

Department of Administrative Services

Human Resources Administration

Staff Bios





Al Howell, SHRM-CP

----- Professional Experience -----

- Extensive HR management experience at the state, county, and municipal government level*
- Extensive experience leading support services in the areas of human resources and administrative operations*
- Previously, served as the Director of Administrative Services with the Georgia Department of Community Affairs*
- Currently, responsible for leading enterprise human resource functions including talent management, HR policy and compliance, compensation, and benefits*
- Vision for HRA is to become a proactive, agent of change by offering strategically focused services which will help our clients meet the demands of the modern workforce*

----- Education -----

BS - Political Science, Georgia Southern University
MPA, Georgia Southern University
Gallup-Certified Strengths Coach

----- Years with State of Georgia -----

22 Years in human resource & general management

----- Contact Information -----

404-657-0591
al.howell@doas.ga.gov

Favorite Quote: "I will learn and grow the most in my areas of greatest strength." – Marcus Buckingham



Bo McDaniel

----- Professional Experience -----

- 20 years of Human Resources Director experience in the private sector*
- Joined State in 2005, at the Georgia Department of Labor*
- HR Director in 2009 - 2016*
- In his current role, leads a team of Talent Management Consultants who deliver solutions and systems that allow Clients to attract, select and retain talent for the State of Georgia*

----- Education -----

*Bachelor's of Business Administration
at University of West Georgia*

----- Years with State of Georgia -----

11 Years at GDOL

2 Years at DOAS – HRA

----- Contact Information -----

770-715-5893

bo.mcdaniel@doas.ga.gov

Favorite Quote: Life is like a box of chocolates. You never know what you are going to get. – Forrest Gump



Monique Jenkins, SHRM-CP, PHR

----- Professional Experience -----

- Leads a team of talented HR consultants supporting state entities in the areas of talent acquisition and performance management*
- Over 10 years of talent acquisition experience*
- 6.5 years leading the HR function in healthcare and state government*
- Additional professional experience includes managing procurement, payroll and facility safety programs*

----- Education -----

MBA, Mercer University

BS, Mississippi University for Women

----- Years with State of Georgia -----

2 years at DBHDD; 4 years at SAO

2 years at DOAS

----- Contact Information -----

404-463-7044

monique.jenkins@doas.ga.gov



Donna Derby, SPHR, PRC, FLMI, ACS

----- Professional Experience -----

- *Over 25 years of experience in Human Resources and is a Fellow, Life Management Institute (Personnel), Senior Professional Human Resources (SPHR) and recent recipient of the Professional Recruiter Certification (PRC)*
- *Joined DOAS in August 2012 as a part of the Talent Acquisition Team in the newly formed HRA Division. Prior to joining DOAS, worked in Department of Community Health with responsibility for talent acquisition, classification and compensation*
- *Worked for the state of Florida providing talent acquisition services to the Florida Dept of Children & Families. Prior to joining the public sector, worked for private industry holding management positions in Marketing, Customer Service and Human Resources*

----- Education -----

*Senior Professional Human Resources,
(SPHR)
Professional Recruiter Certification (PRC)*

----- Years with State of Georgia -----

12 years with DCH & DOAS

----- Contact Information -----

404-463-7047

donna.derby@doas.ga.gov



Sabrina Davis-Fuller

----- Professional Experience -----

- Currently a Performance Management Specialist in the Human Resources Administration (HRA) division*
- Worked as the Employee Relations Manager for the Department of Juvenile Justice. Responsible for all performance development matters to include ePerformance, training and policies. Managed training programs regarding major policy changes as it pertained to Employee Relations*
- Served as a Human Resources Warrant Officer for the U.S. Army*

----- Education -----

*BS, Columbia Southern University
(pursuing)
AA, Florida Memorial University*

----- Years with State of Georgia -----

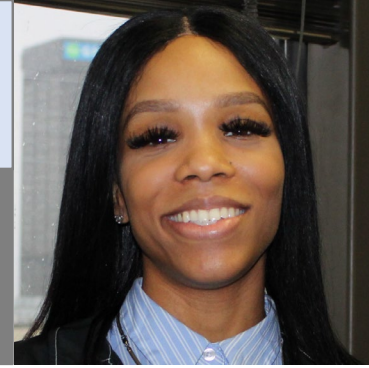
4 Years at DJJ

----- Contact Information -----

404-657-0362

sabrina.davis-fuller@doas.ga.gov

Favorite Quote: "The most important thing I learned is that Soldiers watch what their leaders do. You can give them classes and lecture them forever, but it is your personal example they will follow." – Colin Powell



