

Human Resources Contacts

Forensic Services- dhs.forensics.hr@state.mn.us
General Number: (507) 985-2000 Fax: (651) 431-7687

Patrick Patterson – HR Business Partner

patrick.patterson@state.mn.us Phone: (507) 985-2247

- Labor Relations Support:
Grove B, Grove C, Security Services, Physical Plant

Sarah Aili – HR Business Partner

Sarah.aili@state.mn.us Phone: (651) 431-4571

- Labor Relations Support:
AODS/Scheduling, Utility Pool, Grove A, FMHP
Nights

Kristen Hiner – HR Business Partner

Kristen.hiner@state.mn.us Phone: (651) 431-3014

- Labor Relations Support:
Kitchen/Nutrition Services, Forensics Nursing Home,
Forensic Services Clinical, Pharmacy and Non-Provider
Medial teams, Grove D, Community Integrated
Services

Susan Mwangi – Talent Acquisition Specialist

Susan.mwangi@state.mn.us Phone: (651) 431-2734

- Vacancy Filling/ Recruiting except Security
Counselor/Lead

Julie Yang- Talent Acquisition Specialist

julie.yang@state.mn.us Phone: (651) 431-3104

- Vacancy Filling/Recruiting- Security Counselor/
Security Counselor Lead, Physical Plant

Janet Mertesdorf – HR Technician

Janet.Mertesdorf@state.mn.us Phone: 651-431-2300

HR Support: Employment verifications, New employee orientation, assistance with general HR inquiries

Jonelle Gressman – Human Resources Director

jonelle.gressman@state.mn.us Cell: 651-421-0443 Phone: 651-431-3262

Labor Relations Support: Forensic Administration

FMLA & Leave Management, Retirement

FMLA & Leave Management
DCT.leave.management.dhs@state.mn.us
 Phone: (651) 431-3260
 Fax: (651) 431-7570

Workers Compensation

JoAnn Scholtz- Forensic Services
JoAnn.Scholtz@state.mn.us
 Phone: (507) 985-2246

Employee and/or Position Transactions

HR 1768 Form
<https://hrforms.dhs.int.state.mn.us/>

Personnel File Documents
 *Performance Reviews
 *Position Descriptions
 *Any correspondence

Scan and e-mail documents to:

Forensic Services – dhs.forensics.hr@state.mn.us

Payroll – DHS Finance

Employee Self Service
<http://www.state.mn.us/employee>

fod.sosmsoppayroll@state.mn.us

Michelle Darveaux
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michelle.darveaux@state.mn.us

Samuel Knutson
 Phone: (651) 431-3730
samuel.a.knutson@state.mn.us

Minnesota State Retirement System (MSRS)
 • Deferred Compensation Information
 • Retirement Planning & Benefits Information
 • Pre-Planning for Retirement Class

Minnesota State Retirement System (MSRS)
 60 Empire Drive, Suite 300
 St. Paul, MN 55103-3000
 Phone: (651) 296-2761
 Toll Free: (800) 657-5757
 Fax: (651) 297-5238 <http://www.msrs.state.mn.us>

Insurance Call Center- Minnesota Management & Budget State Employee Group Insurance Program (SEGIP)
 •Medical and Dental Coverage & COBRA
 •Optional Benefits (Life insurance, Short-term and long-term disability income benefit, Manager Income Protection, Healthcare Savings Account)
 •Pre-Tax expense accounts (Medical/Dental, Dependent Day Care, Transit)
 •Retirement Insurance *Long Term Care Insurance

SEGIP
<https://mn.gov/mmb/segip/>
 Phone: (651)355-0100

Employee Assistance Program
 •Brief counseling for personal and work-related concerns
 •Consultation and coaching for managers and supervisors

[Employee Assistance](#)
 Phone: (651)259-3840
 Toll Free: (800) 657-3719