

# Human Resources Department Team Directory

● Administration ● Workforce Services ● Talent Services



**Jill McAdams**  
Human Resources Director  
☎ (972) 721-6952  
✉ jmcadams@cityofirving.org



**Jason Hardy**  
Workforce Services Manager  
☎ (972) 721-8017  
✉ jhardy@cityofirving.org



**Angie Frettoloso**  
Benefits Assistant  
☎ (972) 721-4757  
✉ afrettoloso@cityofirving.org

- Employee Benefits
- Employee Wellness
- Retiree Insurance



**Valeria Gutierrez**  
Employee Relations Coordinator  
☎ (972) 721-2686  
✉ vgutierrez@cityofirving.org

- FMLA
- Exit Interviews
- Employee Appreciation



**Loretta Helm**  
Benefits Administrator  
☎ (972) 721-3649  
✉ lhelm@cityofirving.org

- Benefits and Wellness
- Retirements
- Tuition Reimbursement



**Fernando Hernandez**  
Risk Management Administrator  
☎ (972) 721-2682  
✉ fehernandez@cityofirving.org

- Risk Management
- Certificates of Insurance
- General Insurance Inquiries



**Giovanni Lopez**  
Risk & Benefits Advisor  
☎ (972) 721-4758  
✉ gilopez@cityofirving.org

- Benefits and Wellness
- Claims
- Vehicle Incident Reporting



**Cordarryl Rivera**  
Employee Relations & Compliance Administrator  
☎ (972) 721-4758  
✉ cjrivera@cityofirving.org

- Employee Relations
- Grievances
- Policies



**Ed Rodriguez**  
Risk Management Advisor  
☎ (972) 721-8097  
✉ erodriguez@cityofirving.org

- Safety Training
- Workplace Safety Inquiries
- Worker's Compensation



**Vacant**  
Workforce Service Assistant

- Risk Management Support
- Benefits Support
- Employee Relations Support



**Sara Wilhite**  
Human Resources Manager  
☎ (972) 721-3514  
✉ swilhite@cityofirving.org



**Alexa Cevallos**  
Senior Learning & Development Partner  
☎ (972) 721-8034  
✉ acevallos@cityofirving.org

- New Employee Orientation
- Organization Development
- Training



**Tiffini Divens**  
Senior Compensation/HRIS Analyst  
☎ (972) 721-3632  
✉ tdivens@cityofirving.org

- Compensation
- HRIS
- PCR's



**Lori Herrera**  
Senior Budget Specialist  
☎ (972) 721-2696  
✉ lherrera@cityofirving.org

- Open Records Requests
- Civil Service Coordination
- HR Budget



**Emily Lopez**  
Human Resources Assistant  
☎ (972) 721-2696  
✉ elopez@cityofirving.org

- Front Desk Operations
- General Inquiries



**Lisa Miller**  
Human Resources Supervisor  
☎ (972) 721-8025  
✉ lmiller@cityofirving.org

- Civil Service Testing
- Hiring Process Advisor
- Personnel Action Forms Processing



**Tracy Nguyen**  
Payroll Administrator, Part-Time  
☎ (972) 721-2629  
✉ trnguyen@cityofirving.org

- Payroll
- Direct Deposit
- W2 Forms



**Jeffery Smith**  
Talent Acquisition Partner  
☎ (972) 721-2665  
✉ jcsmith@cityofirving.org

- Recruitment and Retention
- Civil Service Testing
- Internship Program



**Adelaida Rodriguez**  
Senior Compensation/HRIS Analyst  
☎ (972) 721-3749  
✉ arodriguez@cityofirving.org

- Compensation
- HRIS
- PCRs



**Stacy Webster**  
Payroll Administrator  
☎ (972) 721-8022  
✉ swebstrer@cityofirving.org

- Payroll
- Direct Deposit
- W2 Forms



**Vacant**  
Senior Payroll Assistant

- Payroll Support
- Direct Deposit
- W2 Forms