HRM Liaisons Meeting

September 2023 Meeting

September 21, 2023
HRM Talent Development
Braylin Artigues, Talent & Organizational Development Manager
Performance Evaluation System (PES) Update

Thank you all for submitting evaluations timely!

Deadline for planning sessions was September 8, 2023.

New Employee Orientation

Proposed to transition to in-person model starting January 2024.

Zoom option will still available, but in-person attendance is encouraged!
HRM Benefits
Beth Worthen, Benefits & Retirement Manager
Nothing says Fall like pumpkin spice and...

Annual Enrollment

01 Oct thru 15 Nov

Benefits Fair

October 26, 2023
10:00 - 2:00
Main Campus
Allied Health Building
2nd Floor Atrium

October 27, 2023
8:00 - 12:00
Dental School
Administration Building
1st Floor

nohrmbenefits@lsuhsc.edu

HRM Benefits
nohrmbenefits@lsuhsc.edu
HR Information Systems
Jane Behlen, Assistant Director, HRIS and Talent/Organizational Development
HRM Attendance and Leave Policy

• The team has put together a consolidated Attendance and Leave Policy with the goal of:
  • Providing clarity for our current processes.
  • Consolidates our processes and procedures into one comprehensive resource.
  • Utilizing a consistent layout, look and feel, in alignment with university guidelines.

This document can be found on the HRM website
https://www.lsuhsc.edu/administration/hrm/leave.aspx
HRM Talent Acquisition
Shauna Caputo, Talent Acquisition Manager
PeopleAdmin Training

Each session will focus on a specific employment type:

Dates:  
- Oct 12 | 10 am-12 pm | Unclassified  
- Oct 17 | 10 am-12 pm | Classified  
- Oct 24 | 10 am-12 pm | Faculty  

Sessions will provide an opportunity to review updated processes, PeopleAdmin guides and ask specific questions.

Watch out for a calendar invite soon and please share invitation with anyone you feel may benefit from the trainings.

**Reminder:** Please include the executed & signed offer letter before moving hiring proposal to offer accepted.
Our new unclassified employee start date process has been running smoothly and we thank you for partnering with our team to make this happen!
Please see forms page on HRM webpage: [Forms (lsuhsc.edu)](http://forms.lsuhsc.edu)

When employee verbally delivers their resignation, please ask them to fill out, sign & date Personnel Resignation Form.

Department head or authorized representative should also sign & date Personnel Resignation Form.

Return one (1) copy to employee, signed & dated by the department head or authorized representative.

Upload one (1) copy to PeopleSoft electronic termination system & send original to Human Resource Management for employee file.

Retain one (1) copy for Department files.
Office of Human Resource Management

Personnel Resignation Form

Employee’s Name: ____________________________  
Job Title: ____________________________  
Department: ____________________________  

Effective Date of Resignation: ___________  Last Day Worked: ___________  

Reason(s):

__________________________________________________________________________

By completing this form, I am requesting to resign from my position with LSUHSC – New Orleans on the close of business of the indicated effective date. I certify that the resignation is executed by me voluntarily and of my own free will and desire to discontinue my services at LSU Health Sciences Center–New Orleans and is not given or executed by reason of any threat, force, duress, menace, or undue influence of any kind by any person or persons whomsoever.

To meet Civil Service requirements, resignation must be accepted by the department head or authorized representative and dated with the employee receiving a signed accepted copy.

Employee’s Signature: ____________________________  Date: ___________  
Accepted By: ____________________________  Date: ___________  
(Department Head/Authorized Representative)

Distribution:
1. Return one (1) copy to employee, signed and dated by the department head or authorized representative.
2. Upload one (1) copy to PeopleSoft electronic termination system, send original to Human Resources Management for employee file.
3. Retain original (1) copy for Department files.
HRM Employee Relations
Leila McConnell, Employee Relations Manager
Employee Separation Process:
Manager’s Responsibilities

When an employee is separated from the University for any reason including but not limited to resignation, termination for cause, layoff, etc., it is the responsibility of the home department to document the separation and notify Human Resources in a timely manner.

