

# "WHO'S WHO" IN HUMAN RESOURCES (PEOPLE, CULTURE, AND TECHNOLOGY SERVICES)

## VICE CHANCELLOR 619-388-6589

Jared Burns, Vice Chancellor x6589  
 Karen Brown, Executive Assistant - Confidential x6589  
 ❖ Closed Session & Board Agenda  
 ❖ Policies & Procedures, Consultant Agrmts  
 ❖ Departmental Logistics Coordinator  
 ❖ Annual Contract Renewals for Management

## Human Resources Systems 619-388-6955

Rachel Wilker, Business Systems Analyst x6501  
 Carmina Vasquez, Business Systems Analyst x6545  
 Sophear Slaketh, HR Technician x6735  
 ❖ Benefits Process/Config Lead  
 ❖ MIS/FON/IPEDS State Reporting  
 ❖ Data Requests/Reporting  
 ❖ Reports to Workflow  
 ❖ Assignment Updates/Corrections  
 ❖ Process Review  
 ❖ HCM Data Requests  
 ❖ HCM Issues/Tickets  
 ❖ HR Webpage Updates

## LEGAL SERVICES 619-388-6591

Ljubisa Kostic, General Counsel x6591  
 Carmeter Lard, Senior HR Technician x6591  
 ❖ Legal Services  
 ❖ Workers' Compensation  
 ❖ Property & Liability Claims  
 ❖ Insurance – ADA Accommodations  
 ❖ Small Claims Court Representation  
 ❖ Manage Departmental Budgets

## EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher, Associate Vice Chancellor x6880  
 Ruben Naungayan, Administrative Technician x6693  
 ❖ Resignation/Retirement Notices  
 ❖ TB Compliance Process  
 ❖ Computer Loans  
 ❖ Tuition Reimbursement  
 Nicrista Alfaro, Senior HR Technician x6696  
 ❖ ADA/accomodation requests  
 ❖ Non-FLMA leaves  
 ❖ Leave Projections

## Labor Relations 619-388-6880

Zenaida Carwright, Labor Relations Analyst x6880  
 Danielle Short, Labor Relations Analyst x6880  
 ❖ Support Supervisors & Managers in Performance Management  
 ❖ Contract Negotiations & Interpretation  
 ❖ Disciplinary & Grievance Process  
 ❖ Faculty Service Areas (FSAs)

## EMPLOYEE RELATIONS (continued) 619-388-6880

Employee Relations 619-388-6880  
 Jeffrey Lumban, Senior Classification Tech. x6880  
 ❖ Classified Unit Bargaining Support  
 ❖ Position Maintenance  
 ❖ Differential Compensation (Shift Pay)  
 ❖ Educational Incentive Program  
 ❖ Pay Additives  
 ❖ Salary Placement for Class. Employees

## Compensation 619-388-6576

Diana Ha, HR Technician x6576  
 ❖ Adjunct Salary Placement (all campuses)  
 ❖ Adjunct Office Hours Program  
 ❖ 450 Process (Adjunct Faculty)  
 ❖ Work Experience Faculty Payments  
 ❖ Independent Study Faculty Payments  
 ❖ Contract Faculty Evaluation Tracking (probational/promotional)  
 ❖ Tenure/Promotion Tracking

Danny Lara, OOC Senior HR Technician x6999  
 ❖ Annual Step Increments (Contract EE's)  
 ❖ COLA Increases  
 ❖ Off Schedule/Retro Payments  
 ❖ Salary & Classification Surveys  
 ❖ Bargaining Unit Cost Outs  
 ❖ Department Chair Compensation  
 ❖ Differential Compensation (Shift Pay)  
 ❖ Faculty Prof. Dev. & Salary Advancement  
 ❖ Faculty Rank Promotion  
 ❖ Pro Rata Contracts  
 ❖ Salary Placement - Academic & Supervisory

## Professional Development 619-388-6373

Jhelen Ramirez, Senior HR Technician x6373  
 ❖ Professional Leadership Academy Programs  
 ❖ Management Evaluations  
 ❖ Budget – Professional Development

