

## "WHO'S WHO" IN HUMAN RESOURCES

### VICE CHANCELLOR, HUMAN RESOURCES 619-388-6589

Will Surbrook, Vice Chancellor x6589  
 Karen Brown, Administrative Assistant-HR x6589  
 ❖ Closed Session & Board Agenda  
 ❖ Policies & Procedures, Consultant Agreements  
 ❖ Manage Departmental Budgets  
 ❖ Departmental Logistics Coordinator  
 ❖ Generate PAS/Out-of-Class Sheets  
 ❖ Annual Contracts for Cabinet, VPs, Managers  
 Carmeter Lard, Administrative Technician x6589  
 Ruben Naungayan, Administrative Technician x6589  
 ❖ Resignation/Retirement Notices  
 ❖ TB Compliance Process

### Risk Management 619-388-6953

Frank Fennessey, Risk Manager x6953  
 Dan Vera, Occup. Envir. Health & Safety Coord. x6953  
 ❖ Hazardous Materials  
 Karen Woods, Senior HR Technician x6953  
 ❖ Risk Management Services  
 ❖ Workers' Compensation  
 ❖ Property & Liability Claims  
 ❖ Insurance – ADA Accommodations  
 ❖ Small Claims Court Representation  
 ❖ FMLA-District, DSC, POA, Operations

### EMPLOYMENT & PROFESSIONAL DEVELOPMENT 619-388-6579

Erin Milligan Hill, Director x6579  
1. Employment 619-388-6579  
 Andrea Gonzales, Senior HR Technician x6579  
 ❖ Employment Office Lead  
 ❖ Process Oversight NANCE-Districtwide  
 ❖ Recruitments/Adjuncts - Bus. & Tech. Svcs.  
 ❖ HCM System Integration Co-Lead  
 ❖ MQ Compliance Process  
 Julio Navarro, HR Technician x6579  
 ❖ Recruitments/Adjuncts-Mesa College  
 ❖ Equifax Lead  
 ❖ HCM System Integration Co-Lead  
 Joycelyn Dela Cruz, HR Technician x6579  
 ❖ Recruitments/Adjuncts-City College & Student Svcs.  
 Jhelen Ramirez, HR Technician x6579  
 ❖ Recruitments/Adjuncts-Cont. Ed., Facilities Mgt.  
 Deydey Golson, HR Technician x6579  
 ❖ Recruitments/Adjuncts-Miramar College, Inst. Svcs.  
2. Professional Development 619-388-6373  
 Sandy Hamel, Senior HR Technician x6373  
 ❖ Professional Dev. Program Lead  
 ❖ Professional Dev. Operations  
 ❖ Recruitments/Human Resources  
 ❖ Budget – Employment & Prof. Dev.  
 ❖ Faculty Service Areas (FSAs)

### EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher, Director x6880  
 Robyn Taylor, Labor Relations Analyst x6880  
 ❖ Support Supervisors & Managers in Performance Management  
 ❖ Contract Negotiations & Interpretation  
 ❖ Disciplinary & Grievance Process  
 VACANT, Senior HR Technician x6880  
 ❖ Performance Management  
 ❖ Classification Reviews and Updates  
 ❖ District Org. Review, Performance Mgmt.  
 Jeffrey Lumban, HR Technician x6880  
 ❖ Tuition Reimbursement  
 ❖ Classified Unit Bargaining Support  
 ❖ Differential Compensation (Shift Pay)  
 ❖ Educational Incentive Program  
 ❖ Pay Additives  
 ❖ Salary Placement for Classified Employees  
 Arlyn Uybungco, HR Technician x6880  
 ❖ Management Evaluations  
 ❖ Faculty Evaluation Tracking  
 ❖ 450 Process (Adjunct Faculty)  
 ❖ Adjunct Office Hours Program  
 ❖ Tenure/Promotion Tracking  
Compensation 619-388-6576  
 Amber Fair, HR Analyst x6576  
 ❖ Annual Step Increments (Contract EE's)  
 ❖ Bargaining Unit Cost Outs  
 ❖ COLA Increases  
 ❖ District Org. Review, Performance Mgmt.  
 ❖ HCM Hyperion Liasion  
 ❖ Off Schedule/Retro Payments  
 ❖ PeopleSoft System Conf/Testing/Issues  
 ❖ Position Maintenance  
 ❖ Salary & Classification Surveys  
 ❖ Salary Schedule Updates  
 Ellyn Fulton, HR Technician x6576  
 ❖ Department Chair Compensation  
 ❖ Differential Compensation (Shift Pay)  
 ❖ Faculty Professional Development & Salary Advancement  
 ❖ Faculty Rank Promotion  
 ❖ Pro Rata Contracts  
 ❖ Salary Placement for Academic & Supervisory Employees  
LEGAL SERVICES & EEO 619-388-6591  
 Ljubisa Kostic, Director x6591  
 Erica Hernandez, HR Technician x6591  
EEO & Diversity 619-388-6591  
 Johanna Palkowitz, EO & Diversity Officer x6591  
 ❖ State & Federal EEO Compliance  
 ❖ Cultural Diversity & Competency  
 ❖ Complaints & Investigations

