



Douglas County Human Resources Department

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	Name	Title	Direct Phone	E-mail Address
Human Resources	Michael Kurtz	Human Resources Director	(541) 440-6045	mkurtz@co.douglas.or.us
	Sherri D. Willetts	Senior HR Analyst	(541) 464-6446	sdwillet@co.douglas.or.us
	Kassandra Klingler	Senior HR Analyst	(541) 957-4891	kklingl@co.douglas.or.us
	Laurie Klemencic	Human Resources Analyst	(541) 957-4896	laklemen@co.douglas.or.us
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Risk Management	Paul van Dyk	Risk Manager	(541) 440-6287	pbvandyk@co.douglas.or.us
	Kassandra Klingler	Safety Liaison	(541) 957-4891	kklingl@co.douglas.or.us
	Laurie Klemencic	Human Resources Analyst	(541) 957-4896	laklemen@co.douglas.or.us

The following list is intended as assistance to the most common areas of inquiry. Please feel free to contact any staff member for assistance.

Topic/Question	Contact
Absences & Leaves (FMLA, OFLA, ADA, Military, etc.)	Sherri, Michael
Accident/Incident Reports	Paul, Laurie, Kassandra
County Self-Insurance Certificate	Paul, Laurie
Discipline / Discharge	Michael
Employment Verifications / References	Kassandra
Health Insurance / Benefits	Kassandra
Insurance – Commercial, Liability, Property	Paul, Laurie
Labor Contracts/Negotiations	Michael, Paul
NEOGOV questions	Francesca, Kassandra
On-the-Job Injuries	Paul, Laurie, Kassandra
OR OSHA Compliance	Paul, Kassandra
Organizational Changes Affecting Budgeted FTE	Michael, Sherri
PAF Requirements (ADP Changes)	Sherri
Policy Interpretations / Questions	Michael, Sherri, Paul
Pool Workers (including time recording)	Francesca, Kassandra
Position Reclassification Requests	Michael, Sherri
Recruitment/Hiring Forms/Announcements/Advertising/Applications	Kassandra, Francesca
Retirement Questions	Sherri, Kassandra
Safety in the Workplace	Kassandra
Separations / Layoffs / Voluntary Resignations	Michael, Sherri
Time Sheets	Francesca, Sherri
Training	Michael
Workers' Compensation	Paul, Laurie