



INTER OFFICE MEMO

TO: WILLIAM M. BREHART

DBC

DATE 11/28/83

FROM: Marilyn L. Hontz *MLH*

AT:
AT:

SUBJECT: COMPENSATION AND BENEFITS DEPARTMENT PROMOTIONS

I am pleased to announce the following promotions effective as of November 9, 1983:

EMPLOYEE BENEFITS:

Susan Allan has accepted the position of Benefit Assistant, reporting to Cynthia Foutz, Manager of Employee Benefits. Susan's new accountabilities include new employee orientation, counseling employees with benefit-related questions, as well as providing operational support to the Employee Benefit's staff.

Mimi Gilbert has been promoted to the position of Benefit Specialist, reporting to Cynthia Foutz. Mimi's duties include employee counseling, analysis and reporting of benefits-related data, participating in benefit surveys, etc.

HUMAN RESOURCE INFORMATION CENTER:

Susan Munson has been promoted to the position of Supervisor, Human Resource Information Center, reporting directly to me.. In her new position, Susan will be responsible for the processing, security, and retention of employee records, as well as automated reporting of personnel-related data.

COMPENSATION:

Steve Stein has been promoted to the position of Manager of Compensation, reporting directly to me. His responsibilities include the management of the compensation function and staff. Mike Bristow and Gary Glandon have been promoted to the position of Senior Compensation Analysts, reporting to Steve Stein, Manager of Compensation. Compensation will continue to support the corporation as follows:

<u>Steve Stein</u>	<u>Mike Bristow</u>	<u>Gary Glandon</u>
Actuarial	Corporate Communications	Health Industry Systems
ADS	& Advertising	Medical Affairs
Corporate Market-	Finance	Planning & Research
ing	General Auditing	Provider & Professional
Cost Containment	Government Program Oper-	Relations.
Human Resources	ations	Manual Systems &
PPO	Private Business Opera-	Methods
	tions (without Manual	Systems Administration
	Systems and Methods)	
	Public Affairs	

Please join me in congratulating them and wishing them success in their new positions.

MLH/SAS:slh
Attachments

Distribution: Supervisors and above

COMPENSATION & BENEFITS DEPARTMENT

DIRECTOR, COMPENSATION & BENEFITS
Marilyn L. Hontz
Extension 6660

SECRETARY B
Extension 6660

MANAGER, COMPENSATION
Steven A. Stein
Extension 6099

SENIOR COMPENSATION ANALYST
Gary M. Glandon
Extension 6202

SENIOR COMPENSATION ANALYST
Michael W. Bristow
Extension 6850

SECRETARY A
Extension 6682

SUPERVISOR, HUMAN RESOURCE INFORMATION CENTER (HRIC)
Susan M. Munson
Extension 6724 & 6701

HUMAN RESOURCE SYSTEM TECHNICIAN
Letitia H. Farrall
Extension 6701

HUMAN RESOURCE SYSTEM COORDINATOR
Mattie D. Bacon
Extension 6701

HUMAN RESOURCE SYSTEM COORDINATOR
Brenda H. Lightsey
Extension 6724

CLERK D
Anita B. Capps
Extension 6724

MANAGER, EMPLOYEE BENEFITS
Cynthia L. Foutz
Extension 6459

BENEFIT SPECIALIST
Mimi Gilbert
Extension 6098

INDUSTRIAL NURSE
Mary Cohn
Extension 6438

BENEFIT ASSISTANT
Susan B. Allan
Extension 6408