



CITY
OF
TOPEKA

Human Resources Department

215 SE 7th, Room 170 | 368-3867

Jacque Russell
Human Resources Director
jrussell@topeka.org
386-3867

Labor & Employee Relations – contract negotiations, grievance & complaint resolution

Michele Smith
Recruitment Specialist
msmith@topeka.org
368-3765

- ◆ Recruitment
- ◆ Employee Retention
- ◆ Employee Recognition
- ◆ Civil Service

Shawn Maisberger
Perf & Comp Manager
maisberger@topeka.org
368-3896

- ◆ Policy & Procedure Development
- ◆ Implementation of Change Initiatives
- ◆ Employee Performance Management
- ◆ Classification & Compensation
- ◆ Personnel Actions

Opal Bullock
HRIS Analyst
obullock@topeka.org
368-2480

- ◆ HR Administrator
Lawson System,
Benefit Focus,
system design, set-up, implementation & training
- ◆ Analysis & Reporting

Tammy Torrez
Employee Relations Specialist
ttorrez@topeka.org
368-2435

- ◆ Employee Relations; complaint investigation, conflict resolution
- ◆ Employee/Supervisor development training
- ◆ Grievance Procedure
- ◆ Supervisor & Manager Guidance

Shannon Langston
Risk Manager
slangston@topeka.org
368-3775

- ◆ Workers Compensation Programs
- ◆ Safety & Prevention Programs
- ◆ Vehicle Insurance
- ◆ Property Insurance

Shelby Harvel
Benefits Manager
sharvel@topeka.org
368-3774

- ◆ Employee Healthcare Program Administration
- ◆ Wellness Programs
- ◆ Retirement Programs
- ◆ Occupational Health
- ◆ Leave Administration

THE CITY OF TOPEKA HUMAN RESOURCES DEPARTMENT

The Human Resources Department embraces the City of Topeka's mission by delivering core administrative services that attract, support, enhance, develop and retain a superior and diverse workforce.