specific areas referenced in this manual have separate detailed process associated with them. Those two areas are separation activities and the various types of leave of absence such as Short Term Disability and Family Medical Leave. For assistance in obtaining copies of these other policies please send request to [CitywideHRsvcs.Help@denvergov.org](mailto:CitywideHRsvcs.Help@denvergov.org) or call 720-913-5186.

[Return to Top](#)

## **Section One - General Overview**

### **1.1 Requesting an Action**

- A. Electronic communication is the primary and preferred method for requesting an action. The request must be sent from the City email account of an employee granted authority to submit such actions. The Controller's Office presumes that all internal Department/Agency approval processes were followed and obtained prior to submission of action request. (See Section C for further details as to becoming an authorized sender.)

Required supporting documentation is to be scanned and attached to the email.

- B. During periods of time when electronic conveyance is not available or the sender does not have the ability to scan supporting documentation, the request should be sent in hardcopy. Documents arriving via interoffice mail must be addressed to Controller's Administrative Services, Webb Building, 4<sup>th</sup> Floor
- C. You may include all like employee actions in a single email. An example of this may be a PEPR and a reassignment or an end working out of classification and a promotion. Each action type will be logged and assigned a unique tracking number as required for identification and tracking.
- D. A large number of similar actions may be sent via a spreadsheet. Examples of this might be ending on-call assignments for entire workgroups or Department ID change for a group of employees.
- E. A ideal email subject line should look like:
- Donald Employee, New Hire, Effective 1/1/00
  - Lisa Employee, Promotion, Effective 1/1/00
  - Gerald Employee, PEPR, Effective 1/1/00
- F. We ask that you do not send duplicate packets utilizing both methods of delivery (email and hardcopy) mentioned above unless requested to do so. Though providing the sender with assurance that we have received the item(s), this slows down our process considerably and may trigger double tracking of the same action item.
- G. Avoid the use of paperclips as single pages are easily caught underneath the stack above it. The use of binder clips and staples help to assure documents stay together as intended.

[Return to Top](#)

## 1.2 Confirmation of Receipt

- A. Our email system will send an auto response that your email has been received. You will be contacted should we require any further clarification or documentation.
- B. Actions received in hardcopy format will not receive notification of receipt. If you would like to know if the action was received, please send an e-mail to [CitywideHRsvcs.Help@denvergov.org](mailto:CitywideHRsvcs.Help@denvergov.org) to inquire about the status. Whenever possible all actions should be submitted electronically.

## 1.3 Checking on a Request

- A. After you have sent an item to us please allow for a minimum of 3 business days prior to checking on the status. Though we want to keep you informed as to your action request, checking and responding to these takes valuable time away from processing.
  - B. Departments/Agencies are encouraged to check the status of their requests by running the query titled “AGCY\_PAF\_Entry” or by simply checking the employee’s record in PeopleSoft.
  - C. If the action is urgent in nature, please send an e-mail to [CitywideHRsvcs.Help@denvergov.org](mailto:CitywideHRsvcs.Help@denvergov.org) or call 720-913-5186.
  - D. Should the Controller’s Office realize a delay initial notification will be made with the sender as to reason for delay and assign responsibilities to rectify. The following timetables are established to ensure timely corrective actions:
    - After 2 business days of our notification, a follow up will be initiated with the HR Director or like agency position.
- In the rare instance that resolution can not be found within 4 business days the action will be returned to the Department/Agency.

## 1.4 Contact Information

- A. To ensure all actions and requests for information receive attention from the most qualified team or individual we ask that whenever possible all requests are sent to our email box at [CitywideHRsvcs.Help@denvergov.org](mailto:CitywideHRsvcs.Help@denvergov.org). This further assists us in proper utilization of resources by not having multiple people responding to or seeking information.

[Return to Top](#)

B. Should you need to speak to a member of our staff you may call our office at 720-913-5186. You may also speak with one of our Associate HR Professionals using the following contact information:

- Julie Rodriguez 720-913-1606
- Yuriko Thiem 720-913-5511
- Andrea Teague 720-913-5177

C. If your issue or concern is not addressed in a timely manner, please feel free to escalate to David Jerrow, HR Supervisor, who can be contacted at 720-913-5171.

