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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2012-021

TO: Lt. Governor, Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: HR Contact Information

DATE: July 12, 2012

The “HR Contact Us” page on Channel Z (<http://www.crt.state.la.us/HR/ContactUs.aspx>) has been updated to reflect recent personnel and program assignment changes. It has also been included below for your convenience. Please feel free to refer to this chart when contacting the Human Resources Division for assistance.

Name	Program Assignment	Phone Number	Email Address
Rikki Nicole David HR Director	Overall HR Program Discipline/Counseling/Legal Issues Policy Development Layoffs	(225) 342-0880	rdavid@crt.la.gov
Lauren Andre Administrative Coordinator	Front office/mail Drug Testing E-Verify United Way/Blood Drives	(225) 342-0880	landre@crt.la.gov
Gerald Ganey Safety Risk Agency Director	DCRT Safety Program Workers' Compensation Emergency Preparedness	(225) 219-9413	gganey@crt.la.gov
Bobbie Scott HR Manager	Request(s) to Fill (RTF's) Job studies Position costing changes Job descriptions (secondary) In addition, manages all program areas for staff listed below:	(225) 342-0880	bscott@crt.la.gov

Name	Program Assignment	Phone Number	Email Address
Marilyn Joseph HR Specialist	Family Medical Leave Act (FMLA) Benefits Retirement	(225) 342-1675	mjoseph@crt.la.gov
Brandi Conway HR Specialist	Performance Evaluation System (PES) CPTP/Training/New Hire Orientation Job Descriptions (primary)	(225) 342-0954	bconway@crt.la.gov
Chris Rippetoe HR Analyst	Recruiting and payroll (i.e., qualify applications; issue eligible list; enter 301's, prior period adjustments, work schedule changes, etc.) <ul style="list-style-type: none"> • Office of the Lieutenant Governor • Office of the Secretary/Management & Finance • Office of State Parks – Admin Office • Office of State Parks – District 1 	(225) 342-0983	crippetoe@crt.la.gov
Casey Hickman HR Analyst	Recruiting and payroll (i.e., qualify applications; issue eligible list; enter 301's, prior period adjustments, work schedule changes, etc.) <ul style="list-style-type: none"> • Office of State Library • Office of State Museum • Office of State Parks – District 2 • Office of Cultural Development 	(225) 342-8202	chickman@crt.la.gov
Kris Anderson HR Analyst	Recruiting and payroll (i.e., qualify applications; issue eligible list; enter 301's, prior period adjustments, work schedule changes, etc.) <ul style="list-style-type: none"> • Office of State Parks – District 3 • Office of State Parks – District 4 • Office of Tourism 	(225) 219-4331	kanderson@crt.la.gov

Please make this information available to appropriate staff. If you have any questions, please feel free to call the Human Resources Division at (225) 342-0880.

RND:la

c: Personnel Liaisons

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