

## "WHO'S WHO" IN HUMAN RESOURCES

<b><u>VICE CHANCELLOR, HUMAN RESOURCES 619-388-6589</u></b>	Ext.	<b><u>EMPLOYEE RELATIONS 619-388-6880</u></b>	Ext.	<b><u>EMPLOYEE SERVICES 619-388-6582</u></b>	Ext.	<b><u>EMPLOYEE SERVICES (continued)</u></b>	Ext.
Will Surbrook, Vice Chancellor	x6589	Aimee Gallagher, Director	x6880	Betty Robles-Leal, Director	x6582	<b><u>3. Human Resources Systems 619-388-6955</u></b>	
Karen Mitchell, Administrative Asst.	x6589	❖ Negotiations & Bargaining		<b><u>1. Benefit Services 619-388-6587</u></b>		Annette De Lozier, HR Systems Analyst	x6955
Maureen Flores, Senior Clerical Asst.	x6589	❖ Disciplinary & Grievance Process		Ursula Salbato, Supervisor	x6587	❖ HR Systems Project Management	
❖ Closed Session & Board Agenda		Robyn Taylor, Labor Relations Analyst	x6880	<b><u>1.1 Benefits Services 619-388-6587</u></b>		❖ HR Systems Data/Access Requests	
❖ Policies & Procedures, Consultant Agreements		❖ Support Supervisors & Managers in Performance Management		Jordyn Nobbs, HR Tech.	x6855	Rachel Wilker, HR Tech.	x6955
❖ Manage Departmental Budgets		❖ Mandated Cost Reporting		❖ Active & Adjunct Benefit Programs & Insur. A - L		❖ TAM-HCM System Integration Lead	
❖ Departmental Logistics Coordinator		❖ Interpretation of Bargaining Agreements & Meet & Confer		❖ NANCE-ACA		❖ HR Systems Requests	
❖ Generate PAS/Out-of-Class Sheets		<b><u>Classification 619-388-6597</u></b>		❖ Long Term Disability A - L		❖ Reports to Workflow/Assignment Corrections	
❖ Annual Contracts for Cabinet, VPs, Managers		VACANT, Senior Classification Tech.	x6597	❖ New Employee Processing		❖ HR Webpage Updates	
<b><u>Risk Management 619-388-6953</u></b>		❖ Classification & Range Allocation Issues		❖ Tax Sheltered Annuities		Zadie Rodrigues, HR Tech.	x6955
Frank Fennessey, Risk Manager	x6953	❖ Position Maintenance		❖ Flexible Spending		❖ HCM Data Requests	
Trevor Wilson, Occup. Environ. Health & Safety Coordinator	x6953	❖ District Organization Review		Cheryl Lacsina, HR Tech.	x6588	❖ HCM Issues/Tickets	
❖ Safety		<b><u>Compensation 619-388-6576</u></b>		❖ Active & Adjunct Benefit Programs & Insur. M - Z		❖ MIS State Reporting (MIS, FON/75-25)	
❖ Hazardous Materials		Amber Fair, Senior Compensation Tech.	x6576	❖ NANCE-ACA		❖ IPEDS Federal Reporting	
Karen Woods, Senior HR Tech.	x6953	Ellyn Blum, HR Tech.	x6576	❖ Long-term Disability M - Z			
❖ Risk Management Services		❖ Annual Step Increments (Contract Employees)		❖ New Employee Processing			
❖ Workers' Compensation		❖ Department Chair Compensation		❖ Tax Sheltered Annuities			
❖ Property & Liability Claims		❖ Differential Compensation (Shift Pay)		❖ Flexible Spending			
❖ Insurance – ADA Accommodations		❖ Faculty Professional Development & Salary Advancement		Lisa McEwan Godwin, HR Tech.	x6872		
❖ Small Claims Court Representation		❖ Faculty Rank Promotion		❖ Cobra Administration			
❖ FMLA-District, DSC, POA, Operations		❖ Tenure/Promotion Tracking		❖ Shared Premium Program			
<b><u>EMPLOYMENT &amp; PROFESSIONAL DEVELOPMENT 619-388-6579</u></b>		❖ Off Schedule/Retro Payments		❖ Early Retirement Reduced Workload Program			
Erin Milligan Hill, Director	x6579	❖ Pro Rata Contracts		❖ Retiree Benefit Programs & Insurance			
