



DHR Contact Information

1313 Sherman St.

Denver, CO. 80203

<http://www.colorado.gov/dpa/dhr/>

The following is a brief description of the work units serving agencies and a listing of staff, including primary contacts for major key functions.

Division Director's Office

Provide strategic planning and leadership of statewide human resources programs and systems.

Deborah Layton-Root 303-866-2105 Statewide Chief Human Resources Officer

Lynn Smith (Executive Asst) 303-866-5652 CHRO/Director's Office (Contact)

Total Rewards Unit

Compensation Section: Create, maintain and enhance the job evaluation system and compensation and leave policies, conduct the annual compensation survey, review and approve personal services contracts, coordinate FMLA and FLSA compliance, and work-life program. Lead rules interpretation for job evaluation (Chapter 2), compensation (Chapter 3), leave (Chapter 5), and personal services contracts (Chapter 10). Statewide FLSA and Surveys. Merit Pay Implementation and Communication, SES, Annual Compensation Survey, Compensation Plans, 3rd Party Surveys, Rules Interpretations in Chapters 2 and 3, with Enforcement & Protective Services (EPS - A) Occupational Group. Statewide Leave of Absence, ADA and FMLA Coordinator. Rules Interpretations - Ch 5, Leave Reform and Integrated Absence Management, Time and Leave Management, Administrative Leave Tracking, with Health Care Services (HCS - C) Occupational Group. Statewide Job Evaluation and Work-Life Coordination. Commission, Incentive and Recognition Programs Coordinator, Rules Interpretations – Ch 3, with Physical Science & Engineering (PSE - I), Professional Services (PS - H), Labor, Trades & Crafts (LTC - D), Temporary Aide (P) Occupational Groups. Statewide Personal Services Contracts Coordinator. Job Evaluation, Rules Interpretations - Ch 10, Rules Interpretations - Ch 2, with Administrative Support & Related (ASR -G) Occupational Group.

Employee Benefits Section: Negotiate and manage medical, life, dental, prescription, disability benefits plans, and flexible spending accounts. Lead rules interpretation for benefits (Chapter 11) and HIPAA compliance. Strategist coordinating benefit initiatives and plans; manage flexible spending accounts, rules interpretation for benefits (Chapter 11). Dental, life, and disability plans; life insurance claims processing. Benefits administration system and COBRA administration TPA; eligibility and enrollment processes. Written complaint research and responses; eligibility and enrollment; customer service. Written complaint research and response; eligibility and enrollment technician; customer service; Medicare data research. Benefits communications and education; HIPAA compliance/procedures.

Contact Phone: 303-866-3434 or Toll Free: 800-719-3434

Human Resource Consulting and Development Unit

Consultation on the composition of the personnel system; HR audits, program review and oversight; delegation agreements; model policies and practices; selection system consultation and training (Chapter 4); Selection Personnel Certification Program (SPCP) program design and administration; minimum qualification exception approvals; written objective and department purchased exams; rules consultation for dispute resolutions (Chapter 8); performance management, progressive discipline consultation (Chapter 6); consultation on layoffs (Chapter 7). Review statewide human resource program management and assist departments in eliminating problems, improving operations and performance, and identifying and implementing “model policies and practices;” maintain delegation agreements, provide professional job evaluation and selection activities for centralized agencies; create, maintain and enhance the selection and performance management systems; provide information on I-9 requirements and veteran’s rights and preference related to selection and layoff. Lead rules interpretations for organization (Chapter 1), employment (selection) and status (Chapter 4), performance management (Chapter 6), separation (Chapter 7) and disputes to the Director (Chapter 8).

Contact: 303-866-2171 or Email: hrs.consulting.services@state.co.us.

Risk Management Unit

Train, consult, and manage the State’s self-insured liability, worker’s compensation, property insurance, and loss control programs; some institutes of higher education are excluded. review of insurance language in contracts, and general insurance consulting services. Maintain data and reports in the Risk Management Information System, claims administration. Workers’ Compensation Administration; safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; safety and loss control training. State liability claims administration and tracking, and insurance consulting. Property insurance program administration; safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; safety and loss control training. Planning and coordination of the statewide wellness program.

Contact: 303-866-3848 or Toll Free: 1-800-268-8092 or email: dpa_rm@state.co.us.