

Who's Who in Human Resources

<p>VICE CHANCELLOR 619-388-6589 Jared Burns, Ph.D., Vice Chancellor</p> <p>Karen Brown, Executive Assistant - HR - Closed Session & Board Agenda - Policies & Procedures, Consultant Agreements - Manage Departmental Budgets - Departmental Logistics Coordinator - Annual Contract Renewals for Cabinet, Vice Presidents, Deans, and Managers</p> <p>VACANT, Administrative Assistant</p>	<p>EMPLOYEE RELATIONS 619-388-6880 Rachel Wilker, Associate Vice Chancellor, Employee Relations</p> <p>Ruben Naungayan, Administrative Technician - Retirement/Resignation/Separation Notices - TB Compliance Process - Computer Loans & Tuition Reimbursement - Sabbaticals EmployeeRelations@sdccd.edu</p> <p>Labor Relations 619-388-6880 Zenaida Cartwright, Investigative Analyst Danielle Short, Investigative Analyst Eva Alford, Investigative Analyst Jamey Murphy, Investigative Analyst - Support Supervisors & Managers in Performance Management - Contract Negotiations & Interpretation - Disciplinary & Grievance Process</p> <p>Accommodations 619-388-6880 Nicrista Alfaro, Senior HR Technician - ADA Accommodations & Return to Work Coordination nalfaro@sdccd.edu</p> <p>Classification 619-388-6880 Jeffrey Lumban, Senior Classification Technician - Position Maintenance - Out of Classification / Acting Assignments - Salary & Classification Surveys jlumban@sdccd.edu</p>	<p>Diana Ha, HR Technician - Bargaining & Cost Outs - Priority of Assignment & Tenure Tracking - Annual Step & COLA Salary Movements - Performance Evaluations - Faculty Service Areas</p> <p>Professional Development 619-388-6373 VACANT, Employee Experience & Engagement Mgr. Jhelen Ramirez, Senior HR Technician - Professional Leadership Academy Programs - Staff Training & Development ProfDevelopment@sdccd.edu</p> <p>Human Resources Systems 619-388-6955 Annette DeLozier, Human Resources Systems Analyst Carmina Vasquez, Business Systems Analyst Danny Lara, Business Systems Analyst Sophear Slaketh, Senior HR Technician - HR Business Process Review/Configuration - CS-HCM System Integration - Data Integrity - MIS/FON/IPEDS State Reporting - HCM Data Requests & Reporting - HCM Issues/Tickets - HR Webpage Updates - Reports to Workflow - Assignment Updates/Corrections DLforHRSystems@sdccd.edu</p>
<p>LEGAL SERVICES 619-388-6591 Ljubisa Kostic, General Counsel Carmeter Lard, Senior HR Technician</p> <p>Title IX 619-388-6660 Amber Eckert, Title IX Coordinator - Complaints & Investigations - Discrimination, Harrassment, Retaliation titleix@sdccd.edu</p> <p>EEO & Diversity 619-388-6591 Johanna Palkowitz, EEO & Diversity Officer - State & Federal EEO Compliance - Cultural Diversity & Competency - Complaints & Investigations - Discrimination, Harrassment, Retaliation - Vendor Review & Compliance sdccdalegalervices-eeo@sdccd.edu</p>		

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EMPLOYEE SERVICES 619-388-6582

Betty Robles-Leal, Associate Vice Chancellor, Employee Services

Employment 619-388-6579

Andrea Gonzales, Employment Supervisor

Kathryn Therieau, Senior HR Technician

Cristina Castro, HR Technician

Erick Ruiz-Cadena, HR Technician

Gabriela Lopez, HR Technician

Jasmine Vazquez, HR Technician

- Job Applicant Assistance

- Districtwide Recruitments

- Onboarding for Contract Positions

- Process Districtwide Adjunct/NANCE assignments

- New Hires & Additional Assignments

- Volunteers/Person of Interest

- Minimum Qualifications Review

- New Hire Onboarding

- DOJ Fingerprinting & Clearance

- I-9 Verifications & Compliance

Jobs@sdccd.edu



Payroll 619-388-6582

Amanda Stopper, Payroll & Retirement Services Manager

Jackie Mendez, Senior HR Technician

Blanca Carrera, HR Technician: Contract Payroll

Kristina Gomez, HR Technician: Adjunct/Hourly Payroll

Luci Grand, HR Technician: Contract Payroll

Minerva Nabalarua, HR Technician: Adj/Hourly Payroll

- Contract, Adjunct, Hourly Payrolls

- Unemployment Benefits

- Garnishments

- Public Service Loan Forgiveness Requests

- Verifications of Income & Employment

- Void, Reissue, Lost Checks & Manual Check Requests

- Sick Leave Transfer

- Timesheet Corrections

- Direct Deposit or W4 Assistance

- Subpoenas for Personnel Records

HRPayroll@sdccd.edu

Payroll Accounting 619-388-6724

Diana Hernandez, DO Accounting Specialist

Christopher Delgado, DO Accounting Specialist

- W-2 Processing & Duplicate Requests

- Payroll Vendor Payments

- Wire Transfers, Bank Transfers, SD County Treasurer

- Payroll Tax Payments & Filings & Quarterly Audits

- PERS & STRS Reconciliation

PayActg@sdccd.edu

Retirement Reporting 619-388-6685

Eric ORiley, Senior HR Technician

Diana Hernandez, Senior HR Technician

Eva Arteaga, Senior HR Technician

- PERS/STRS Reporting, Research, & Compliance

- FICA Alternative Plan

- SafetyPERS Reporting & Payments

- Service Credit Buy Back

HRRetirement@sdccd.edu

Benefits 619-388-6587

Frank Thompson, Benefits & Compensation Manager

Julia Sanchez, Senior HR Technician: A - L

Joycelyn Dela Cruz, Senior HR Technician: M - Z

Cheryl Lacsina, HR Technician: A - L

Annet Lara, HR Technician: M - Z

- Protected Leaves: FMLA, CFRA, PDL, etc.

- ACA Tracking

- Long-Term Disability

- 403B & 457B Plans

- Flexible Spending Accounts

- Retiree Benefit Programs & Insurance

- COBRA Administration

- Early Retirement/Reduced Workload Program

- Name & Address Changes

- Medical, Dental, Vision, and Life Insurance

- Qualifying Events & Open Enrollment Changes

HRBenefits@sdccd.edu

Compensation 619-388-6576

Xenia Leon, Senior HR Technician

Nedin Carillo, HR Technician

Christopher Gomez, HR Technician

Jessica Klose, HR Technician

- Salary Placement, Off Schedule, Retro Payments

- Department Chair Compensation

- Differential Compensation (Shift Pay)

- Faculty Prof. Advancement (PAC)

- Educational Incentive

- Pro Rata Contracts

- Adjunct Office Hours Payments

- 450 Hour Step Movement Process (Adjunct)

- Work Exp. & Independent Study Payments

- Voluntary Furlough Program

- Faculty Rank Promotion

- Overload Banking Program

HRComp@sdccd.edu