

How Can We Help You?

Benefits, Wellness? Contact Angie Frettoloso, Esmerelda Valerino, Loretta Helm or Rob Cascante Diaz

Helps employees with benefits and retirement processes, and works to foster physical and mental wellness in employees.

Compensation? Contact Corey A. Hendon

Ensures employees are placed in the correct classification and pay grades for work performed; advises departments on positions and their costs.

Compliance? Contact TeRena Colbert or Jai Boykins

Promotes a positive work environment free from discrimination by ensuring all city policies, and state and federal laws, are applied consistently and fairly.

Employee Engagement? Contact Ticye Lyons

Keeps workforce informed by providing timely information to employees. In addition, through the engagement arm, employees are recognized and rewarded for delivering exceptional services.

Employment? Contact Lisa Miller or Aaron Sheppard

Coordinates process for attracting, recruiting and retaining a quality workforce.

General Inquiries? Contact Autumn Smith or Lori Herrera

Payroll? Contact Becky Babcock or Esmerelda Valerino

Ensures the efficiency of the pay system by processing employees' compensation in a timely and accurate manner, in compliance with local, state and federal regulations.

Risk Management? Contact Loretta Helm or Winfred Amondi

Helps promote a safe and secure work environment by mitigating risks, administering workers' compensation and advising departments on best practices.

Training, Development? Contact Mark Stephens

Advises, coordinates and develops training and development initiatives to ensure the workforce remains competitive and compliant.

Human Resources Department

City Hall, Third Floor
825 W. Irving Blvd.
Irving, Texas 75060
(972) 721-2696

September 2018

Human Resources Department Team Directory



OUR PLEDGE TO YOU

Respond promptly to inquiries and concerns.
Offer programs and services to meet the needs of employees.
Communicate clearly and effectively with employees.
Keep private matters confidential.
Ensure we provide you with the right advice and information.
Treat you with courtesy and respect.



Human Resources Department Team Directory



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



Jai Boykins
Assistant Employee Relations Advisor
☎ (972) 721-2686
✉ jboykins@cityofirving.org

- FMLA
- Exit Interviews
- Return-to-Work Processing



TeRena Colbert
Senior Employee Relations Advisor
☎ (972) 721-7704
✉ tcolbert@cityofirving.org

- Employee Relations
- Grievances
- Policies



Corey A. Hendon
Compensation Administrator
☎ (972) 721-3749
✉ chendon@cityofirving.org

- Job Description Inquiries
- Pay Plan Inquiries
- Reclassifications/New Position Requests



Chris Garza
Workforce Services Manager
☎ (972) 721-8017
✉ cgarza@cityofirving.org



Winfred Amondi
Risk Management Specialist
☎ (972) 721-8097
✉ wamondi@cityofirving.org

- Safety Training
- Workplace Safety Inquiries
- Workplace Injuries



Becky Babcock
Payroll Administrator
☎ (972) 721-3779
✉ bbabcock@cityofirving.org

- Direct Deposit
- Payroll
- W2 Forms



Robert Cascante Diaz
Benefits Specialist
☎ (972) 721-2682
✉ rdiaz@cityofirving.org

- Benefits and Wellness
- Retirement
- Tuition Reimbursement



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

- Benefits and Wellness
- Retiree Insurance
- I Win Validations and Inquiries



Loretta Helm
Risk and Benefits Analyst
☎ (972) 721-3649
✉ lhelm@cityofirving.org

- Benefits and Wellness
- Liability Claims
- Vehicle Incident Reporting



Esmeralda Valerino
Human Resources Assistant
☎ (972) 721-2693
✉ evalerino@cityofirving.org

- New Hire Paperwork Processing
- Payroll Processing Assistant
- Tuition Reimbursement



Holly Sorg
Talent Services Manager
☎ (972) 721-3514
✉ hsorg@cityofirving.org



Lori Herrera
Human Resources Assistant
☎ (972) 721-2696
✉ lherrera@cityofirving.org

- Civic H.R./Application Processing
- Drug Screenings
- Front Desk Operations



Ticye Lyons
Talent Engagement Coordinator
☎ (972) 721-8034
✉ tlyons@cityofirving.org

- "Employee News," "Inside Irving"
- Employee Recognition Programs
- Department Web Editor



Lisa Miller
Senior Employment Specialist
☎ (972) 721-8025
✉ lmiller@cityofirving.org

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



Aaron Sheppard
Employment Specialist
☎ (972) 721-2665
✉ asheppard@cityofirving.org

- Civil Service Program Support
- Internship Program
- Recruitment and Retention



Autumn Smith
Human Resources Assistant
☎ (972) 721-2696
✉ asmith@cityofirving.org

- Front Desk Operations
- General Inquiries
- Open Records Requests



Mark Stephens
Talent Development Coordinator
☎ (972) 721-3575
✉ mstephens@cityofirving.org

- New Employee Orientation
- Organization/Employee Development
- Training



Clarence Anderson
On-Site Financial Advisor
☎ (972) 721-3613
✉ v-canderson@cityofirving.org

- Deferred Compensation
- Education Savings for Children
- Retirement Planning (TMRs)



Patika Berkley
On-Site Cigna Health Coach
☎ (972) 721-3741
✉ pberkley@cityofirving.org

- Biometric Readings
- Health Consultations
- I Win

KEY

- Administration
- Workforce Services
- Talent Services
- Supplemental Employee Services