Notification to Human Resources should include entering termination via e-term. For Gratis employees, a PER-3 should be completed. Remember to ask for a forwarding address. For leave taken that has not yet been reported, request a time and attendance voucher.
The manager is responsible and should prepare to collect all University property from the separating employee, such as:

- Employee’s University photo identification card
- Parking card
- Office, department, desk, and file cabinet keys
- Any moveable computer equipment, laptops, printers, cell phones, pagers, or other electronic equipment provided to the employee.
- Any other University property (library books, tools, gas cards, p-cards, travel cards, etc.) must be returned to the home department.
- Uniforms issued to the employee must be returned to the home department.
Departments are responsible for notifying appropriate parties of the following:

- Forward p-cards and travel cards to Supply Chain Management for deactivation.
- Forward pagers, phones, or notification of reassignment to Telecommunications.
- Notification of new location and custodian for moveable equipment (laptops, computer equipment, etc.) to Asset Management.
- Notification to Parking for the termination of parking privileges.
Upon notification, Human Resources is responsible for providing reports of all separations to:

- Asset Management
- Supply Chain Management
- Telecommunications
- Parking
Upon separation employees may arrange to retrieve personal property through their home department.

In such cases, employees must be accompanied by a Department Head or designee to obtain access to the LSUHSC-NO buildings and must be present for the retrieval of all personal effects.

Please note: In cases where the employee does not return to campus, the manager should pack the employee’s personal property to mail back to the employee. An inventory list is recommended when packing employee’s personal belongings, accompanied by a witness to log items packed, and a copy of the inventory list should be included in the box with the personal items being returned.
HRM Compensation
Sara Schexnayder, Assistant Director, Compensation and Talent Acquisition
Additional Compensation – CM 61

New form to be used to request additional compensation for performing additional duties.

The approved form must be attached to the electronic or paper PER 3.

No change to qualifying responsibility or eligibility:

• Taking on additional duties and/or responsibilities unrelated to, or independent of, the duties and responsibilities outlined in their position description.
• Full-time non-classified exempt staff are eligible.
Forms

To be able to view some of our forms, Adobe Acrobat Reader may be required. For a free download of the Adobe Acrobat Reader, please click here.

For any forms that are in formats other than pdf (i.e. Excel, Word), please be sure to preview your pages before printing to ensure that all pages will print the way you would like it to.

- Administrative Referral Form
- Agreement To Submit to Alcohol and/or Drug Test
- ACA Healthcare Marketplace Notice
- ACT 264 Acknowledgement Form
- Act 372 – Selective Service Registration
- Per 3 (Hourly – Full-Time Classified)
- Per 3 (Salary)
- Per 3 Online Form – Additional Compensation Guide
- Additional Compensation Request Form
- Per 3 Online Termination Guide
REQUEST FOR ADDITIONAL COMPENSATION

Attach this approved form to the PER-3. All sections below must be completed.

Requested for (Name): ___________________________ Empl ID: ______________________
Above employees current title: _______________________________
Employee’s current department: ___________________________ Dept. supporting: ________
Requestor’s name: ______________________________________

Reason for Request/Need for additional support: ______________________________________
Additional Duties to be assumed: _____________________________________________________

Why is it outside of the scope of normal duties: _______________________________________

Estimated hours per week required to do these duties: _____________________________
How will the person carry out this duty along with their regular full time job duties? _______

Dates for Additional duties (up to 6 months, cannot cross fiscal years): ___________ to ___________
Is this a new request or a continuation of prior additional comp? ______________________
If continuing, dates of prior additional compensation: _______________________________

Consult with compensation if unsure of amount to recommend. Typical additional compensation amounts:
Coordinator level filling in for another coordinator role: $500 per month
Coordinator level filling in for management level role: $800 per month
Management level filling in for similar role: $1,000 per month

Monthly amount requested: ___________
Campus Assistance Program
Scott Embley, Director of Campus Assistance Program
Post Job Offer Drug Testing

Drug Testing Office

Human Development Center
411 S. Prieur, Suite 233

(504) 568-8888
drugtesting@lsuhsc.edu
Substance Abuse and Drug Free Workplace Policy - CM-38

• Alcohol abuse and the illegal use or abuse of other drugs is associated with numerous health, safety, and social problems. The performance of faculty, staff, residents, students and other LSUHSC-NO affiliated individuals may be adversely affected by engaging in substance abuse.

