



# Douglas County Human Resources Department

Douglas County Courthouse Room 322 • 1036 SE Douglas Avenue • Roseburg, OR 97470  
 (541) 440-4405 • Fax (541) 440-6292 • TDD (541) 440-6041 • [hr@co.douglas.or.us](mailto:hr@co.douglas.or.us)

	Name	Title	Direct Phone	E-mail Address
<b>HUMAN RESOURCES</b>	Michael Kurtz	Human Resources Director	(541) 440-6045	<a href="mailto:mkurtz@co.douglas.or.us">mkurtz@co.douglas.or.us</a>
	Sherri D. Willetts	Senior HR Analyst	(541) 464-6446	<a href="mailto:sdwillet@co.douglas.or.us">sdwillet@co.douglas.or.us</a>
	Kassandra Klingler	Senior HR Analyst	(541) 957-4891	<a href="mailto:kklingl@co.douglas.or.us">kklingl@co.douglas.or.us</a>
	Crystal Bunnell	Human Resources Analyst	(541) 440-6046	<a href="mailto:cmbunnel@co.douglas.or.us">cmbunnel@co.douglas.or.us</a>
<b>RISK MANAGEMENT</b>	Paul van Dyk	Risk Manager	(541) 440-6287	<a href="mailto:pbvandyk@co.douglas.or.us">pbvandyk@co.douglas.or.us</a>
	Kassandra Klingler	Safety Liaison	(541) 957-4891	<a href="mailto:kklingl@co.douglas.or.us">kklingl@co.douglas.or.us</a>
	Stephanie Coppersmith	Human Resources Analyst	(541) 440-4406	<a href="mailto:sdcopper@co.douglas.or.us">sdcopper@co.douglas.or.us</a>

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, Stephanie, Kassandra
County Self-Insurance Certificate	Paul, Stephanie
Discipline / Discharge	Michael
Employment Verifications / References	Kassandra
Health Insurance / Benefits	Kassandra
Insurance – Commercial, Liability, Property	Paul, Stephanie
Labor Contracts/Negotiations	Michael, Paul
NEOGOV questions	Kassandra
On-the-Job Injuries	Paul, Stephanie
OR OSHA Compliance	Paul, Kassandra
Organizational Changes Affecting Budgeted FTE	Michael, Sherri
PAF Requirements (ADP Changes)	Sherri, Crystal
Policy Interpretations / Questions	Michael, Sherri, Paul
Position Reclassification Requests	Michael, Sherri
Recruitment/ /Announcements/Advertising/Applications	Kassandra, Crystal
Retirement Questions	Sherri, Kassandra
Safety in the Workplace	Kassandra
Separations / Layoffs / Voluntary Resignations	Michael, Sherri
Time Sheets	Sherri
Training	Michael
Workers' Compensation	Paul, Stephanie