

## **Human Resources Contact Information**

200 South Center Street Statesville, NC 28677

Main Number: 704-878-3000

Fax: 704-832-2355

Wellness Clinic: 704-878-3065

### **Sandra Gregory, Human Resources Director**

Phone #: 704-878-3128

E-mail: [sgregory@co.iredell.nc.us](mailto:sgregory@co.iredell.nc.us)

Plans, organizes, directs and participates in difficult administrative and professional work in managing the Human Resources Department, Wellness Program and On-site Wellness Clinic, and the County's Risk Management Program.

### **Sarah Williams, Assistant Human Resources Director**

Phone #: 704-878-3056

E-mail: [swilliams@co.iredell.nc.us](mailto:swilliams@co.iredell.nc.us)

Responsible for directly managing the HR staff on a daily basis. On behalf of the Human Resources Director, position is responsible for approving all payroll transactions, investigating workplace harassment complaints, assisting with complaints/issues/grievances and policy interpretation. Conducts exit interviews. Processes all unemployment claims and EEOC charges. Serves as the ADA Coordinator. Assists with New Manager training, Leadership Development Training, and Employee Personal Development Training. Assists the Human Resources Director with other tasks as needed and serves as the Human Resources Director in the absence of the Director.

### **Karen Johnson, Human Resources Analyst**

Phone #: 704-928-2026

E-mail: [karen.johnson@co.iredell.nc.us](mailto:karen.johnson@co.iredell.nc.us)

Responsible for salary surveys, benefit surveys, and Pay & Classification Studies and Salary Scale Adjustments. Responsible for the administration of Performance Evaluations, and Merit Increases/Bonuses. Serves as the HR Department's Special Projects person. Ensures job descriptions are up-to-date. Responsible for HR Month End Reporting. Administers the County's Random Drug Testing Program. Provides overall operational training to HR staff as needed.

### **Ryan Steiss, HR Specialist - Payroll**

Phone #: 704-878-3067

E-mail: [ryan.steiss@co.iredell.nc.us](mailto:ryan.steiss@co.iredell.nc.us)

Processing of new hires, terminations, promotions, demotions, reclassifications, transfers, taxes, direct deposits, and any other HRIS/Payroll transaction as it relates to an employee's information in MUNIS. Handles the onboarding process for new hires. Maintains records of certification increases for departments. Handles the maintenance of I-9's.

### **Jennie Mason, HR Recruitment Specialist**

Phone #: 704-928-2408

E-mail: [jennie.mason@co.iredell.nc.us](mailto:jennie.mason@co.iredell.nc.us)

Responsible for the annual Service Awards Banquet. Responsible for the United Way campaign. Responsible for all aspects of Recruitment & Selection to include, but not limited to: posting vacancies, attending job fairs, working directly with Directors to expand recruitment needs as necessary, screening job applications, etc. and handles the Employee Referral Program.

**Tania Trent, HR Benefits Specialist**

Phone #: 704-878-3043  
E-mail: [tania.trent@co.iredell.nc.us](mailto:tania.trent@co.iredell.nc.us)

Serves as the primary contact for employees with benefit questions, issues, etc. Handles the administration of employee benefits such as health, dental, vision, and life insurance, and voluntary benefits, etc. Conducts the New Employee Orientation. Enters benefit deductions into MUNIS and on benefit sites. Handles name changes, address changes, and qualifying life events. Prepares letters for transfers of sick and vacation accruals to another governmental agency. Serves as the primary contact person for preparation of the open enrollment process and oversees the entire process. Administers FMLA, shared leave, and LWOP. Reconciles insurance billing statements and submits bills for payments. Processes all retirements and maintains monthly retiree health insurance billing.

**Kim Goodin, HR Assistant**

Phone #: 704-878-3000  
E-mail: [kgoodin@co.iredell.nc.us](mailto:kgoodin@co.iredell.nc.us)

Answers the main County phone. Processes mail for County departments. Responsible for greeting and assisting visitors for the Government Center. Maintains employee personnel and HIPAA files. Responsible for the Conditional Offer of Employment process for potential new employees. Prepares employee badges. Serves as the County's Bereavement Coordinator. Responsible for completing verifications of employment and reference verifications. Responsible for the outside employment process. Responsible for County Newsletter. Serves as the Human Resources Department's administrative support based on HR Staff needs. Serves as the Webmaster for the Department webpage.

**Melissa Poteat, Risk Management/Wellness Manager**

Phone #: 704-832-2329  
E-mail: [mpoteat@co.iredell.nc.us](mailto:mpoteat@co.iredell.nc.us)

Develops, monitors, and evaluates a variety of Wellness Programs offered to County employees for the purposes of promoting healthy lifestyles. Serves as the County's Health Fair and Blood Drive Coordinator. Responsible for the maintenance of the Wellness Library. Oversees the Employee Wellness Clinic and the Health Risk Assessment process. Serves as the County's Risk Management Manager processing and overseeing work related injuries, property & liability claims, automotive claims, and the Safety Program.

**Christina Davidson, Administrative Assistant – Risk Management & Wellness**

Phone #: 704-878-3057  
E-mail: [christina.davidson@co.iredell.nc.us](mailto:christina.davidson@co.iredell.nc.us)

Provides administrative assistance to the Risk Management and Wellness Division. Assists with the coordinating of the Employee Health Fair, Blood Drives, the processing of Health Risk Assessment incentives, etc. Assists the Risk Management Division in the entering of claims and tracking of safety training.