• This policy, including the prohibitions and provisions, shall be used to promote and safeguard the workplace/school environment from the consequences of alcohol and drug use.
Substance Abuse and Drug Free Workplace Policy - CM-38

• Providing a safe, productive, and healthy environment that is consistent with providing the highest quality services to patients and the most effective learning environment for students.


• Providing a safe and healthy environment for our patients, employees, students, visitors, vendors, suppliers, contractors, and members of our community.
Pre-Employment | Drug Testing / Post Job Offer

• Third Party Administrator – Premier BioTech
  https://www.i3screen.net/login/

• LSUHSC Drug Testing Office
  o Shauntel Jones        Phone (504) 568-8888
  o Scott Embley          Email: drugtesting@lsuhsc.edu

• Business Office Managers or designee “order” post job offer testing

• Post job offer testing can occur 90 days prior to the candidate’s start date

• Candidates can not start until drug test is complete and you have received clearance for hire from the Drug Testing Office
  o Clear for hire email must be dated before the start date
Post Job Offer Drug Panel

- 7 Panel + Oxy
  - Amphetamines
  - Barbiturates
  - Benzodiazepines
  - Cannabinoids
  - Cocaine Metabolite
  - Opiates
  - Phencyclidine (PCP)
Medical Marijuana

• La. R.S. 49:1016 ("No state employer shall subject an employee or prospective employee to negative employment consequences based solely on a positive drug test for marijuana, marijuana components, including tetrahydrocannabinols, or marijuana metabolites if the employee or prospective employee has been clinically diagnosed as suffering from a debilitating medical condition and a licensed physician has recommended marijuana for therapeutic use by the employee in accordance with La. R.S. 40:1046.”)

• In accordance with La. R.S. 49:1016, LSUHSC-NO shall not be construed to prohibit from imposing negative employment consequences on an employee who uses or is impaired by marijuana on the premises of the employer or during work hours or an employee whose principal responsibility is to operate a state vehicle, maintain a state vehicle, or supervise any employee who drives or maintains a state vehicle.
Medical Marijuana

• In accordance with La. R.S. 49:1016, LSUHSC-NO shall provide an employee with the opportunity to show that he/she has been clinically diagnosed as suffering from a debilitating medical condition and a licensed physician has recommended marijuana for therapeutic use by the employee in accordance with La. R.S. 40:1046.

• La. R.S. 49:1016 does not apply to emergency medical services, law enforcement, public safety officials, any state employee of the horse racing commission, and firefighter services.
Before Drug Screen can be submitted

- Two Documents
  - Agreement to Submit to an Alcohol and/or Drug Test and Authorization for the Release of Test Result
  - LSUHSC New Orleans Campus Post Job Offer Drug Testing Instructions for Job Candidates and House Officers
    - [https://www.lsuhsc.edu/orgs/campushealth/drugtesting.aspx](https://www.lsuhsc.edu/orgs/campushealth/drugtesting.aspx)

- The “agreement to submit to an alcohol and/or drug test and authorization for the release of test result” must be signed by the candidate and returned
- The “agreement to submit to an alcohol and/or drug test and authorization for the release of test result” must be placed in the candidate's file
AGREEMENT TO SUBMIT TO AN ALCOHOL AND/OR DRUG TEST AND AUTHORIZATION FOR THE RELEASE OF TEST RESULTS

I have been requested by _______________ to submit to an alcohol and/or drug test.

I have been informed and I understand that my agreement to submit to the requested alcohol and drug test is completely voluntary on my part and that I have the right to refuse to submit to the test(s). I am aware and have been told that my refusal to submit to the test(s) will make me ineligible to be considered for employment and I will be disqualified from employment at an LSUHSC facility for up to one year or may be grounds for disciplinary action against me up to and including termination/exclusion. I am aware that if I refuse to submit to drug screening or if my test is positive, I will be disqualified for employment or appointment. Additionally, a prospective employee who intentionally tampers with the sample, the chain of custody (COC), identification procedures, or test results may be disqualified from employment for a period of three years.

