

Subject Matter Experts & Team Members**Adoption Benefit Program:**

Latrice Clark 414-5308
Shaneka George 414-5324

Advertising Vacancies/Talent Management:

Jackie Odom 414-5303
Kemuel Cedeno 414-4404

Americans with Disabilities:

Angela Kay 414-5311
Andrea Cole 414-5321

Appointments & Status:

Jackie Odom 414-5303
Kemuel Cedeno 414-4404

Attendance & Leave:

Shaneka George 414-5324
Latrice Clark 414-5308

Background Checks:

Jackie Odom 414-5303
Kemuel Cedeno 414-4404

Benefit Programs**(Pre-Tax Health, Life & Supplemental):**

Latrice Clark 414-5308
Shaneka George 414-5324

(Post-Tax Agency Sponsored):

Anne Marie Hough

[Email: AnneMarie.Hough@dot.state.fl.us](mailto:AnneMarie.Hough@dot.state.fl.us)

Budget:

Victoria Kliner 414-4852
Kat Amoah 414-5304

Call-Back:

Shaneka George 414-5324
Latrice Clark 414-5308

Child Support Enforcement Orders:

Latrice Clark 414-5308
Shaneka George 414-5324

Classification/Organization Management:

Amanda Kirk 414-4109
Shawnesha Jones 414-5331

Collective Bargaining Agreements, Negotiations & Grievances:

Angela Kay 414-5311
Andrea Cole 414-5321

Compulsory Leave:

Angela Kay 414-5311
Andrea Cole 414-5321

Data Warehouse/HR Reports:

Tiffany Clarke 414-5340
Abraham Beltran 414-4104

[Email: HRDataInquiry@dot.state.fl.us](mailto:HRDataInquiry@dot.state.fl.us)

Subject Matter Experts & Team Members**Disability Leave:**

Shaneka George 414-5324
Latrice Clark 414-5308

Discipline Issues/Employee Relations:

Angela Kay 414-5311
Andrea Cole 414-5321

Driving Record Verification:

Jackie Odom 414-5303
Kemuel Cedeno 414-4404

Drug-Free Workplace & Drug Testing:

Angela Kay 414-5311
Andrea Cole 414-5321

Dual Employment:

Christine Laubach 414-5309
Amanda Kirk 414-4109

Employee Assistance Program:

Angela Kay 414-5311
Andrea Cole 414-5321

Employment Verifications:

Brent Shore 414-5312
Adrienne Purnell 414-4156

E-Verify/I-9 Form (Employment Eligibility):

Christine Laubach 414-5309
Jackie Odom 414-5303

Financial Disclosure:**Position Criteria**

Amanda Kirk 414-4109
Shawnesha Jones 414-5331

FLSA (Fair Labor Standards Act):

Shaneka George 414-5324
Latrice Clark 414-5308

FMLA (Family Medical Leave Act):

Shaneka George 414-5324
Latrice Clark 414-5308

Garnishments (Wages):

Latrice Clark 414-5308
Shaneka George 414-5324

Inter-Agency Leave Transfers:

Christine Laubach 414-5309
Amanda Kirk 414-4109

Internships:

Tiffany Clarke 414-5340
Abraham Beltran 414-4104
[Email: HRDataInquiry@dot.state.fl.us](mailto:HRDataInquiry@dot.state.fl.us)

Subject Matter Experts & Team Members**Military Pay:**

Shaneka George 414-5324
Latrice Clark 414-5308

Miscellaneous Deductions:

Latrice Clark 414-5308
Shaneka George 414-5324

New Employee In-Processing (CO Only):

Christine Laubach 414-5309
Kemuel Cedeno 414-4404

On-Call Requests:

Amanda Kirk 414-4109
Shawnesha Jones 414-5331

Other Personal Services (OPS) Positions:

Amanda Kirk 414-4109

Payroll Action Processing:

Christine Laubach 414-5309
Amanda Kirk 414-4109

Performance & Talent Management System:

Leann Reichert 414-5305
[Email: HRDataInquiry@dot.state.fl.us](mailto:HRDataInquiry@dot.state.fl.us)

Performance Improvement Plans:

Angela Kay 414-5311
Andrea Cole 414-5321

Perquisites:

Amanda Kirk 414-4109
Shawnesha Jones 414-5331

Personnel Records:

Leann Reichert 414-5305
Brent Shore 414-5312
Adrienne Purnell 414-4156

Public Record Exemptions (Ch. 119):

Christine Laubach 414-5309
Leann Reichert 414-5305
Brent Shore 414-5312

Public Records Requests:

Leann Reichert 414-5305
Brent Shore 414-5312
Adrienne Purnell 414-4156

Subject Matter Experts & Team Members

Request for Pay Actions (RPAs):

Jackie Odom 414-5303
Kemuel Ceden0 414-4404

Recruitment & Selection:

Jackie Odom 414-5303
Kemuel Ceden0 414-4404

Retirement/Deferred Comp/DR0P

Coordinator:

John Susco 414-5333
Shaneka George 414-5324

SharePoint Administrators:

Tiffany Clarke 414-5340
Abraham Beltran 414-4104

[Email: HRODataInquiry@dot.state.fl.us](mailto:HRODataInquiry@dot.state.fl.us)

Separation Actions:

Christine Laubach 414-5309
Amanda Kirk 414-4109

State Service Verifications:

Christine Laubach 414-5309
Amanda Kirk 414-4109

Student Loan Deductions:

Latrice Clark 414-5308
Shaneka George 414-5324

Subpoenas:

Leann Reichert 414-5305
Brent Shore 414-5312

Systems Access Coordinator

(HRO Only):

Leann Reichert 414-5305
Tiffany Clarke 414-5340
Abraham Beltran 414-4104

[Email: HRODataInquiry@dot.state.fl.us](mailto:HRODataInquiry@dot.state.fl.us)

Telework:

Latrice Clark 414-5308
Shaneka George 414-5324

Tuition Payment for Educational

Courses:

Latrice Clark 414-5308
Shaneka George 414-5324

Tuition Waivers:

Latrice Clark 414-5308
Shaneka George 414-5324

Subject Matter Experts & Team Members

Unemployment Claims & Appeals:

John Susco 414-5333
Shaneka George 414-5324

Veterans Preference:

Jackie Odom 414-5303
Kemuel Ceden0 414-4404

Volunteer Program:

Jackie Odom 414-5303
Kemuel Ceden0 414-4404

Workers' Compensation:

John Susco 414-5333
Shaneka George 414-5324

District Human Resources Managers

District 1 - Lynette Kane	863-519-2333
District 2 - Donna Evans	386-758-3748
District 3 - Doug Salter	850-330-1226
District 4 - Leanne Hodges	954-777-4410
District 5 - Marisol Bilbao	386-943-5456
District 6 - Ivette Simon	305-470-5121
District 7 - Robert Kowalczyk	813-975-6188
Turnpike - Marilyn Carrasquillo	407-264-3145

Human Resources Office

Victoria Kliner, Director
Jeri Booker, Deputy Director

HRO Web Site:

<http://FDOT.gov/HumanResources>

Rev. 4-29-2024



Human Resources Office

Human Resources Office
605 Suwannee Street, MS50
Tallahassee, FL 32399-6544

Main HRO Telephone: 850-414-5300
HRO Main Fax: 850-414-5299
Employee Relations Fax: 850-414-4953

Subject Matter Experts And Team Members

HRO Mission:

We are a service-driven team that provides guidance and resources to our customers in support of the needs, and in the best interests of the Department.

HRO Vision:

We are approachable, resourceful, and supportive collaborators who strive to consistently and pro-actively address the needs of our customers.

FDOT and HRO Values:

*Integrity — We always do the right thing.
Respect — We value diversity, talent, and ideas.
Commitment — We do what we say we are going to do.
One FDOT — We are one agency, one team.
Trust — We are open and fair.
Customer Driven — We listen to our customers.*

One Agency, One Team