



Human Resources

Equity Advisory Board
February 2025

Heather D. Akpan
Interim HR Director

Mission

The mission of Human Resources is to provide high quality service to attract, develop, and retain a talented and diverse workforce. We accomplish this through commitment to innovative practices, open communication, and collaborative partnership within a supportive, equitable, and inclusive environment.

Who We Are

The Team



HUMAN RESOURCES SERVICE AREAS

Alachua County Human Resources Department • 12 SE 1st Street, 2nd Floor
Gainesville, FL 32601 • PH: 352-374-5219 • FX: 352-374-5233 • achr@alachuacounty.us

RECRUITMENT & ONBOARDING



Wanda Santana
HR Manager
352-337-6176
wsantana@alachuacounty.us

Day-to-day HR Dept. Functions •
Develop New Programs &
Systems • Review & Approve
Existing HR Programs • Special
Projects • Goals & Evaluations



Rari Hayes
HR Business Partner
352-374-5267
rhayes@alachuacounty.us

Hard-to-Fill Recruitment •
ES-15 Volunteer & Donations
SODC • Volunteer Program •
Branding Team Strategist



Kathy Butler
Sr. Analyst
352-337-6164
kbutler@alachuacounty.us

Job Descriptions • Job Assessment Tool (JAT) Questions •
Classification / Reclassification • FTE Changes / FTE Tracking
• Pay Plans • Survey Requests • System Reports • HTE Cloud
Password Reset • Employee Mass Pay Rate Changes



Tamara Ayoub
Analyst
352-337-6168
tayoub@alachuacounty.us



Timica Adorno
Sr. Generalist
352-337-6162
tadorno@alachuacounty.us

Position Referrals • Review/Approve Employee Action Forms
(EAFs) • Job Postings • InspiQ/One, Systems Training &
Maintenance • New Employee Orientation • Policy
Interpretations



Letitia McCrary
Generalist
352-337-6166
lmccrary@alachuacounty.us



Kaylah Kain
Associate
352-337-6147
kkain@alachuacounty.us

Payroll Signup • W4 and ID Form Updates • Name Change
Requests • Badge Replacement • Tuition Reimbursement •
System Reports • HR Informer Newsletter • Branding Team
Journalist & Designer



Cassie Shipley
Associate
352-337-6148
cshipley@alachuacounty.us

EMPLOYEE RELATIONS



Maureen Powell
Emp. & Labor Relations Manager
352-337-6165
mpowell@alachuacounty.us

Corrective Actions • Appeal and
Disciplinary Hearings • Investigations
• Offboarding Process • Counseling
and Consults to Management and
Employees



Charlene Moore
Emp. Leave Coordinator
352-337-6143
cmore@alachuacounty.us

Family Medical Leave (FMLA) • PowerDMS
Administrator • Emergency Shelter Staffing
Exceptions Processing and Approval •
Cornerstone Customer Service • Sick Leave
Bank (SODC only)



Ruth Graham
Sr. Office Assistant
352-337-6116
rgraham@alachuacounty.us

Verification of Employment • Internal
Employee Records • Gainesville
Housing Authority Forms • Public
Service Loan Forgiveness (PSLF) •
G Suite Password Reset

ORGANIZATIONAL DEVELOPMENT & TRAINING



Elzha Cash
Training Manager
352-337-6168
ecash@alachuacounty.us

New Employee Orientation •
Behavior-Based Interview Questions
• Percipio Courses • Department
Specific Training Storage and
Tracking • Department Advising and
Situations Education



Vacant
E-Learning Content Developer
352-261-6963
@alachuacounty.us

Online Courses • Training
Programs • Learning Management
System • Video Production •
Course Facilitation

General HR

- Recruitment and Hiring
- Classification and Compensation
- General HR
- Policy Management

Employee & Labor Relations

- Employee Relations
- Union labor Relations

Training and Development

- Compliance Training
- Staff Development Training