

Subject Matter Expert	Team Member
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AA Planning	Martina Rogers 487-1812 Briana Mandakunis 488-3923
ADA Accessibility and Accommodations	Martina Rogers 487-1812 Briana Mandakunis 488-3923
Annual Factor & Cumulative Annual Factor	Jennifer Boswell 488-2445 Anthony Tipler 488-3926
Annual Workforce Report	Briana Mandakunis 488-3923 Lydia Saccio 487-1810
Appointments & Status	Amy White-Ray 488-2866 Shareka Burke 487-9508
Attendance & Leave	John Apthorp 922-1274 Donna O'Steen 413-9498
Broadbanding	Amy White-Ray 488-2866 Shareka Burke 487-9508
Call-Back	Amy White-Ray 488-2866 Anthony Tipler 488-3926
CS 24-Hour Annual Leave Payout	Mark Helms 487-1508 John Apthorp 922-1274
Classification	Amy White-Ray 488-2866 Shareka Burke 487-9508
Closing State Offices	Mark Helms 487-1508 John Apthorp 922-1274
Collective Bargaining (FNA, PBA: FHP, LEU, & SSU) (AFSCME, FSFSA, FPD: SES PHYS & SNPU, SEAG)	Jeffery Peaten 487-9460 Marilyn Cain 487-9464
Compensation	Jennifer Boswell 488-2445 Anthony Tipler 488-3926

Subject Matter Expert	Team Member
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COOP	Lydia Saccio 487-1810 Martina Rogers 487-1812
Data Warehouse/Reporting PeopleFirstDataWarehouse@dms.myflorida.com	
Disability Leave	John Apthorp 922-1274 Mark Helms 487-1508
Disaster Issues - Pandemic Planning	Martina Rogers 487-1812 Lydia Saccio 488-3923
Discipline	Angela Kay 488-8176 Donna O'Steen 413-9498
Discrimination/EEO	Martina Rogers 487-1812 Angela Kay 488-8176
Drug-Free Workplace	Mark Helms 487-1508 Angela Kay 488-8176
Dual Employment	Amy White-Ray 488-2866 Anthony Tipler 488-3926
EACT Scores	Donna O'Steen 413-9498 Angela Kay 488-8176
EEO-4 Report (Federal)	Lydia Saccio 487-1810 Martina Rogers 487-1812
Employee Recognition	Angela Kay 488-8176 Mark Helms 487-1508
Employment of Individuals with Disabilities	Martina Rogers 487-1812 Briana Mandakunis 488-3923
Employment Verification	1-866-663-4735
FLSA (Fair Labor Standards Act)	Amy White-Ray 488-2866 Jennifer Boswell 488-2445
FMLA (Family and Medical Leave Act)	Mark Helms 487-1508 John Apthorp 922-1274

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HR Conference	Angela Kay 488-8176 Matt Gregory 921-4618
I-9 Form/E-Verify/Work Authorization	Donna O'Steen 413-9498 Angela Kay 488-8176
Insurance Benefits	DSGI 921-4600
Layoff/Workforce Transition	Jennifer Boswell 488-2445 Anthony Tipler 488-3926
Lump-Sum Bonuses	Jennifer Boswell 488-2445 Anthony Tipler 488-3926
Mentoring Leave	John Apthorp 922-1274 Mark Helms 487-1508
Military Leave	Donna O'Steen 413-9498 Mark Helms 487-1508
Nepotism	John Apthorp 922-1274 Matt Gregory 921-4618
Other Personal Services (OPS)	Amy White-Ray 488-2866 Shareka Burke 487-9508
OPS FICA Alternative Plan www.myfloridadefferd.com	
Overlap	Amy White-Ray 488-2866 Shareka Burke 487-9508
Pay Additives	Jennifer Boswell 488-2445 Anthony Tipler 488-3926
Pay Instructions	Jennifer Boswell 488-2445 Anthony Tipler 488-3926
Performance Evaluations	Mark Helms 487-1508 Angela Kay 488-8176
Perquisites/Moving Expenses	Anthony Tipler 488-3926 Amy White-Ray 488-2866

Subject Matter Expert Team Member

Press/Media Requests

DMS Communications Office 921-5266

Public Office (seeking)

Jim Parry 414-7646

Public Record Exemptions (Ch.119)

Angela Kay 488-8176

Donna O'Steen 413-9498

Public Records Requests

Shondrea Thomas 413-9503

Records Management (Personnel Files)

Angela Kay 488-8176

Donna O'Steen 413-9498

Recruitment & Selection

Donna O'Steen 413-9498

Angela Kay 488-8176

Reorganizations

Amy White-Ray 488-2866

Shareka Burke 487-9508

Retirement/DROP

Retirement 488-6491

Salary Surveys

Jennifer Boswell 488-2445

Anthony Tipler 488-3926

Sick Leave Pools and Transfer Plans

John Apthorp 922-1274

Mark Helms 487-1508

Special Risk Designations

Amy White-Ray 488-2866

Jennifer Boswell 488-2445

Telework

Angela Kay 488-8176

Matt Gregory 921-4618

Training

Briana Mandakunis 488-3923

Martina Rogers 487-1812

Transfers

Amy White-Ray 488-2866

Anthony Tipler 488-3926

Tuition Waiver Program

Angela Kay 488-8176

Donna O'Steen 413-9498

Veterans' Preference

Donna O'Steen 413-9498

Angela Kay 488-8176

Subject Matter Expert Team Member

Website (HRM)

Shondrea Thomas 413-9503

Workers' Compensation Leave

John Apthorp 922-1274

Mark Helms 487-1508



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

**human resource
management**
We serve those who serve Florida

Human Resource Management

Sharon D. Larson, Director

Workforce Design & Compensation:

Jennifer Boswell, Manager

Shareka Burke Anthony Tipler

Amy White-Ray

Workforce Development & Benefits:

Matt Gregory, Manager

John Apthorp Mark Helms

Angela Kay Donna O'Steen

Workforce Strategic Planning, Research &

Operations:

Libby Farmer, Manager

Briana Mandakunis Martina Rogers

Lydia Saccio Shondrea Thomas

HRM Website:

http://www.dms.myflorida.com/workforce_operations/

[human resource management](#)

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HRM SME List

Division of Human Resource Management
4050 Esplanade Way, Suite 235
Tallahassee, FL 32399-0950

HRM Mission:

To provide effective and efficient human resource programs and services for the State Personnel System that attract, develop, retain and reward a high performance workforce.

We Serve Those Who Serve Florida.