

Got HR Questions?

Cooperative Extension Human Resources

Contact Cooperative Extension Human Resources by calling 608.263.1945; faxing 608.262.9462; or emailing ces.jobs@uwex.edu. Mailing address is: UW-Extension, Rm 249, 432 N. Lake Street, Madison, WI 53706.

Name and Contact Information	Key Position Responsibilities
Mary Detra, Human Resource Coordinator (includes Liaison to the Dean for Academic Departments' role) mary.detra@uwex.edu 608.265.9887, Room 247, Extension Bldg	Contact for position paperwork prior to posting; lead role academic staff title prefix reviews; lead NCO coordination and logistics; administrative liaison between Dean & Academic Departments
Julie Jaksa, Human Resources Manager julie.jaksa@uwex.edu 608.890.0741, Room 205, Extension Bldg	Lead role recruitment planning; lead role screening applicants; counsel to hiring authorities and interview committees on process; diversity recruitment efforts
Sharon Klawitter, Human Resource Development Director sharon.klawitter@uwex.edu 608.265.3372, Room 607, Extension Bldg	Divisional HR lead role; HR Network lead, counsel to hiring authorities on HR matters; employee and org. development efforts (RBC, NCO, MAP); performance coaching; position posting oversight; policy development; staff to administrative search and screen committees
Angie Koppen, Human Resources Coordinator angie.koppen@uwex.edu 608.265.3373, Room 249, Extension Bldg	Applicant communications; lead role in interview scheduling; lead role in office operations; supervises HR Office students; FMLA process; assist in criminal record review

***Lisa Brennan, Program Assistant to the Dean, provides HR assistance as staff to the HR Network; staff to Administrative Search and Screen committees; and administrative support to FMLA and other HR processes.

UWEX Administrative Staff with Human Resources Responsibilities

Type of Assistance Provided	Phone number to call	Contact Name and Title
SAAIP (TOPjobs – internship program)	608.890.1522	Stephanie Endres, EEO Program Specialist
Academic staff and faculty governance technical and administrative support	608.262.4387	Ray Schultz, Secretary of the Faculty and Academic Staff (50% FTE)
Americans with Disability Act (ADA) compliance and counsel	608.265.2406	Christine Curley, ADA Specialist (60% FTE)
Benefits counseling, including retirement and separation	608.262.4857	Jeanne Stuckert, Benefits Specialist
Classified employment (permanent, LTE) and student hourly employment assistance	608.262.9475	Sandy Baker, Human Resources Assistant
Classified payroll	608.262.1398	Rebecca Rohde, Payroll & Benefits Spec.
Criminal record reviews; lead administrator for classified employment within UWEX	608.262.2546	Joann Johnson, Human Resources Manager
Employment verification requests; unclassified payroll questions	608.262.9497	Karen Anderson, Payroll & Benefits Specialist
Employee Assistance Program counseling	608.265.5127	Mike Hallenbeck, EAP Specialist
Payroll and benefits system oversight; AA and EEO	608.262.1684	Deb France, Payroll and Benefits Manager
Student payroll, unclassified leave balances	608.265.9034	Doug Beal, Payroll & Benefits Specialist
Workman's compensation claims; ad hoc payroll	608.262.0531	Marlys Rahn, Payroll & Benefits Specialist
Institutional policy issues	608.262.0826	David Prucha, HR Director, UWEX & UWC
Institutional diversity and workforce equity issues; MAP	608.262.3049	Vallerie Maurice, Director, UWEX & UWC Office of Workforce Equity and Diversity