[Return to Top](#)

## **Section Two - Action Types and Required Detail**

### **2.1 Hire and Rehire**

#### Phase One

- A. The hire/rehire action will be sent via email. For positions in which an offer letter was used please attach the offer letter to the email. Pertinent information that must be included in the email or attached offer letter includes:
- Employee name in a format such as John J. Johnson
  - Employee phone number
  - Department fund identification e.g., 0121540
  - Salary information
  - Position number and Reports To information
  - Effective Date
  - Employee's signature if Limited position
  - Position End Date if Limited position
- B. If pay is to be set at a step higher than Step 10 in the non-exempt range and Step 12 in the exempt range the Department/Agency letter of justification must be attached to the email. The justification letter should be printed on letterhead paper and address any or all of the following justification reasons:
- Market conditions
  - Related experience
  - Previous work record
  - Specialization of education
  - Salary history
  - Quality/quantity of education
- C. Once the Controller's Office receives notification, we will contact the (new) employee to complete required hire documents at the employee's convenience whether this is prior to New Employee Orientation (NEO) or the morning of NEO. For non-permanent employees the Controller's Office will make arrangements for the earliest possible meeting. It is important to complete the I-9 form within the timeframe set by the Department of Homeland Security to avoid a fine. The Controller's Office will have responsibility for assembling or in the case of a rehire verifying the need to assemble the following documents:

I-9 with supporting documents  
Employment Verification Affirmation

EEO4 Form

[Return to Top](#)

W-4

W-5 (if new employee requests)  
Computer User Agreement (IT) Form  
Code of Ethics Agreement

Exe Order 94 Drug Free Work Place  
Medical Form (if pre-employment physical required)

Further, the Controller's Office will ensure all required documentation is attached or assembled.

- D. The Controller's Office will audit the position number provided for the hire and communicate with the Department/Agency contact should the position number still be occupied or not able to be filled.
- E. The Controller's Office has the ability to assist the Department/Agency with scheduling NEO and other required classed per Career Service Rule 6.

#### Phase Two

- A. The Controller's Office will enter all Police Officer and Firefighter actions into PeopleSoft. All CSA positions and other Independent Agency completed packets will be forwarded to the Career Service Records Team for entry into PeopleSoft and filing.

### **2.2 Promotion, Repromotion, From On-Call and To On-Call**

- A. Promotion, Repromotion, From On-Call and To On-Call will be sent via email notification. For positions where an offer letter was used please attach the offer letter to the email. Pertinent information that must be included in the email or offer letter includes:

- Employee name in a format such as John J. Johnson
- Employee phone number
- Department fund identification e.g., 0121540
- Salary information
- Position number and Reports To information
- Effective Date
- Employee's signature if Limited position
- Position End Date if Limited position

- B. If pay will exceed 6.9% increase (except if to Step 1) the Department/Agency letter of justification must be attached. The letter should be on a letterhead paper and address any or all of the following factors considered in setting the pay:

- Internal equity

[Return to Top](#)

- Market conditions
  - Related experience
  - Previous work record
  - Specialization of education
  - Salary history
  - Level of responsibility accepted
  - Quality/quantity of education
- C. If the action results in a change of Department/Agency the gaining Department/Agency will initiate the email notification. The Controller’s Office will contact the “from” Department/Agency to verify the action and effective date.
- D. Either CSA Recruitment or Controller’s Office can provide the gaining Department/Agency with current PEPR and salary information.

### **2.3 Demotion**

- A. During Employment Probation: If the demotion is the result of the employee not meeting performance standards required of the position the letter of failure to meet those standards will be attached to the email requesting the action. The letter must address all areas of concern such as effective date, new position number, salary, and reports to field.
- B. During Employment Probation: If the demotion is voluntary, in lieu of required employee signature the employee may send an email from their City issued account to acknowledge the action and pay or the Controller’s Office will contact the employee to obtain their signature acknowledging action request.
- C. In Lieu of Layoff: The layoff letter will be attached to the email requesting the action. The letter must address all areas of concern such as effective date, new position number, salary, and reports to field.
- D. Employee Request: In lieu of required employee signature the employee may send an email from their City issued account to acknowledge the action and pay or the Controller’s Office will contact the employee to obtain their signature acknowledging action request.
- E. Other, From On-Call and To On-Call all require that the employee send an email from their City issued account to acknowledge the action and pay in lieu of required employee signature or the Controller’s Office will contact the employee to obtain their signature acknowledging action request.

