**Human Resource Services**

**Org Chart - At a Glance**

Jennifer Klein
VP/Chief Human Resource Officer

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**HCM - Modernization**
Streamlines university functions through the implementation of enterprise software (Workday) for human resources, payroll and finance. Core Human Resource functions include: absence management, benefits administration, compensation, position description and recruitment management, position management, and time and leave administration.

**Benefit Services**
Responsible for implementing and overseeing a host of system-wide benefits related programs and services including benefits and retirement administration. Serves as primary contact to the Health Care Authority (HCA), Department of Retirement Systems (DRS), TIAA and the various benefit vendors. Responsible for ensuring WSU benefits and retirement programs are in compliance with applicable laws, policies, rules, regulations, and procedures. ES assists colleges/areas in strategic planning in key HR areas, as well as oversees the WSU Employee Engagement and Exit Survey programs.

**Employment Services**
Responsible for classification/compensation, talent acquisition, learning and organizational development and employee relations. Employment Services (ES) is responsible for providing consultation and guidance to executive leadership, managers, supervisors, and employees in compliance with applicable laws, policies, rules, regulations, and procedures. ES assists colleges/areas in strategic planning in key HR areas, as well as oversees the WSU Employee Engagement and Exit Survey programs.

**Records and Compliance**
Responsible for providing system-wide administration of personnel information. For Administration professional, Classified, Faculty, Temp/Hourly workers, Graduate Students. Ensures Compliance with state and federal laws, such as I-9 processing.

**Labor Relations**
Responsible for negotiating and administrating WSU's Collective Bargaining Agreements. Providing labor relations services to leadership. Manages the relationship between WSU bargaining units and associated Unions. Responsible for ensuring program compliance with state and federal labor relations laws and rules.

**Disability Services**
Responsible for overseeing and providing system-wide disability and leave related programs including medical and shared leaves, long-term disability claims, reasonable accommodations, workers’ compensation mandated drug and alcohol testing. Responsible for compliance with state and federal laws and rules for associated programs.

**Administration**
Responsible for triaging all inquiries received through the front desk via phone, email and in-person visits. Responsible for WSU Employee Recognition Programs, including length of service, Crimson Spirit Award, President's Excellence Award, Annual Quarter Century Club Breakfast, and the Annual Employee Recognition Reception.

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