Kiralfy Kennion

----- Professional Experience -----

- Currently a Communications Specialist in the Human Resources Administration (HRA) division*
- Joined the state in 2016 as a communications intern*
- Areas of focus are driving internal and external engagement through specialized marketing strategies, web content development, social media management and development of marketing resources for outreach*

----- Education -----

BA in Communications and Media Production, Clayton State University

----- Years with State of Georgia -----

~4 Years at DOAS

----- Contact Information -----

404-463-5898

Kiralfy.kennion@doas.ga.gov



Conrad Norman, SPHR, SHRM-SCP

----- Professional Experience -----

- 30 years Learning/OD/Management Development experience*
- Successful 20-year career in private sector managing HR, Learning, and Organizational Development teams for several Fortune 500 companies - including The Home Depot, Mariner Healthcare, and Sears Holdings*
- Serves as an experienced “go-to” consulting and learning solutions resource for State of GA agencies and state entities*
- Active national member in SHRM, HR Certification Institute (HRCI), Association of Talent Development (ATD), and International Society of Performance Improvement (ISPI)*

----- Education -----

BS, City University, Los Angeles

----- Years with State of Georgia -----

10 years at DOAS

----- Contact Information -----

404-463-5448

conrad.norman@doas.ga.gov

Favorite Quote: “The only true wisdom is in knowing you know nothing.” – Socrates



Latatia West, MPA, SHRM-SCP

----- Professional Experience -----

- ~15 years of experience in the field of Human Resources, with much of this time spent working for the State of Georgia*
- Currently serves as Manager of the Policy team in DOAS/HRA. Manages a team of Policy Specialists and a Legal Analysis Specialist*
- The Policy and Compliance team works with the State Personnel Board (SPB) and with other enterprise agencies to develop statewide policies*

----- Education -----

*MPA, University of Georgia
BA, University of Georgia*

----- Years with State of Georgia -----

~14 years with the State of Georgia, with eight of those years in various HR Manager/ Regional HR Manager roles

----- Contact Information -----

404-463-1822

latatia.west@doas.ga.gov



Valerie J. Wilkinson

----- Professional Experience -----

- Areas of focus are research on employment law issues and modification of State Personnel Board Rules*
- Brings experience in both the human resources and legal fields*
- Prior to joining DOAS, worked as a human resources specialist for the Georgia Department of Corrections and the State Merit System; also worked as an attorney, including time at the Atlanta office of Jones Day*

----- Education -----

JD, Emory University
BS, Berry College

----- Years with State of Georgia -----

4 Years at DOAS, GDC, & SMS

----- Contact Information -----

404-232-7851
valerie.wilkinson@doas.ga.gov



Gail Stowers, MA

----- Professional Experience -----

- 20 years of experience working in HR. Currently provides consultative services for the statewide Substance Abuse Testing program*
- Before joining DOAS in July 2012, worked as an Employee Relations Specialist for the State Personnel Administration (SPA) where she managed the statewide Mediation and Grievance Hearing programs*
- Before joining the state of Georgia, worked as a Psychometrist for Georgia State University where she served as a liaison to National Testing Companies*

----- Education -----

*MA, HR, Webster University
MA, Management, Webster University
BSW, Social Work, University of Georgia
Certified Resilience Facilitator*

----- Years with State of Georgia -----

20 Years with SPA & DOAS

----- Contact Information -----

404-463-7060

gail.stowers@doas.ga.gov

Favorite Quote: “The privilege of a lifetime is being who you are.” – Joseph Campbell



Carla Gracen, MEd

----- Professional Experience -----

- Always worked in HCM related jobs*
- Currently, focusing on adding value to State of Georgia entities and employees through various projects, including an enhanced Benefits portal and streamlining processes with digital transformation*
- Previously, worked in the private sector managing outsourced HCM products for thousands of clients*
- Traveled extensively conducting industry presentations on various HCM topics, including HR Data Privacy, HR Compliance, Business Coaching and Time Management*

----- Education -----

*MEd - HRD, Colorado State University
BS - HRM, Colorado Christian University
SHRM – SCP and Certified Business Coach*

----- Years with State of Georgia -----

2 Years with DOAS - HRA

----- Contact Information -----

404-651-5049

carla.gracen@doas.ga.gov

Compensation Manager, State of Georgia
Department of Administrative Services - Human Resources Administration