[Return to Top](#)

## 2.4 Voluntary Demotion Offer Letter Use

If an offer letter was used for the voluntary demotion the offer letter may be signed by the employee and sent via email. Pertinent information that must be included in the email or offer letter includes:

- Employee name in a format such as John J. Johnson
- Department fund identification e.g., 0121540
- Salary information
- Position number and Reports To information
- Effective Date
- Employee signature on the letter

## 2.5 Position Changes

- A. Reallocation – No Agency action required. The Career Service will process reallocation after letter is sent to Department/Agency.
- B. Completion of Training – Email copy of Certificate of Completion of Training to [CitywideHRSvcs.Help@Denvergov.org](mailto:CitywideHRSvcs.Help@Denvergov.org).
- C. Position Type Change – this action type is for change from Limited to Unlimited only when the position is filled and affecting the current incumbent. The justification for personnel staffing must be approved by Budget and once approved no further Department/Agency action required.
- D. Return from promotional probation - the letter of failure to meet performance standards will be sent to [CitywideHRSvcs.Help@Denvergov.org](mailto:CitywideHRSvcs.Help@Denvergov.org).
  - If the employee is returning to the position number they promoted from no action required from returning Department/Agency.
  - If the employee will be returning to a position number other than the one they promoted from the returning Department/Agency will be required to provide a position number via email notification or as directed by the Controller's Office.
- E. Miscellaneous - The Position Changes listed below will be sent via email notification. Required fields may include employee name, position number, salary, effective date, Department ID, and reports to position number.
  - Job Transfer
  - Reassignment
  - From/To On-Call
  - From/To Undersheriff

[Return to Top](#)

- From/To Career Service – If a Career Service permanent employee is taking a permanent position at an Independent Agency or vice versa, the gaining Department/Agency will be asked by the Controller’s Office to provide email comment that they accept the transfer of vacation accruals.

If the action results in a change of Department/Agency the gaining Department/Agency should initiate the email notification. The Controller’s Office will contact the “from” Department/Agency to verify the action and effective date. Employee may incur training obligations as detailed in paragraph 2-1 E above.

## **2.6 Pay Rate Changes**

The following pay adjustment changes will be sent via email notification.

- A. Pay Adjustments: Provide comment in the body of the email as to reason for adjustment.
- B. Pay Equity: As an attachment to the email notification include Career Service Executive Director’s approval letter.
- C. Retention Pay/Counter Offer: As an attachment to the email notification include new City offer letter and letter of offer from outside business.
- D. Other: In the body of the email provide comment of CSA Rule or agency policy number authorizing the change.

Note – on-call employees are not eligible to receive pay raises other than through the term and rehire action. The exceptions are on-call employees holding a classification in the Short Range or Community Rate schedules.

## **2.7 Data Change**

Unless otherwise annotated attach to the body of the email the new or corrected information:

- A. Correction of Date of Birth – attach legal document to correct date of birth
- B. Name Change – Attach Social Security Card with the new name
- C. Social Security Number change – Attach Social Security Card
- D. Extension of Probation - the approved extension of probation letter must include:

[Return to Top](#)

- Employee ID number
- Employee name in a format such as John J. Johnson
- Letter should clearly identify the new probation date.

E. Extension of Services:

- For limited positions - Justification for Personnel Staffing from must be approved by Budget. Once the justification is approved no further action required from the Agency.
- For I9 recertification requirements as to the Immigration and Naturalization Services (INS) requiring the removal or updating of the work permit expiration date on temporary immigration ends date the employee must report to the Controller's Office with the applicable document to update/recertify the I-9.
- Dual incumbency – should dual incumbency End Date require extension beyond the duration authorized by CSA Rule, a justification for Personnel Staffing must be approved by Budget. Once approved no further action required from the Agency.
- Extension of the On-Call Service Ends Date can be made via email with the new date clearly identified in the body of the email.
- Training/Intern positions justification for Personnel Staffing must be approved by Budget. Once approved no further action required from the Agency.

F. Change in Hours

- The justification for Personnel Staffing must be approved by Budget. Once approved no further action required from the Agency. If the result is a reduction in hours the Controller's Office can obtain the employee's signature.
- Change in hours for On-Call employee email the new hours.

