

"WHO'S WHO" IN HUMAN RESOURCES (PEOPLE & CULTURE)

VICE CHANCELLOR 619-388-6589

Jared Burns, Ph.D.
Vice Chancellor

Karen Brown, Executive Assistant - Confidential

- Assistant to Vice Chancellor
- Closed Session & Board Agenda
- Policies & Procedures, Consultant Agreements
- Departmental Logistics Coordinator
- Annual Contract Renewals for Executive Management, Management (Cabinet, Vice Presidents, Dean & Managers)
- Manage Departmental Auxiliary Fund Account
- Manage Departmental Cal-Card Billing and Reconciliation

LEGAL SERVICES 619-388-6591

Ljubisa Kostic,
General Counsel

Carmeter Lard, Senior HR Technician

- California Public Records Act Requests
- Legal Billing
- EEO Certification Updates
- EEO Certificates for Completion of Training
- Vendor Set-Up
- Manage Departmental Budgets

EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher,
Associate Vice Chancellor

- Negotiations
- Bargaining & Cost Outs
- Priority of Assignment
- Annual Step & COLA Salary Movements
- Tenure Tracking
- Performance Evaluations

Ruben Naungayan, Administrative Technician

- Resignation/Retirement Notices
- TB Compliance Process
- Computer Loans & Tuition Reimbursement
- Tuition Reimbursement
- Mail distribution & front counter

Labor Relations 619-388-6880

Zenaida Cartwright, Investigative Analyst

Danielle Short, Investigative Analyst

Eva Alford, Investigative Analyst

VACANT, Investigative Analyst

- Support Supervisors & Managers in Performance Management
- Contract Negotiations & Interpretation
- Disciplinary & Grievance Process

Classification 619-388-6880

Jeffrey Lumban, Senior Classification Technician

- Position Maintenance
- Out of Classification / Acting Assignments
- Salary & Classification Surveys
- Faculty Service Areas

EMPLOYEE RELATIONS (Cont.) 619-388-6880

Aimee Gallagher,
Associate Vice Chancellor

Accommodations 619-388-6880

Nicrista Alfaro, Senior HR Technician

- ADA Accommodations
- Return to Work Coordination
- Ergonomics

EEO & Diversity 619-388-6591

Johanna Palkowitz, EEO & Diversity Officer

- State & Federal EEO Compliance
- Cultural Diversity & Competency
- Complaints & Investigations
- Discrimination, Harassment, Retaliation
- Vendor Review & Compliance

Title IX 619-388-6660

Amber Eckert, Title IX Coordinator

- Complaints & Investigations
- Discrimination, Harassment, Retaliation

Employee Experience & Engagement

Rachel Wilker, Manager, Employee Experience & Engagement

Professional Development 619-388-6373

Jhelen Ramirez, Senior HR Technician

- Professional Leadership Academy Programs
- Staff Training & Development
- DEIA Event Coordination

Human Resources Systems 619-388-6955

Danny Lara, Business Systems Analyst

- HR Business Process Review
- CS-HCM System Integration Lead
- Data Integrity

Carmina Vasquez, Business Systems Analyst

- Benefits Process/Config Lead
- MIS/FON/IPEDS State Reporting
- Data Requests/Reporting

Sophear Slaketh, HR Technician

- HCM Data Requests
- HCM Issues/Tickets
- HR Webpage Updates
- Reports to Workflow
- Assignment Updates/Corrections
- Process Review

EMPLOYEE SERVICES 619-388-6582

Betty Robles-Leal,
Associate Vice Chancellor

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

- Districtwide Recruitments
- Onboarding for Contract Positions
- Process Districtwide Adjunct/NANCE assignments
- Job Data entry for new hires, additional assignments, and POI

Benefits & Compensation

Frank Thompson, Manager, Benefits & Compensation

Benefits 619-388-6587

Julia Carroll, 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

Compensation 619-388-6576

Xenia Leon, Senior HR Technician

Diana Ha, HR Technician

Neidin Carrillo, HR Technician

- Salary Placement, Off Schedule, Retro Payments
- Department Chair Compensation
- Differential Compensation (Shift Pay)
- Faculty Prof. Advancement & Education 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

Payroll 619-388-6582

Amanda Stopper, Payroll & Retirement Services Mgr.

Jackie Mendez, Senior HR Technician

Eric ORiley, HR Technician: Contract Payroll

Kristina Gomez, HR Technician: Adjunct/Hourly Payroll

Luci Grand, HR Technician: Contract Payroll

Minerva Nabalarua, HR Technician: Adjunct/Hourly Payroll

- Contract, Adjunct, Hourly Payroll
- Unemployment Benefits
- Garnishments
- Public Service Loan Forgiveness Requests
- Verifications of Income & Employment
- Void, Reissue, Lost Checks
- Sick Leave Transfer
- Timesheet Corrections
- Direct Deposit or W4 Assistance
- Unit Pay Questions
- Manual Check Requests
- Subpoenas for Personnel Records
- Employee ID Cards

Payroll Accounting 619-388-6724

VACANT, DO Accounting Specialist

Diana Hernandez, DO Accounting Specialist

- 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 Reporting 619-388-6685

VACANT, Senior HR Technician

Diana Hernandez, Senior HR Technician

Eva Arteaga, Senior HR Technician

- PERS/STRS Reporting
- FICA Alternative Plan
- SafetyPERS Reporting & Payments
- Retirement Research & Compliance
- Service Credit Buy Back