I understand that if the Medical Review Officer (MRO) and/or the MRO agent and/or staff and/or the Drug Testing Coordinator (DTC) call me about my drug test results I should call them back immediately. I understand that if I do not contact and talk with the MRO and/or the MRO agent and/or staff and/or the DTC then I have turned down the opportunity to discuss the results and the MRO and/or the MRO agent and/or staff and/or the DTC will report any drug test as a positive.

I have been informed and am aware that the results of the alcohol and/or drug test(s) are protected by confidentiality requirements for alcohol and drug patient records under Federal laws and regulations. Therefore, I voluntarily agree to the below stated release of the test results.

I, ______________________________ (please print), authorize the MRO and/or the MRO agent and/or staff and/or the DTC to release the results of the test(s) to the appropriate Human Resource Director, my supervisor (as appropriate for employees, students, non-employees, or job applicant), the LSUHSC Administration, and their designees for the purpose of determining the appropriateness of my eligibility for continued employment/assignment.

I authorize the above individuals and their designees to disclose these results to other Human Resource Directors, divisions, hospitals, facilities or their designees within the LSUHSC, and to other state and federal agencies, including the Department of State Civil Service, and LSU Health Network Administration, and/or to the above mentioned reference source.

I understand that the MRO and/or the MRO staff may inform the Human Resource Director, my supervisor (as appropriate for employees, students, non-employees, or job applicant), the LSUHSC Administration, and their designees and/or above referring source of any legally obtained prescription medication I may be taking if it is felt that the usage of this medication(s) can or has compromised my fitness for duty in my capacity as an employee, student, or non-employee.

I also understand that withdrawal of this permission prior to, or any time after, the release of the results of the alcohol and/or drug test to the above named individuals is grounds for terminating my employment/assignment.

Daytime Phone #:
Evening Phone #:
Social Security # (Last 5 digits only):
City:
State:
Zip Code:
Email Address for Results:

Signature:
Printed Name:
Date:
Witness Signature:
Date:

********** TO BE COMPLETED BY LSUHSC-NO DESIGNATED AUTHORITY ONLY **********

Collection Deadline:
Dept.:
Pensacola:

Designated Administrative Body:

LSUHSC NEW ORLEANS CAMPUS POST JOB OFFER DRUG TESTING INSTRUCTIONS FOR JOB CANDIDATES & HOUSE OFFICERS

The following is being provided to you in order to comply with the Louisiana State University Health Sciences Center, New Orleans (LSUHSC-NO) Campus Substance Abuse and Drug Free Workplace Policy. LSUHSC-NO requires drug testing of full time faculty, staff, and house officers once a position has been offered. If you have accepted the position, please follow these steps closely. Failure to comply with these guidelines could result in ineligibility for employment. If you have any questions, please contact the department who is hiring you.

LSUHSC-NO and its drug testing third-party administrator (TPA), Premier Biotech, has established several Pre-Authorized Collection Sites (PACS) within the New Orleans Metropolitan Area, Louisiana, and all 50 states. Only authorized collection sites can be used for your post-job offer drug screen. LSUHSC-NO will pay for your post-job offer drug screen performed at another location only if prior authorization is obtained. You will have five (5) working days to obtain this drug test after notification.

Please follow the steps of instructions carefully:

1. PRE-AUTHORIZED COLLECTION SITES
   - The “Agreement To Submit To An Alcohol and/or Drug Test And Authorization For The Release Of Test Results” form will be provided to you by either your business office manager, program coordinator, or Human Resource Management.
   - Read, complete, and sign the “Agreement To Submit To An Alcohol and/or Drug Test And Authorization For The Release Of Test Results” form and return the document to your business/office manager, program coordinator, or Human Resource Management prior to taking your post-job offer drug screen.
   - You will receive an email from Premier Biotech or AccessRx with a “Donor Pass.” The “Donor Pass” will have the name and address of the approved collection site, collection site hours, your order number, and collection deadline.
   - Take the “Donor Pass” and one of the following with you to the approved collection site: 1) valid driver’s license, 2) valid picture identification, or 3) passport.
   - You must take your post-job offer drug screen by the collection deadline date.
   - If you are in a location where there are no pre-authorized collection sites in a reasonable distance, Premier Biotech and the LSUHSC Drug Testing office will attempt to locate an alternate collection site for you.

