

"WHO'S WHO" IN HUMAN RESOURCES

<u>VICE CHANCELLOR, HUMAN RESOURCES 619-388-6589</u>	Ext.	<u>EMPLOYEE RELATIONS 619-388-6880</u>	Ext.	<u>EMPLOYEE SERVICES 619-388-6582</u>	Ext.	<u>EMPLOYEE SERVICES (continued)</u>	Ext.
Will Surbrook, Vice Chancellor	x6589	Aimee Gallagher, Director	x6880	Betty Robles-Leal, Director	x6582	<u>3. Human Resources Systems 619-388-6955</u>	
Karen Mitchell, Administrative Asst.	x6589	❖ Negotiations & Bargaining		<u>1. Benefit Services 619-388-6587</u>		Annette De Lozier, HR Systems Analyst	x6955
❖ Closed Session & Board Agenda		❖ Disciplinary & Grievance Process		Ursula Salbato, Supervisor	x6587	❖ HR Systems Project Management	
❖ Policies & Procedures, Consultant Agreements		Robyn Taylor, Labor Relations Analyst	x6880	<u>1.1 Benefits Services 619-388-6587</u>		❖ HR Systems Data/Access Requests	
❖ Manage Departmental Budgets		❖ Support Supervisors & Managers in		Jordyn Nobbs, HR Tech.	x6855	Rachel Wilker, Senior HR Tech.	x6955
❖ Departmental Logistics Coordinator		Performance Management		❖ Active & Adjunct Benefit Programs & Insur. A - L		❖ TAM-HCM System Integration Lead	
❖ Generate PAS/Out-of-Class Sheets		❖ Mandated Cost Reporting		❖ NANCE-ACA		❖ HR Systems Requests	
❖ Annual Contracts for Cabinet, VPs, Managers		❖ Interpretation of Bargaining Agreements &		❖ Long Term Disability A - L		❖ Reports to Workflow/Assignment	
Ruben Naungayan, Administrative Tech.	x6589	Meet & Confer		❖ New Employee Processing		Corrections	
❖ TB Clearance Renewals		VACANT, Senior HR Tech.	x6880	❖ Tax Sheltered Annuities		❖ HR Webpage Updates	
VACANT, Senior Clerical Asst.	x6589	❖ Classification Issues		❖ Flexible Spending		Zadie Rodrigues, HR Tech.	x6955
<u>Risk Management 619-388-6953</u>		❖ Position Maintenance		Cheryl Lacsina, HR Tech.	x6588	❖ HCM Data Requests	
Frank Fennessey, Risk Manager	x6953	❖ District Org. Review, Performance Mgmt.		❖ Active & Adjunct Benefit Programs & Insur. M - Z		❖ HCM Issues/Tickets	
VACANT, Occup. Environ. Health & Safety Coordinator	x6953	Jeffrey Lumban, HR Tech.	x6880	❖ NANCE-ACA		❖ MIS State Reporting (MIS, FON/75-25)	
❖ Safety		❖ Tuition Reimbursement		❖ Long-term Disability M - Z		❖ IPEDS Federal Reporting	
❖ Hazardous Materials		❖ Classified Unit Bargaining Support		❖ New Employee Processing			
Karen Woods, Senior HR Tech.	x6953	❖ Differential Compensation (Shift Pay)		❖ Tax Sheltered Annuities			
❖ Risk Management Services		❖ Educational Incentive Program		❖ Flexible Spending			
❖ Workers' Compensation		❖ Pay Additives		Lisa McEwan Godwin, HR Tech.	x6872		
❖ Property & Liability Claims		❖ Salary Placement for Classified Employees		❖ Cobra Administration			
❖ Insurance – ADA Accommodations		Arlyn Uybungco, HR Tech.	x6880	❖ Shared Premium Program			
❖ Small Claims Court Representation		❖ Management Evaluations		❖ Early Retirement Reduced Workload Program			
❖ FMLA-District, DSC, POA, Operations		❖ Faculty Evaluation Tracking		❖ Retiree Benefit Programs & Insurance			
		❖ 450 Process (Adjunct Faculty)		❖ Tax Sheltered Annuities			