G. Begin, End, Extend Working out of Class (WOC)

- For WOC of less than one year email the employee name and ID, the WOC position number and title along with the first day of assignment and anticipated Ends Date. Unless an ends date is provide the default ends date will be one year from the first day duties were assigned.
- For WOC exceeding one year email the Career Service Executive Director's approval letter.

[Return to Top](#)

- H. Correction of Pay: In the body of the email provide brief explanation as to why the change is required.
- I. Cancel Previous Personnel Action: In the body of the email provide an explanation of why the change is being requested.

## **2.8 Transfer**

When changing the Department ID send an email notification with the effective date, position number, employee ID number, the “FROM” and “TO” Department ID, new reports to information, and if known new risk code.

**2.9 Leave of Absence (LOA)** – Please refer to separate Fiscal Rule for these associated processes:

- Family Medical Leave
- Military Service
- Personal Leave of Absence
- Short/Long Term Disability
- Workers’ Compensation
- Interactive Process
- Return from all of the above

You may email [CitywideHRSvc.Help@Denvergov.org](mailto:CitywideHRSvc.Help@Denvergov.org) or call 720-913-5186 to receive a copy of this Fiscal Rule.

## **2.11 Disciplinary Action and Disqualification Action**

### **A. Dismissal:**

The letter of action notification sent/given to the employee will replace the Personnel Action Form. The letter must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the effective date:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address
- Department fund identification e.g., 0121540
- The effective date should be clearly defined in the letter such as, “dismissed effective with the close of business 26 November 2007.”
- Certificate of mailing

[Return to Top](#)

**B. Suspension:**

The letter must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the length of the suspension:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address
- Department fund identification e.g., 0121540
- The first and last day of suspension along with a summary as to the duration. Example, "...suspended without pay for ten working days, effective 26 November 2007 through 7 December 2007. You are to report back to work at your normal start time on Monday, 10 December 2007."
- Certificate of mailing

**C. Demotion (Result of discipline):**

The letter must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the position the employee will be moved to and clearly identify the effective date:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address
- Department fund identification e.g., 0121540
- The new position number and effective date should be clearly identified in the letter. Example, "...demoted from Senior Operator, Position Number 12345 to the classification of Junior Operator, Position Number 123456, reporting to the Open Areas Work Group, effective 18 February 2008 and reporting to Sally S. Smith."
- Certificate of mailing

**D. Temporary Reduction in Pay:**

The letter must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the length of the reduction and the "to" pay step:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address

[Return to Top](#)

- The first and last day of reduction along with a summary as to the duration and temporary pay step. Example, "...temporary reduction in pay from Step 7 to Step 5 for seven pay periods. Effective 7 January 2008 – 12 April 2008."
- Certificate of mailing

**E. Termination During Employment Probation:**

The letter must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the effective date:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address
- Department fund identification e.g., 0121540
- The effective date should be clearly defined in the letter such as, "dismissed effective with the close of business 26 November 2007."
- Certificate of mailing

**F. Disqualification:**

The must include all pertinent data fields that will clearly identify the employee to avoid the possibility of processing such action incorrectly and clearly identify the effective date:

- Employee ID number
- Employee name in a format such as John J. Johnson
- Employee mailing address
- The effective date should be clearly defined in the letter such as, "disqualified effective with the close of business 26 November 2007."
- Certificate of mailing

**2.11 Separations** – Please refer to separate policy for detailed processing information

- A. If all pertinent data is captured in a letter format attach the letter to the email notification. Include the last day worked in the body of the email and provide brief explanation as to any unaccounted for time.
- B. Layoff: The layoff letter must be attached to email requesting the action be processed.

You may email [CitywideHRSvc.Help@Denvergov.org](mailto:CitywideHRSvc.Help@Denvergov.org) or call 720-913-5186 to receive a copy of this Policy.

[Return to Top](#)

## **2.12 PEPR/EOPR**

- A. Per CSA Rule 13-30 A-3 the PEPR form must contain the entire evaluation. Exception is an overdue PEPR in conjunction with a separation action. In that case only the cover sheet revealing the annual rating need be submitted to avoid delaying the separation action. This change does not relieve supervisors from having to complete the review in its entirety. Once completed please have the full review submitted for filing in the employee's official file.
  