2. PRESCRIPTION MEDICATION
   - If you are taking prescription medication(s) that could result in a positive result on your post-job offer drug screen, you do not have to share this information with your department, Human Resource Management, or the collection site.
   - The MRO (physician trained to determine urine drug screen results) will contact you and request medical information and prescription(s) pertaining to any medications that have shown up on your post-job offer drug screen. If the MRO or a staff member from the LSUHSC Drug Testing Program calls you about your drug test results, you must respond within 72 hours. If you fail to do so, the results will be reported without your input.

3. CHALLENGE THE RESULTS OF A DRUG TEST
   - LSUHSC-NO allows any individual who wishes to challenge the drug test results to do so. You must do so within 72 hours of notification of a positive test result.
   - If you believe a drug test is in error or wish to challenge the drug test results, it is your responsibility to notify the MRO and the appropriate Administrative Office of your request. You must have the same sample tested at your own expense at a laboratory that is SAMHSA certified. The second test must be of equal or greater sensitivity for the drug in question as was the initial test.

4. PRE-EMPLOYMENT DRUG TESTING WILL SCREEN FOR THE FOLLOWING:
   - Amphetamines, Barbiturates, Benzodiazepines, Cannabislnoids, Cocaine, Opiates, Phencyclidine
   - LSUHSC-New Orleans Campus comply with the Federal Drug-Free Workplace Act which prohibits cannabis use.
   - Note: Certain CED products can test positive for Cannabis which will disqualify you from employment if test results are positive.

5. Questions concerning your hiring and your “Agreement To Submit To An Alcohol and/or Drug Test And Authorization For The Release Of Test Results” form should be directed to the department who is hiring you.

I have read and understand these instructions.
Drug Testing

drugtesting@lsuhsc.edu
(504) 568-8888

Location and Contact Information

Human Development Center
411 S. Prieur St., Suite 233
New Orleans, LA 70112

Phone: (504) 568-8888
Email: drugtesting@lsuhsc.edu

Laboratory Testing

The types of urine drug tests conducted are Post Job Offer, Reasonable Suspicion/Cause, Periodic Monitoring/Aftercare, Post-Accident, and Random.

Confidentiality

All client information and records are held strictly confidential and are shared only with individuals authorized by our clients.

Drug Testing Forms and Instructions

- Administrative Referral Form - Electronic Form (Google Chrome recommended) or Print and complete by hand
- LSUHSC Employee Random Drug Testing Form
- Questions Regarding LSUHSC Drug Testing Program
- LSUHSC New Orleans Supervisor’s Instructions - Drug Testing and Fitness For Duty (Call Us At 568-8888)
- LSUHSC Baton Rouge/Lafayette/Other Supervisor’s Instructions - Drug Testing and Fitness for Duty
- Post Job Offer Drug Testing Instructions for Job Candidates & House Officers
- Agreement To Submit to Alcohol and/or Drug Test
- Random Drug Testing FAQ for Supervisors

DER Drug Test Training and Instructions

- Drug Testing Procedures for Pre-Employment Handbook (PDF)

Order Post Job Offer Drug Testing - Premier Biotech / i3screen

- Premier Biotech / i3screen

If you have questions or comments about our website, click here to contact us. We appreciate your feedback.
• If you need access, email Drugtesting@lsuhsc.edu

• You will receive an email from Premier Biotech and you’ll have 24 hours to access your account once you receive the email

• Username is your lsuhsc.edu email

• Temp password will be provided

• You create your own password
Premier Biotech - LA - Labor Day Hours
Premier Biotech will be closed to observe Labor Day on Monday, September 4th. We will resume normal business hours (8-5 EST) on Tuesday, September 5th. Please make sure you are reaching out to the collection sites to verify their holiday hours.
Wishing you a happy and safe holiday.