Tina Bufford

----- Professional Experience -----

- Worked at Department of Natural Resources (EPD) Environmental Protection Division as a Business Support Analyst*
- Held various roles at the Department of Juvenile Justice: Business Operations Manager, Administrative Operations Manager and Personnel Analyst III*
- Experience in the private sector as a Director, HR at Thomas, Thomas & Walsh, Inc. Worked in the travel/transportation business at The Hertz Corporation as an HR Generalist III, at National Car Rental as a HR Manager, and at Delta Airlines as an HR Generalist*

----- Education -----

University of Phoenix
Georgia College & State University
Georgia Certified Procurement Associate (GCPA)
Georgia Assessments for the Certification of Education (GACE)

----- Years with State of Georgia -----

10 ½ Years at DJJ, DNR & DOAS

----- Contact Information -----

404-463-1459

tina.bufford@doas.ga.gov



Shane Saunders

----- Professional Experience -----

- *Responsible for providing effective classification and compensation customer support consultative associated services*
- *Worked at LG Electronics USA, Inc. as Compensation, Benefits and HRIS Manager. Managed the salary and incentive programs, benefits suite of plans and HRIS systems to ensure consistent administration in compliance with company policies and government regulations for North America*
- *Continental Tire, NA Inc., Compensation as Coordinator/ Retirement Plans Analyst. Administered compensation programs, executive, salaried, hourly and union 401(k) retirement and pension plans for North America*

----- Education -----

BBA, Baruch College, City University of New York – Finance & Investments

----- Years with State of Georgia -----

5 Years with HRA

----- Contact Information -----

404-463-7050

shane.saunders@doas.ga.gov

Favorite Quote: “The privilege of a lifetime is being who you are.” – Joseph Campbell



Andrea Pass

----- Professional Experience -----

- Currently a Compensation Analyst in the Human Resources Administration (HRA) division.*
- Worked for DCH with The Georgia Board for Physician Workforce as a Senior Analyst performing trend analysis, creating workforce studies and supporting board members.*
- I have 20 years of experience in the private sector working with data analytics, research, data mining and forecasting. I have crossed industries and have supported Supply Chain Management and Marketing (UPS), Healthcare (Anthem) and Human Resources Administration (State of Georgia).*

----- Education -----

MBA, University of Phoenix
BS, University of Phoenix
Certified Associate in Project Management (CAPM)

----- Years with State of Georgia -----

2.5 Years at DCH & DOAS

----- Contact Information -----

404-463-1823
andrea.pass@doas.ga.gov



Leneequa Morris, BS

----- Professional Experience -----

- Joined DOAS – HRA in May 2018 as the Benefits Manager. Responsible for managing the Flexible Benefits Program, Employee Purchasing Program, Employee Assistance Program (EAP), Employee Discounts Program and the Flexible Benefits eligibility appeals. Also, manages a team of two HR Benefits Specialists and a Benefits Analyst*
- Has over 32 years of experience in the insurance industry. Served as the Benefits Manager with SHBP, where she managed the appeals and correspondence unit, worked on the medical plan implementations, benefits communication during Open Enrollment, vendor management and various other projects*

----- Education -----

BS, Southern University, A&M

----- Years with State of Georgia -----

Combined 18 Years of Service at DCH (SHBP) & DOAS

----- Contact Information -----

404-463-7049

leneequa.morris@doas.ga.gov

Favorite Quote: “Life isn’t about finding yourself. Life is about creating yourself.” – Joseph Bernard Shaw



Son Truong, BS

----- Professional Experience -----

- Assist and educate employees and participating agencies about the various flexible benefits that are offered by the State of Georgia*
- Over 20 years of experiences in Human Resources. Have worked in many aspects of Human Resources such as recruitment, employee relations, coaching, and conducting new hire orientation, administration of leave, workers' compensation, unemployment hearings, and responding to EEOC charges to name a few*

----- Education -----

BS, Virginia Commonwealth University

----- Years with State of Georgia -----

9 Years at DHS, DCH & DOAS

----- Contact Information -----

404-463-3589

son.truong@doas.ga.gov

Favorite Quote: "The privilege of a lifetime is being who you are." – Joseph Campbell



Jordanos, Hiyabu, BA

----- Professional Experience -----

- 18 years of service with the State of GA working on health coverage benefits assisting agencies, employees and retirees, with eligibility rules and regulations, training, and audits.*
- Before joining DOAS/HRA in March 2019, worked with Department of Education as a Human Resource Specialist in many aspects of Human Resources.*
- Currently, serves as a Benefits Specialist with HRA - Flexible Benefits to assist and educate participating agencies and employees on the various Flexible Benefits plan options and the eligibility rules and regulations.*

----- Education -----

BA, Warren Wilson College, Ashville NC.

