

## Department of Human Resources/Office of Management and Budget

### Human Resource Office Contact List

841 Silver Lake Boulevard., Suite 100

Dover, DE 19904 / SLC: D571

Building Main Line: (302) 739-4195

Office Fax: (302) 622-4123

PROGRAM	CONTACT	PHONE
Affirmative Action/EEO/Diversity	Tamara Ben Addi, Human Resources Administrator	735-6279
Accommodations <ul style="list-style-type: none"> <li>➤ Americans with Disabilities Act (ADA)</li> <li>➤ Pregnant Workers Fairness Act</li> <li>➤ Ergonomics</li> </ul>	Tamara Ben Addi, Human Resources Administrator	735-6279
Benefits/Payroll <ul style="list-style-type: none"> <li>➤ Health, Dental and Vision Insurance</li> <li>➤ Exit Interviews/Separation Notifications (All of DHR)</li> <li>➤ New Hire Orientations (All of DHR)</li> <li>➤ Retirement (All of DHR)</li> </ul>	DHR/OMB Carissa Stevens, Human Resource Manager  DHR Erin Powlison, Human Resource Advisor III OMB Sharna Gaymon, Human Resource Advisor II	735-6280   735-6281  735-6282   Email: DHR Employees: <a href="mailto:DHR_Personnel_Notifications@delaware.gov">DHR_Personnel_Notifications@delaware.gov</a>  OMB Employees: <a href="mailto:OMB_Personnel_FAX@delaware.gov">OMB_Personnel_FAX@delaware.gov</a>
Career Ladders/Classification & Compensation	Tamara Ben Addi, Human Resource Administrator	735-6279
Adjusted Dates of Hire/Service Awards Employment Verification	Maygan Beckles, Administrative Specialist III Please note that the State of Delaware utilizes Experian Verify : <a href="#">DHR - Employment Verification (delaware.gov)</a>	735-6283
FMLA Short/Long Term Disability Paid Parental Leave Workers' Compensation Donated Leave	DHR – Erin Powlison, Human Resource Advisor III OMB – Sharna Gaymon, Human Resource Advisor II  *Please note, requests are initiated through eSTAR.	735-6281 735-6282   Email: DHR Employees: <a href="mailto:DHR_Personnel_Notifications@delaware.gov">DHR_Personnel_Notifications@delaware.gov</a>  OMB Employees: <a href="mailto:OMB_Personnel_FAX@delaware.gov">OMB_Personnel_FAX@delaware.gov</a>
Labor/Employee Relations <ul style="list-style-type: none"> <li>➤ Complaints</li> <li>➤ Discipline</li> <li>➤ Grievances</li> <li>➤ Performance Improvement</li> </ul>	Tamara Ben Addi, Human Resources Administrator	735-6279
Timekeeper	DHR - Maygan Beckles, Administrative Specialist III  OMB – Sharon Trotman	735-6283  672-5199
Performance Plans/Reviews	Tamara Ben Addi, Human Resources Administrator	735-6279
Personnel Files	Maygan Beckles, Administrative Specialist III	735-6283
PHRST Access	DHR Central: For statewide access, please complete the S100C form on the PHRST Extranet and submit to Christopher Horton at <a href="mailto:Christopher.Horton@delaware.gov">Christopher.Horton@delaware.gov</a>	

	For DHR Field Staff: Contact Maygan Beckles at <a href="mailto:Maygan.H.Beckles@delaware.gov">Maygan.H.Beckles@delaware.gov</a>	
Recruitment/Applicant Services <ul style="list-style-type: none"> <li>➤ Advertising</li> <li>➤ Applicant Services</li> <li>➤ CDL/Drug &amp; Alcohol Testing</li> <li>➤ Job Postings</li> <li>➤ Referral Lists</li> </ul>	OMB and DHR – Kristy Harmon  *Funding approval will need to be verified prior to posting.	735-6241
Workforce Planning	Tamara Ben Addi, Human Resources Administrator	735-6279
Workplace/Domestic Violence	Tamara Ben Addi, Human Resources Administrator	735-6279

7/26/23