

## "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>2.2. Payroll Accounting (619) 388-6724</u></b>	
Karen Mitchell, Administrative Assistant-HR	x6589	Robyn Taylor, Labor Relations Analyst	x6880	<b><u>1. Benefit Services 619-388-6587</u></b>		Caryn White, Senior Accounting Technician	x6724
❖ Closed Session & Board Agenda		❖ Support Supervisors & Managers in Performance Management		Ursula Salbato, Supervisor	x6587	Christina Levine, Accounting Technician	x6724
❖ Policies & Procedures, Consultant Agreements		❖ Contract Negotiations & Interpretation		<b><u>1.1 Benefits Services 619-388-6587</u></b>		Tricia Kelsey, Accounting Technician	x6724
❖ Manage Departmental Budgets		❖ Disciplinary & Grievance Process		Jordyn Nobbs, HR Technician	x6855	❖ W-2 Processing	
❖ Departmental Logistics Coordinator		VACANT, Senior HR Technician	x6880	❖ Active/Adjunct Benefit Prog. & Insur. M - Z		❖ W-2 Duplicate Requests	
❖ Generate PAS/Out-of-Class Sheets		❖ Performance Management		❖ NANCE-ACA		❖ Payroll Vendor Payments	
❖ Annual Contracts for Cabinet, VPs, Managers		❖ Classification Reviews and Updates		❖ Long Term Disability M - Z		❖ Wire Transfers, Bank Transfers	
Carmeter Lard, Administrative Technician	x6589	❖ District Org. Review, Performance Mgmt.		❖ New Employee Processing		❖ SD County Treasurer Contact	
Ruben Naungayan, Administrative Technician	x6589	Jeffrey Lumban, HR Technician	x6880	❖ Tax Sheltered Annuities		❖ Payroll Tax Payments	
❖ Resignation/Retirement Notices		❖ Tuition Reimbursement		❖ Flexible Spending		❖ Payroll Tax Filings	
❖ TB Compliance Process		❖ Classified Unit Bargaining Support		Cheryl Lacsina, HR Technician	x6588	❖ PERS & STRS Reconciliation	
<b><u>Risk Management 619-388-6953</u></b>	x6953	❖ Differential Compensation (Shift Pay)		❖ Active/Adjunct Benefit Prog. & Insur. A - L		❖ Quarterly Audits	
Frank Fennessey, Risk Manager	x6953	❖ Educational Incentive Program		❖ NANCE-ACA		<b><u>Retirement Services 619-388-6685</u></b>	
VACANT, Occup. Environ. Health & Safety Coordinator		❖ Pay Additives		❖ Long-term Disability A - L		Eva Arteaga, HR Technician	x6685
❖ Safety		❖ Salary Placement for Classified Employees		❖ New Employee Processing		Daniella Greene, HR Technician	x6685
❖ Hazardous Materials		Arlyn Uybungco, HR Technician	x6880	❖ Tax Sheltered Annuities		❖ PERS/STRS Reporting	
Karen Woods, Senior HR Technician	x6953	❖ Management Evaluations		❖ Flexible Spending		❖ FICA Alternative Plan	
❖ Risk Management Services		❖ Faculty Evaluation Tracking		Lisa McEwan Godwin, HR Technician	x6872	❖ SafetyPERS Reporting & Payments	
❖ Workers' Compensation		❖ 450 Process (Adjunct Faculty)		❖ Retiree Benefit Programs & Insurance		❖ Retirement Research	
❖ Property & Liability Claims		❖ Adjunct Office Hours Program		❖ Cobra Administration		❖ Retirement Rules Compliance	
❖ Insurance – ADA Accommodations		❖ Tenure/Promotion Tracking		❖ Shared Premium Program		<b><u>3. Human Resources Systems 619-388-6955</u></b>	
❖ Small Claims Court Representation		<b><u>Compensation 619-388-6576</u></b>		❖ Early Retirement Reduced Workload Program		Annette De Lozier, HR Systems Analyst	x6535
❖ FMLA-District, DSC, POA, Operations		Amber Fair, HR Analyst	x6576	❖ Tax Sheltered Annuities		❖ HR Systems Project Management	
