

*University of North Florida
Office of Human Resources*



Mission Statement

The Office of Human Resources is established to support the mission and goals of the University by providing leadership which assures efficient and effective management of the University's human resources and positively addresses the quality of life for all University employees.

Statement of Purpose

The Office of Human Resources is responsible for directing the functions of employee recruitment and selection, job analysis, attendance and leave, compensation, employee benefits, performance appraisals, disciplinary actions, employee relations and the administration of USPS collective bargaining contracts.

The Office of Human Resources develops, interprets and communicates policies and procedures that assure compliance with requirements of federal and state statutes.

The Office of Human Resources institutes training and staff development programs for employees of the University.



October 2, 1997





University of North Florida Office of Human Resources

Top Row (left to right)

Kimberly Hickman, Employment Specialist; Mary O'Neal, Director;

Linda Walton, Payroll/Leave Coordinator; Michael Fritts, Classification Specialist

Front Row (left to right)

Helon Evans, Benefits/Pay Manager; Deborah Bundy, Benefits Coordinator;

Jan Schaibley, Executive Secretary; Hsueh-Ching Lee, OBP & Student Payroll

Not Pictured: Marlene Parria, Employment/Classification Manager

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