- J. Should the Department/Agency desire automation assistance we can help establish the creation of such so that PEPR cover sheets can be auto populated and emailed to supervisors. The PEPR review is due on or before the employee's Next Review Date.

## **2.13 Correction of Employee Record**

Should the need arise to correct an entry to an employee record please contact [CitywideHR Svcs.Help@Denvergov.org](mailto:CitywideHR Svcs.Help@Denvergov.org) for advice and assistance.

## **2.14 Income/Employment Verifications**

The Controller's Office will perform all income and employment verifications. Please have those requesting such information send written inquire to [CitywideHR Svcs.Help@Denvergov.org](mailto:CitywideHR Svcs.Help@Denvergov.org) or by calling 720-913-5612.

[Return to Top](#)

### **Section Three - Authorization**

Each Agency Head should have approved a list of authorized agency contacts through which we will accept actions as discussed above. The form and fashion by which to accomplish this is attached to this handbook and may be requested from [CitywideHRSvcs.Help@Denvergov.org](mailto:CitywideHRSvcs.Help@Denvergov.org).

[Return to Top](#)

## **Section Four - List of Services**

As the Human Resources Administrative Services it is important to establish a clear list of tasks that our office will provide and which services are not within our scope of services. Though not all inclusive, the lists below provides guidance as to general areas of responsibility.

### A. Provided Services

- ✓ Ensure Agency requests as to all action types discussed above meet regulatory requirements and are processed through as appropriate to CSA for entry into PeopleSoft or in the case of uniform Police and Firefighters make direct entries to PeopleSoft in a timely and proficient manner.
- ✓ Communicate with Department/Agency any issues as to requests for actions that may be incomplete or improper.
- ✓ Contact all new hires and rehired employees and assemble all required City on boarding documentation as mentioned in Section Two above.
- ✓ In the Kronos Leave Module create and approve leave calendars, and make referrals as identified to the FMLA and or Interactive Process
- ✓ Offer to schedule new hires for NEO and any other required CSA course(s).
- ✓ Communicate with payroll all separation types by effective date
- ✓ Communicate with payroll all late actions that may require a payroll time check
- ✓ Monitor and communicate with Department/Agency all position/service and LWOP entries with identified Ends Dates
- ✓ Respond to all inquires or request for additional information as related to benefits, DERP, accruals, action/processing requests, and any related administrative type question. In some cases we may identify subject matter experts and forward requests accordingly.
- ✓ Completion of DERP Certificates of Eligibility
- ✓ Completion of income and employment verifications
- ✓ Site visits to provide training or otherwise communicate our business processes. This may include informal briefings to a single person or more formalized interactions with larger groups.

### B. Services Not Provided

- ✓ Criminal background checks (all levels and types)
- ✓ Driving records/eligibility
- ✓ Professional/Personnel hiring reference checks
- ✓ Determine individual employee fitness for duty
- ✓ Request recruitment or evaluate positional needs
- ✓ Obtain approval to fill authorizations
- ✓ Organizational structure/effectiveness issues
- ✓ Management/assignment of positions

[Return to Top](#)

- ✓ Development of Agency specific personnel policies
- ✓ Issue retirement certificates
- ✓ Issue and arrange Service PIN ceremonies, 5281 nominations, City Honors, etc
- ✓ Obtain layoff approvals
- ✓ Obtain extension of service approvals
- ✓ Initiate classification audit requests
- ✓ Determine annual pay raise amounts and authorizations for on-call/seasonal (if any)
- ✓ Performance management training and guidance for supervisors
- ✓ PEPR/EOPR evaluating/coaching the review process (we can assist with setting up reminder notices)
- ✓ Disciplinary consideration/guidance/workplace investigations
- ✓ Determine or seek approval for working out of class
- ✓ Determine or seek approval for various leaves of absence
- ✓ Obtain extension of probation approvals
- ✓ Handbooks and orientations specific to Agency
- ✓ Issue and ensure required workplace posters are appropriately placed at offsite locations
- ✓ Drive Agency sponsored training events revolving around recruiting, benefits, DERP, ICMA/Cooney, CSA Rules, Executive Orders, interviewing, etc
- ✓ Develop employee morale and wellness initiatives for Agency

[Return to Top](#)