Premier Biotech - LA - Collection Site List
To view the PREMIER BIOTECH team collection site list, please click the button below
PREMIER BIOTECH - LA - Collection Site List

Premier Biotech - Team Contact List
To view the PREMIER BIOTECH team contact list, please click the button below
PREMIER BIOTECH Team Contact Sheet 2023
### Participant Information
Use the form below to enter participant information. All required fields are in **bold**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Scott</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Emley</td>
</tr>
<tr>
<td>SSN/TID</td>
<td>12345</td>
</tr>
<tr>
<td>Order Expires</td>
<td>09/21/2023 11:59:59 PM</td>
</tr>
</tbody>
</table>

### Order Handling Options

**Scheduling Method**
- [ ] Complete order for participant
- [ ] Send link to participant to schedule order

**Delivery Method**
If you do not select an option you must send the Donor Pass to the participant yourself.
- [ ] Send Donor Pass to participant via email

**Participant Address**
Select this to view Collection Sites near the participant's address.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>Zip</td>
<td></td>
</tr>
</tbody>
</table>
Create New Order

View Donor Pass

Order Number: 2023091412596

Your Order was Successfully Placed

Next Steps:
- Print or download this Donor Pass.
- The donor must bring this Donor Pass with them to the collection site.

Donor Pass

DONOR PASS

Your order / registration will expire on September 21, 2023, at 11:59 PM

Participant Name: Scott Embley
Test Reason: PRE-EMPLOYMENT

Service Provider:
TULANE DRUG ANALYSIS LAB -
1340 Poydras St
STE 2040
New Orleans, LA 70112
PH: 504-333-6163
FX: 504-333-6164

Test/Service: URINE NONDOT
Account: 11272152
Order Number: Q08557700
Lab Name: Quest Diagnostics
Panel Code: 41382N
Location Code: ENTER PEOPLE SOFT

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Drug Testing
drugtesting@lsuhsc.edu
(504) 568-8888
Challenging the Results of a Drug Test

• LSUHSC-NO allows any individual who wishes to challenge the drug test results to do so. You must do so within 72 hours of notification of a positive test result.

• If you believe a drug test is in error or wish to challenge the drug test results, it is your responsibility to notify the MRO and the appropriate Administrative Body or their designee. You must have the same sample retested at your own expense at a laboratory that is SAMHSA certified. The second test must be of equal or greater sensitivity for the drug in question as was the initial test.
Questions?
The next Hybrid Liaisons Meeting will be held on Thursday, October 19, 2023 (10:00a-11:00a)

Please let us know if there is a topic that you would like to hear about!

MS Forms: LINK HERE
<table>
<thead>
<tr>
<th>Human Resource Management Contacts</th>
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<tr>
<td><strong>Chief Human Resources Officer</strong></td>
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<td><strong>Employee Relations</strong></td>
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<td>Employee Relations Manager</td>
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<td>Employee Relations Consultant</td>
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<td>Employee Relations Consultant</td>
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<tr>
<td><strong>Benefits</strong></td>
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<tr>
<td>Associate Director, Human Resources</td>
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<td>Benefits Manager</td>
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<tr>
<td>Benefits Generalist (Leave Administrator)</td>
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<td>Benefits Consultant</td>
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<td>Benefits Consultant</td>
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<td>Benefits Consultant</td>
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<td>Benefits Coordinator</td>
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<td><strong>Human Resource Information Systems (HRIS), Talent and Organizational Development</strong></td>
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<tr>
<td>Assistant Director, HRIS and Talent/Organizational Development</td>
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<td>File Room Coordinator</td>
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<td>Administrative Coordinator 3</td>
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<tr>
<td>Human Resources Specialist</td>
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<tr>
<td>Human Resource Analyst</td>
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<td>Manager, Talent and Organizational Development</td>
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<td>HRM Talent Development Coordinator</td>
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<td><strong>Compensation and Talent Acquisition</strong></td>
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<td>Assistant Director, Compensation and Talent Acquisition</td>
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<tr>
<td>Talent Acquisition Manager</td>
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<td>Human Resources Specialist</td>
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<td>HRM Talent Acquisition Coordinator</td>
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thank you