		❖ Adjunct Office Hours Program		❖ Notification of Death			
<u>EMPLOYMENT & PROFESSIONAL DEVELOPMENT 619-388-6579</u>		<u>Compensation 619-388-6576</u>		<u>2. Payroll 619-388-6582</u>			
Erin Milligan Hill, Director	x6579	Amber Fair, HR Analyst	x6576	Amanda Stopper, Supervisor	x6582		
<u>1. Employment 619-388-6579</u>		Ellyn Fulton, HR Tech.	x6576	<u>2.1 Payroll 619-388-6582</u>			
Andrea Gonzales, Senior HR Tech.	x6579	❖ Annual Step Increments (Contract Employees)		Jackie Mendez, Senior Payroll Tech.	x6582		
❖ Employment Office Lead		❖ Department Chair Compensation		Michelle Pasag, Payroll Tech.	x6582		
❖ Processes-NANCE-District wide		❖ Differential Compensation (Shift Pay)		Minerva Nabalara, Payroll Tech.	x6582		
❖ Recruitments/Adjuncts - Bus. & Tech. Svs., Fac. Mgmt.,		❖ Faculty Professional Development &		Eva Arteaga, Payroll Tech.	x6582		
❖ Special Projects		Salary Advancement		Zen Cartwright, Payroll Tech.	x6582		
Julio Navarro, HR Tech.	x6579	❖ Faculty Rank Promotion		Luci Grand, Payroll Tech.	x6582		
❖ Recruitments/Adjuncts-Mesa College, Human Resources		❖ Tenure/Promotion Tracking		Deydey Golson, Payroll Assistant	x6582		
❖ Equifax Lead		❖ Off Schedule/Retro Payments		Karina Castellon, Payroll Assistant	x6582		
❖ TAM HCM System Integration Co-Lead		❖ Pro Rata Contracts		❖ Contract, Adjunct, Hourly, Military Payrolls			
Joycelyn Dela Cruz, HR Tech.	x6579	❖ Salary Placement for Academic &		❖ Unemployment Benefits			
❖ Recruitments/Adjuncts-City College & Student Svs.		Supervisory Employees		❖ Computer Loans			
❖ Budget -Employment		❖ Salary Schedule Updates		❖ Reasonable Assurance			
❖ Faculty Service Areas (FSAs)		❖ Salary & Classification Surveys		❖ Garnishments			
Jennifer Kennedy, HR Tech.	x6579			❖ Public Service Loan Forgiveness requests			
❖ Recruitments/Adjuncts-Cont. Ed., Instructional Svs.		<u>LEGAL SERVICES & EEO 619-388-6591</u>	x6591	❖ Verifications of Employment			
❖ Special Projects		VACANT, Director	x6591	❖ Void, Reissue, Lost Checks			
Sandy Hamel, HR Tech.	x6579	Erica Hernandez, HR Tech.	x6591	<u>2.2. Payroll Acctg. & Retirement Services 619-388-6724</u>			
❖ Recruitments/Adjuncts-Miramar College		<u>EEO & Diversity 619-388-6591</u>		Caryn White, Senior Accounting Tech.	x6724		
❖ Special Projects		Johanna Palkowitz, EO & Diversity Officer		Christina Levine, Accounting Tech.	x6724		
<u>2. Professional Development 619-388-6373</u>		❖ State & Federal EEO Compliance		Tricia Kelsey, Accounting Tech.	x6724		
VACANT, Senior HR Tech.	x6373	❖ Cultural Diversity & Competency		❖ W-2 Processing & Duplicate Requests			
❖ Professional Dev. Program Lead		❖ Complaints & Investigations		❖ Payroll Vendor Payments			
❖ Professional Dev. Operations		▪ Discrimination		❖ Wire Transfers, Bank Transfers, County Contact			
❖ Budget – Professional Development		▪ Harassment		❖ Payroll Tax Payments, Filings, & Recon.			
		▪ Retaliation		Eva Arteaga, HR Tech.	x6685		
		❖ Vendor Review & Compliance		Daniella Greene, HR Tech.	x6685		
				❖ PERS/STRS Reporting			
				❖ FICA Alternative Plan			
				❖ SafetyPERS Reporting & Payments			