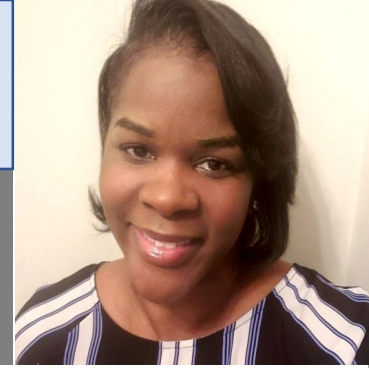
----- Years with State of Georgia -----

18 Years at DCH, DOE & DOAS

----- Contact Information -----

404-463-1194

Jordanos.Hiyabu@doas.ga.gov



Monica Laws-Smith, BSBA

----- Professional Experience -----

- Currently a Benefits Specialist with DOAS since December 2019, where she provides support to participating agencies and employees on the Flexible Benefits Program and Reconciliation processes.*
- Has over 20 years of Client Service and Support experience. Previously served as the Senior Contact Center Analyst for the HRA Helpdesk at DOAS, where she supported the HRA Staff, State Agencies, and employees as the Subject Matter Expert in system related issues for various applications and Human Resource Administration procedures for the Tier 1 Staff. She also participated in the planning, design, and implementation of new or enhanced systems for customer related business needs on various projects.*

----- Education -----

BSBA, Management, Thomas Edison State University
GCPA, Georgia Certified Procurement Associate

----- Years with State of Georgia -----

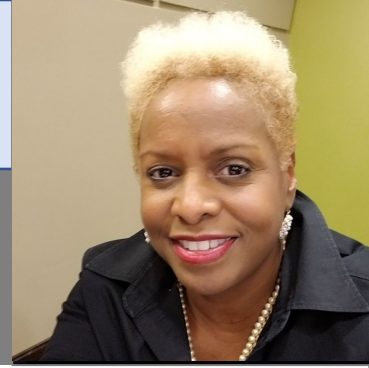
5 Years at DOAS

----- Contact Information -----

404-463-4074

monica.laws-smith@doas.ga.gov

Favorite Quote: "The privilege of a lifetime is being who you are." –Joseph Campbell



Jill Simms, MSHRM, SPHR, SHRM-SCP

----- Professional Experience -----

- *Served 25+ years as an HR leader for national and global hospitality, telecommunications, healthcare and financial organizations*
- *Simultaneously served 10+ years business consultant in the training, development and expansion of small-/mid-sized companies, non-profits, churches and ministries*
- *HR thought strategist, tactician, root-cause analyst, and transition agent for centralized, decentralized and global initiatives, projects and programs*
- *Currently serving in the newly-created Policy & Marketing Specialist role to evolve HRA communication and HR community reach*

----- Education -----

MS, Human Resources Management, Troy University

BS, Broadcast Journalism , Syracuse University

----- Years with State of Georgia -----

1 year

----- Contact Information -----

404-657-8345

jill.simms@doas.ga.gov

Favorite Quotes: “Education without application is just entertainment. –Tim Sanders

“You don’t know what you don’t know.” – Maya Angelou



Autumn Turner Cole

----- Professional Experience -----

- Currently on the legal services team at DOAS supporting the HRA Division in all legal matters including contracting and procurement matters, statewide employment policy, statewide substance abuse testing program, flexible benefits program, state charitable contributions program, statewide talent management, and administrative oversight of the Governor-appointed State Personnel Board and Employee Benefit Plan Council*
- Served in various roles in the HRA Policy and Compliance Unit prior to joining the legal services team at DOAS*
- Previously worked in the Region 10 Field Office for the National Labor Relations Board as a legal intern*
- An active member of the State Bar of Georgia and is a graduate of the Young Lawyers Division (YLD) Leadership Academy Class of 2018 and the Labor and Employment Section's 2018 Mentorship Academy. Currently co-chair of the 2019 YLD Leadership Academy*

----- Education -----

JD, Georgia State University College of Law
BA, Mercer University
SHRM – SCPC

----- Years with State of Georgia -----

6 Years at DOAS

----- Contact Information -----

404-463-7057

autumn.cole@doas.ga.gov

Favorite Quote: "Compassion is the chief law of human existence." – Fyodor Dostoyevsky