## EEO & Diversity 619-388-6591

Johanna Palkowitz, EEO & Diversity Officer x6591  
 ❖ State & Federal EEO Compliance  
 ❖ EEO & Diversity Training for Screening Committees  
 ❖ Complaints & Investigations  
 ❖ Title 5  
 ❖ Vendor Review & Compliance

## Title IX 619-388-6660

Amber Eckert, Title IX Coordinator x6660  
 Eva Alford, Deputy Title IX Coordinator/Inv. Analyst x6660  
 ❖ Federal and State Title IX Compliance  
 ❖ Investigation & Resolution of Title IX Complaints

## EMPLOYEE SERVICES 619-388-6582

Betty Robles-Leal, Associate Vice Chancellor x6582  
 Danny Lara, HR Technician x6999  
Employment Services 619-388-6579  
 Andrea Gonzales, Employment Supervisor x6579  
 Kate Therieau, Senior HR Technician x6579  
 Gabby Lopez, HR Technician x6579  
 Cristina Castro, HR Technician x6579  
 Jasmine Vazquez, HR Technician x6579  
 Erick Ruiz-Cadena, HR Technician x6579

❖ Recruitments  
 ❖ Employment Data Requests  
 ❖ Onboarding Contracts, Academic & Classified  
 ❖ Process Adjunct/NANCE, New Hires and Additional Assignments

## Benefits Services 619-388-6587

VACANT, Benefits Supervisor  
 Joycelyn Dela Cruz, Senior HR Technician x6519  
 Cheryl Lacsina, HR Technician: A - L x6588  
 Annet Lara, HR Technician: M - Z x6780

❖ ACA Tracking  
 ❖ Long-Term Disability  
 ❖ Tax Sheltered Annuities  
 ❖ Flexible Spending Accounts  
 ❖ Retiree Benefit Programs & Insurance  
 ❖ Cobra Administration  
 ❖ Shared Premium Program  
 ❖ Early Retirement/Reduced Workload Program  
 ❖ Notification of Death  
 ❖ Name & Address Changes  
 ❖ Life Insurance & Long Term Care

Julia Sanchez, Senior HR Technician x6737  
 ❖ Protected Leaves: FMLA, CFRA, PDL, etc.  
 ❖ Leave Projections for LOAs

## Payroll 619-388-6582

Amanda Stopper, Payroll & Retirement Svcs. Mgr. x6582  
 Jackie Mendez, Senior HR Technician x6582  
 Minerva Nabalarua, HR Technician x6582  
 Luci Grand, HR Technician x6582  
 Eric ORiley, HR Technician x6582  
 Kristina Gomez, HR Technician x6582  
 ❖ Contract, Adjunct, Hourly Payroll  
 ❖ Unemployment Benefits  
 ❖ Garnishments  
 ❖ Public Service Loan Forgiveness Requests  
 ❖ Verifications of Employment  
 ❖ Void, Reissue, Lost Checks  
 ❖ Sick Leave Transfer  
 ❖ Timesheet Corrections  
 ❖ Direct Deposit or W4 Assistance  
 ❖ Unit Pay / TAO Questions  
 ❖ Manual Check Requests  
 ❖ Subpoenas for Personnel Records  
 ❖ Employee ID Cards

## Payroll Accounting 619-388-6724

Christina Levine, DO Accounting Specialist x6724  
 Diana Hernandez DO Accounting Specialist x6724  
 ❖ W-2 Processing & Duplicate Requests  
 ❖ Payroll Vendor Payments  
 ❖ Wire Transfers, Bank Transfers  
 ❖ SD County Treasurer Contact  
 ❖ Payroll Tax Payments & Filings  
 ❖ PERS & STRS Reconciliation  
 ❖ Quarterly Audits

## Retirement Services 619-388-6685

Eva Arteaga, Senior HR Technician x6685  
 Daniella Greene, Senior HR Technician x6685  
 Diana R. Hernandez, Senior HR Technician x6685  
 ❖ PERS/STRS Reporting  
 ❖ FICA Alternative Plan  
 ❖ SafetyPERS Reporting & Payments  
 ❖ Retirement Research  
 ❖ Retirement Rules Compliance

