

# Who's Who in Human Resources

VICE CHANCELLOR 619-388-6589	EMPLOYEE RELATIONS 619-388-6880
<p><b>Jared Burns, Ph.D., Vice Chancellor</b></p> <p><b>Karen Brown, Executive Assistant - HR</b></p> <ul style="list-style-type: none"> <li>- Closed Session &amp; Board Agenda</li> <li>- Policies &amp; Procedures, Consultant Agreements</li> <li>- Manage Departmental Budgets</li> <li>- Departmental Logistics Coordinator</li> <li>- Annual Contract Renewals for Cabinet, Vice Presidents, Deans, and Managers</li> </ul> <p><b>VACANT, Administrative Assistant</b></p>	<p><b>Rachel Wilker, Associate Vice Chancellor, Employee Relations</b></p> <div> <div> <p><b>Ruben Naungayan, Administrative Technician</b></p> <ul style="list-style-type: none"> <li>- Retirement/Resignation/Separation Notices</li> <li>- TB Compliance Process</li> <li>- Computer Loans &amp; Tuition Reimbursement</li> <li>- Sabbaticals</li> </ul> <p><a href="mailto:EmployeeRelations@sdccd.edu">EmployeeRelations@sdccd.edu</a></p> </div> <div> <p><b>Diana Ha, HR Technician</b></p> <ul style="list-style-type: none"> <li>- Bargaining &amp; Cost Outs</li> <li>- Priority of Assignment &amp; Tenure Tracking</li> <li>- Annual Step &amp; COLA Salary Movements</li> <li>- Performance Evaluations</li> <li>- Faculty Service Areas</li> </ul> </div> </div>
<p><b>LEGAL SERVICES 619-388-6591</b></p> <p><b>Ljubisa Kostic, General Counsel</b></p> <p><b>Carmeter Lard, Senior HR Technician</b></p> <p><b>Title IX 619-388-6660</b></p> <p><b>Amber Eckert, Title IX Coordinator</b></p> <ul style="list-style-type: none"> <li>- Complaints &amp; Investigations</li> <li>- Discrimination, Harrassment, Retaliation</li> </ul> <p><a href="mailto:titleix@sdccd.edu">titleix@sdccd.edu</a></p> <p><b>EEO &amp; Diversity 619-388-6591</b></p> <p><b>Johanna Palkowitz, EEO &amp; Diversity Officer</b></p> <ul style="list-style-type: none"> <li>- State &amp; Federal EEO Compliance</li> <li>- Cultural Diversity &amp; Competency</li> <li>- Complaints &amp; Investigations</li> <li>- Discrimination, Harrassment, Retaliation</li> <li>- Vendor Review &amp; Compliance</li> </ul> <p><a href="mailto:sdccdlegalservices-eEO@sdccd.edu">sdccdlegalservices-eEO@sdccd.edu</a></p>	<p><b>Labor Relations 619-388-6880</b></p> <p><b>Zenaida Cartwright, Investigative Analyst</b></p> <p><b>Danielle Short, Investigative Analyst</b></p> <p><b>Eva Alford, Investigative Analyst</b></p> <p><b>Jamey Murphy, Investigative Analyst</b></p> <ul style="list-style-type: none"> <li>- Support Supervisors &amp; Managers in Performance Management</li> <li>- Contract Negotiations &amp; Interpretation</li> <li>- Disciplinary &amp; Grievance Process</li> </ul> <p><b>Accommodations 619-388-6880</b></p> <p><b>Nicrista Alfaro, Senior HR Technician</b></p> <ul style="list-style-type: none"> <li>- ADA Accommodations &amp; Return to Work Coordination</li> </ul> <p><a href="mailto:nalfaro@sdccd.edu">nalfaro@sdccd.edu</a></p> <p><b>Classification 619-388-6880</b></p> <p><b>Jeffrey Lumban, Senior Classification Technician</b></p> <ul style="list-style-type: none"> <li>- Position Maintenance</li> <li>- Out of Classification / Acting Assignments</li> <li>- Salary &amp; Classification Surveys</li> </ul> <p><a href="mailto:jlumban@sdccd.edu">jlumban@sdccd.edu</a></p> <p><b>Professional Development 619-388-6373</b></p> <p><b>VACANT, Employee Experience &amp; Engagement Mgr.</b></p> <p><b>Jhelen Ramirez, Senior HR Technician</b></p> <ul style="list-style-type: none"> <li>- Professional Leadership Academy Programs</li> <li>- Staff Training &amp; Development</li> </ul> <p><a href="mailto:ProfDevelopment@sdccd.edu">ProfDevelopment@sdccd.edu</a></p> <p><b>Human Resources Systems 619-388-6955</b></p> <p><b>Annette DeLozier, Human Resources Systems Analyst</b></p> <p><b>Carmina Vasquez, Business Systems Analyst</b></p> <p><b>Danny Lara, Business Systems Analyst</b></p> <p><b>Sophear Slaketh, Senior HR Technician</b></p> <ul style="list-style-type: none"> <li>- HR Business Process Review/Configuration</li> <li>- CS-HCM System Integration</li> <li>- Data Integrity</li> <li>- MIS/FON/IPEDS State Reporting</li> <li>- HCM Data Requests &amp; Reporting</li> <li>- HCM Issues/Tickets</li> <li>- HR Webpage Updates</li> <li>- Reports to Workflow</li> <li>- Assignment Updates/Corrections</li> </ul> <p><a href="mailto:DLforHRSystems@sdccd.edu">DLforHRSystems@sdccd.edu</a></p>

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# Who's Who in Human Resources

**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](mailto: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](mailto: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

[PayAcctg@sdccd.edu](mailto:PayAcctg@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, Resarch, & Compliance
- FICA Alternative Plan
- SafetyPERS Reporting & Payments
- Service Credit Buy Back

[HRRetirement@sdccd.edu](mailto: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](mailto: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](mailto:HRComp@sdccd.edu)