

Office of Human Capital
Tia Butler, Director
Stephanie Bovell, Deputy Director

*Acting

As of 5/28/2022

Operations & Customer Relations Group

Dir. Crystal High
410-786-8366

- CMS XO
- OHC cross-cutting coordination
- Training supplies, badge coordination, space, records, and management reporting, SOPs, Intranet/ SharePoint
- OHC budget planning, formulation/execution, operating plans, acquisition planning, HR management, staff development and training, awards & recognition, travel, space, computers, telephones, and other business resources.
- Strategic & business planning, including integrated project management and tracking, workforce and succession planning and analysis, skill gap analysis.
- Internal communications and correspondence control.

Workforce Management Group

Dir. Jerry Clark*
410-786-1599

Division of Ethics Management

Dir. Joseph Dion
410-786-8022

- Financial Disclosures
- Conflicts of Interest
- Political Activities
- Post-employment

Division of Performance & Organizational Programs

Dir. Melissa Fraczkowski
(410) 786-1192

- Awards & Recognition
- Telework
- Reorganizations
- Delegations of Authority
- Performance Management

Division of Workforce Compliance

Dir. Donna Odowd
(410) 786-3173

- Inappropriate Conduct
- Administrative Investigations
- Grievance Procedures
- Collective bargaining agreement
- Labor-management negotiations

Employee Services Group

Dir. David Magnotta
410-786-1757
Dep. Dir. Deborah Gadsden
410-786-1280

Division of Talent Development

Dir. Melanie Falin
410-786-7213
Deputy Stacey Bryson
410-786-7201

- Staff and Management development programs
- Organizational Development
- Change Management
- New Employee Orientation

Division of Wellness and Engagement

Dir. Kenneth Williams
410-786-5531
• Coordinates the Agency's Quality of Work Life activities and wellness programs
• Coordinates the employee assistance program, health center and programs
• Employee engagement programs and activities
• Promotes annual Employee Viewpoint Surveys

Division of Acquisition Certification & Training

Dir. Famane Brown
410-786-3435
• OMB-mandated training program for CMS Acquisition Workforce
• Federal Acquisition Certification programs for Contracting
• Manages the MyEDC Training Center

Talent Acquisition & Benefits Group

Dir. Lonni Giroux
410-786-4175
Dep. Dir. Constance Jodon
410-786-8471

Division of Staffing

Dir. Shakia Ward
410-786-8099

- Recruitment/Hiring/Staffing
- New Employee Orientation
- Salary Negotiation
- Personnel Action Processing

Division of Pay & Benefits

Dir. Toshia Brown
410-786-8427

- Payroll Services
- Health, Dental and Vision Ins.
- Long-Term Care and Group Life Ins.
- Retirement Services
- Time & Attendance

Division of Classification & Support Analysis

Dir. TaRhonda Harrison
410-786-8423
Dep. Stephanie Culver
410-786-5617

- Position Descriptions and Position Management

Division of Global Hiring & Outreach

Dir. Michael Barron
410-786-2109
Dep. Dir. Erin Mangle
(410) 786-2306

- Recruitment/Hiring/Staffing
- Special Hiring programs
- Pathways Program Training
- Special Incentives (Pay, Leave)

Human Capital Strategy & Systems Group

Dir. Jon Donnelly
410-786-1346
Dep. Dir. CAPT Kathy Oh
410-786-5627

Division of Human Capital Evaluation & Planning

Dir. Kathy Branch
410-786-1551

- Internal accountability
- Strategies for assessing and improving efficiencies for HR programs
- Improvements to HR data collection & analysis
- Data dashboards and specialized analytical reporting
- HR guidance for managers and employees
- Workforce and succession planning

Division of Human Capital Systems & Reporting

Dir. Carla Jones
(410) 786- 1346

- HR IT Systems
- HR infrastructure strategy and design
- Delivery and collection of human capital management data
- Employee Exit Clearance Process and TALX
- System installation and updates
- HR systems training