<b><u>EMPLOYMENT &amp; PROFESSIONAL DEVELOPMENT 619-388-6579</u></b>		❖ Annual Step Increments (Contract EE's)		❖ Notification of Death		❖ HR Systems Access Requests	
Erin Milligan Hill, Director	x6579	❖ Bargaining Unit Cost Outs		<b><u>2. Payroll 619-388-6582</u></b>		❖ HR Systems Data Requests	
<b><u>1. Employment 619-388-6579</u></b>		❖ COLA Increases		Amanda Stopper, Supervisor	x6582	Rachel Wilker, Senior HR Technician	x6501
Andrea Gonzales, Senior HR Technician		❖ District Org. Review, Performance Mgmt.		<b><u>2.1 Payroll 619-388-6582</u></b>		❖ CS-HCM System Integration Lead	
❖ Employment Office Lead		❖ HCM Hyperion Liasion		VACANT, HR Technician	x6582	❖ HR Business Process Review Lead	
❖ Process Oversight NANCE-Districtwide		❖ Off Schedule/Retro Payments		Jackie Mendez, Senior Payroll Technician	x6582	❖ Reports to Workflow	
❖ Recruitments/Adjuncts - Bus. & Tech. Svs.		❖ PeopleSoft System Conf/Testing/Issues		Michelle Pasag, Payroll Technician	x6582	❖ Data Integrity	
❖ HCM System Integration Co-Lead		❖ Position Maintenance		Minerva Nabalarua, Payroll Technician	x6582	❖ Assignment Corrections	
❖ MQ Compliance Process		❖ Salary & Classification Surveys		Zen Cartwright, Payroll Technician	x6582	Zadie Rodrigues, HR Technician	x6966
Julio Navarro, HR Technician	x6579	❖ Salary Schedule Updates		Luci Grand, Payroll Technician	x6582	❖ HCM Data Requests	
❖ Recruitments/Adjuncts-Mesa College		Ellyn Fulton, HR Technician	x6576	VACANT, Payroll Assistant	x6582	❖ HCM Issues/Tickets	
❖ Equifax Lead		❖ Department Chair Compensation		Karina Castellon, Payroll Assistant	x6582	❖ MIS State Reporting (MIS, FON/75-25)	
❖ HCM System Integration Co-Lead		❖ Differential Compensation (Shift Pay)		❖ Contract, Adjunct, Hourly, Military Payrolls		❖ IPEDS Federal Reporting	
Joycelyn Dela Cruz, HR Technician	x6579	❖ Faculty Professional Development & Salary Advancement		❖ Unemployment Benefits		❖ HR Webpage Updates	
❖ Recruitments/Adjuncts-City College & Student Svs.		❖ Faculty Rank Promotion		❖ Computer Loans			
Jennifer Kennedy, HR Technician	x6579	❖ Pro Rata Contracts		❖ Garnishments			
❖ Recruitments/Adjuncts-Cont. Ed., Facilities Mgt.		❖ Salary Placement for Academic & Supervisory Employees		❖ Public Service Loan Forgiveness requests			
Deydey Golson, HR Technician	x6579			❖ Verifications of Employment			
❖ Recruitments/Adjuncts-Miramar College, Inst. Svs.				❖ Void, Reissue, Lost Checks			
<b><u>2. Professional Development 619-388-6373</u></b>				❖ Sick Leave Transfer			
Sandy Hamel, Senior HR Technician	x6373	<b><u>LEGAL SERVICES &amp; EEO 619-388-6591</u></b>		❖ Timesheet corrections			
❖ Professional Dev. Program Lead		Ljubisa Kostic, Director	x6591	❖ Administrative Time & Labor Approvals			
❖ Professional Dev. Operations		Erica Hernandez, HR Technician	x6591	❖ Leave projections for LOAs			
❖ Recruitments/Human Resources		<b><u>EEO &amp; Diversity 619-388-6591</u></b>		❖ Direct Deposit or W4 Assistance			
❖ Budget – Employment & Prof. Dev.		Johanna Palkowitz, EO & Diversity Officer	x6591	❖ Unit Pay / TAO Questions			
❖ Faculty Service Areas (FSAs)		❖ State & Federal EEO Compliance		❖ Manual Check Requests			
		❖ Cultural Diversity & Competency		❖ Subpoenas for Personnel Records			
		❖ Complaints & Investigations		❖ Employee ID Cards			
		▪ Discrimination					
		▪ Harassment					
		▪ Retaliation					
		❖ Vendor Review & Compliance					