<b><u>1. Employment 619-388-6579</u></b>		❖ Salary Placement for Academic & Supervisory Employees		❖ Tax Sheltered Annuities			
Andrea Gonzales, Senior HR Tech.	x6579	❖ Salary Schedule Updates		❖ Notification of Death			
❖ Employment Office Lead		❖ Salary & Classification Surveys		<b><u>2. Payroll 619-388-6582</u></b>			
❖ Processes-NANCE-District wide		Jeffrey Lumban, HR Tech.	x6880	Amanda Stopper, Supervisor	x6582		
❖ Recruitments/Adjuncts - Bus. & Tech. Svcs., Fac. Mgmt., Instructional Svcs., Student Svcs.		❖ Tuition Reimbursement		<b><u>2.1 Payroll 619-388-6582</u></b>			
❖ Special Projects		❖ Classified Unit Bargaining Support		Jackie Mendez, Senior Payroll Tech.	x6582		
Julio Navarro, HR Tech.		❖ Differential Compensation (Shift Pay)		Michelle Pasag, Payroll Tech.	x6582		
❖ Recruitments/Adjuncts-Mesa College, Human Resources		❖ Educational Incentive Program		Minerva Nabalarua, Payroll Tech.	x6582		
❖ Equifax Lead		❖ Pay Additives		Eva Arteaga, Payroll Tech.	x6582		
❖ TAM HCM System Integration Co-Lead	x6579	❖ Salary Placement for Classified Employees		Zen Cartwright, Payroll Tech.	x6582		
Joycelyn Dela Cruz, HR Tech.		Arlyn Uybungco, HR Tech.	x6880	Luci Grand, Payroll Tech.	x6582		
❖ Recruitments/Adjuncts-City College, Instruct. Svcs., Student Svcs.		❖ Management Evaluations		Deydey Golson, Payroll Assist.	x6582		
❖ Budget -Employment		❖ Faculty Evaluation Tracking		❖ Contract, Adjunct, Hourly, Military Payrolls			
❖ Faculty Service Areas (FSAs)	x6579	❖ 450 Process (Adjunct Faculty)		❖ Unemployment Benefits			
Jennifer Kennedy, HR Tech.		❖ Adjunct Office Hours Program		❖ Computer Loans			
❖ Recruitments/Adjuncts-Miramar College & Cont. Ed.		<b><u>LEGAL SERVICES &amp; EEO 619-388-6591</u></b>		❖ Garnishments			
❖ Special Projects		Mary Rogers, Director	x6591	❖ Public Service Loan Forgiveness requests			
Sandy Hamel, HR Tech.		Erica Hernandez, HR Tech.	x6591	❖ Verifications of Employment			
Ruben Naungayan, Administrative Tech.	x6579	<b><u>EEO &amp; Diversity 619-388-6591</u></b>		❖ Void, Reissue, Lost Checks			
❖ TB Clearance Renewals		Johanna Palkowitz, EO & Diversity Officer	x6591	Karina Castellon, Payroll Assistant			
❖ Employment Office Assistance		❖ State & Federal EEO Compliance		<b><u>2.2. Payroll Acctg. &amp; Retirement Reporting 619-388-6724</u></b>			
<b><u>2. Professional Development 619-388-6373</u></b>		❖ Cultural Diversity & Competency		Caryn White, Senior Accounting Tech.	x6724		
Clark Wilson, Senior HR Tech.	x6373	❖ Complaints & Investigations		Christina Levine, Accounting Tech.	x6724		
❖ Professional Dev. Operations		▪ Discrimination		Tricia Kelsey, Accounting Tech.	x6724		
❖ Professional Dev. Program Lead		▪ Harassment		❖ W-2 Processing & Duplicate Requests			
❖ Budget – Professional Development		▪ Retaliation		❖ Payroll Vendor Payments			
		❖ Vendor Review & Compliance		❖ Wire Transfers, Bank Transfers, County Contact			
				❖ Payroll Tax Payments, Filings, & Recon.			
				Paula Lancaster, HR Tech.	x6685		
				Daniella Greene, HR Tech.	x6685		
				❖ PERS/STRS Reporting			
				❖ FICA Alternative Plan			
				❖ SafetyPERS Reporting & Payments			