

Dr. Anthony Casas
AVP and Chief Human Resources Officer

(707) 826-5177
anthony.casas@humboldt.edu

Kristin Buck-Tierney
Administrative Coordinator
• Retirement
• Dependent Eligibility Verification
• Verification of Employment
• Student sign ups
• Business office coordination
707-826-5090
kmb300@humboldt.edu

Michelle Caisse
Director, Campus Human Resources
• Employee & Labor Relations
• Compensation and Classification
• Benefits
• Independent Contractors
• Background Check Procedures & Guidelines
• Interim MPP Appointments
• Position Descriptions

707-826-4501
michelle.caisse@humboldt.edu

Student Assistants
• General HR questions (phone/walk-ins)
• Some on-boarding (scanning/sending I-9, checking on status, etc)
• Filing
• Uploading/printing Position Descriptions
• Mail

707-826-3626
kmb300@humboldt.edu

Trysta Hays
Sr. Human Resources Partner
• Employee & Labor Relations Coordinator
• Compensation & Classification
• Background Check Questions
• Form 104 and 109
• Conflict of interest

707-826-5173
trysta.hays@humboldt.edu

Torie Mather
HR Generalist
• Leave Coordinator
• Workers' Compensation
• Dependent Eligibility Verification
• Employee Wellness
• Backup benefits administrator

707-826-5172
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Laura McKasson
HR Generalist
• SPF Benefits, Leaves, Retirement
• Benefits Enrollment
• Cobra Enrollment
• Backup Workers' Compensation

707-826-5714
ams345@humboldt.edu

Shaurya Rana
HR Representative
• On-boarding paperwork
• General HR questions
• Answering Phone Calls
• Clearing Voicemail

707-826-5158
shaurya.rana@humboldt.edu

Anthony Baker Ortiz
Director of HR Compliance and Training
• HR Regulatory Compliance
• Training
• Recruitment
• CHRS/Page up
• Process improvement
• Background Check Procedures & Guidelines
• Interim MPP Appointments
• Volunteer forms
• Conflict of interest
• Performance Evaluations
• Position Descriptions

707-826-5091
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Alfredo S. Corral
Senior Learning & Technology Consultant
• Training:
◦ Elearning Design & Production
◦ CSU Learn administration
◦ HR Web Page
707-826-5716
alfredo.corral@humboldt.edu

Shakeh Giragossian
Sr. HR Business Partner
• Permanent Recruitments:
◦ Administration and Finance
◦ Enrollment Management
◦ Athletics
◦ President's Office
• Background Check Questions
• Permanent Recruitment's
• PageUp Navigation
• Committee Training's

707-826-5154
shakeh.giragossian@humboldt.edu

Michael Figlioli
HR Representative
• Permanent Recruitment's:
◦ Academic Affairs
◦ All emergency hires
◦ Background Check Questions

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Joe Witherspoon
HR Systems Analyst
• Technical Support:
• CHRS / Page up
• PeopleSoft
• Report Writing & Analysis
• Application Development
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