

RISK AND BENEFITS DIVISION

Benefit Staff Functional Areas

Carolyn Williams - Benefits Manager 503-742-5470

- Program Development and Administration
- Budget Administration
- Compliance
- Human Resource Information System Administration
- Committees: Benefits Review Committee
 Deferred Compensation Committee

Tamra Dickinson – Wellness/EAP Coordinator 503-742-5486

- Wellness Program Coordination
- Employee Assistance Program (EAP) Program Administration
- Transit Pass Administration

Billie Hurley – Human Resources Analyst 503-742-5479

- New Employee Workshops
- Premium Reconciliation and Provider Payment
- Deferred Compensation Program Administration
- Benefit Plan Questions – Medical, Dental, Prescription Drug, EAP, Retiree Medical, Life Insurance, Disability, Deferred Compensation, PERS, HRA/VEBA, Long Term Care

Jennifer Joslin Brown – Human Resources Analyst 503-742-5471

- Health Care and Dependent Care Flexible Spending Accounts Administration
- Human Resource Information System Administration
- Group Universal Life Insurance Program Administration
- Special Projects
- Benefit Plan Questions – Medical, Dental, Prescription Drug, EAP, Retiree Medical, Life Insurance, Disability, Deferred Compensation, PERS, HRA/VEBA, Long Term Care

Nina Smith – Human Resources Analyst 503-742-5472

- COBRA Administration, Enrollment and Payment Processing
- Retiree and Medicare Eligibility and Enrollment
- HRA/VEBA Program Administration
- Benefit Plan Questions – Medical, Dental, Prescription Drug, EAP, Retiree Medical, Life Insurance, Disability, Deferred Compensation, PERS, HRA/VEBA, Long Term Care

Teri Burtis- Human Resources Assistant 503-655-8203

- New Employee Workshops
- Benefits Enrollment/Eligibility – New Employees & Family Status Changes
- Dependent Eligibility Determination
- Long Term Care Plan Administration
- ODS Administration – Fee & Claims Payment
- Benefit Plan Questions – Back-Up for Medical, Dental, Life, EAP, Long Term Care

Jason Morrill – Human Resources Assistant 503-655-8354

- Wellness Program Registration
- AFLAC, Liberty Mutual, & Metlaw Payment Reconciliation

Joann Goodsell – Office Specialist 2 503-742-5480

- New Employee Workshop Scheduling and Preparation
- Staff Support to Risk & Benefits Division