❖ Discrimination  
 ❖ Harassment  
 ❖ Retaliation  
 ❖ Vendor Review & Compliance  
EMPLOYEE SERVICES 619-388-6582  
 Betty Robles-Leal, Director x6582  
1. Benefits Services 619-388-6587  
 Ursula Salbato, Supervisor x6504  
1.1 Benefits Services 619-388-6587  
 Zadie Rodriguez, HR Technician x6855  
 ❖ Active/Adjunct Benefit Prog. & Insur. M - Z  
 ❖ NANCE-ACA  
 ❖ Long Term Disability M - Z  
 ❖ New Employee Processing  
 ❖ Tax Sheltered Annuities  
 ❖ Flexible Spending  
 Cheryl Lacsina, HR Technician x6588  
 ❖ Active/Adjunct Benefit Prog. & Insur. A - L  
 ❖ NANCE-ACA  
 ❖ Long-term Disability A - L  
 ❖ New Employee Processing  
 ❖ Tax Sheltered Annuities  
 ❖ Flexible Spending  
 Lisa McEwan Godwin, HR Technician x6872  
 ❖ Retiree Benefit Programs & Insurance  
 ❖ Cobra Administration  
 ❖ Shared Premium Program  
 ❖ Early Ret. Reduced Workload Program  
 ❖ Tax Sheltered Annuities  
 ❖ Notification of Death  
2. Payroll 619-388-6582  
 Amanda Stopper, Supervisor x6582  
2.1 Payroll 619-388-6582  
 Zenaída Cartwright, HR Technician x6582  
 Jackie Mendez, Senior Payroll Technician x6582  
 Michelle Pasag, Payroll Technician x6582  
 Minerva Nabalarua, Payroll Technician x6582  
 VACANT, Payroll Technician x6582  
 Luci Grand, Payroll Technician x6582  
 VACANT, Payroll Assistant x6582  
 Karina Castellon, Payroll Assistant x6582  
 ❖ Contract, Adjunct, Hourly, Military Payroll  
 ❖ Unemployment Benefits  
 ❖ Computer Loans  
 ❖ Garnishments  
 ❖ Public Service Loan Forgiveness requests  
 ❖ Verifications of Employment  
 ❖ Void, Reissue, Lost Checks  
 ❖ Sick Leave Transfer  
 ❖ Timesheet Corrections  
 ❖ Administrative Time & Labor Approvals  
 ❖ Leave Projections for LOAs  
 ❖ Direct Deposit or W4 Assistance

❖ Unit Pay / TAO Questions  
 ❖ Manual Check Requests  
 ❖ Subpoenas for Personnel Records  
 ❖ Employee ID Cards  
2.2. Payroll Accounting 619 388-6724  
 Caryn White, Senior Accounting Technician x6724  
 Christina Levine, Accounting Technician x6724  
 Tricia Kelsey, Accounting Technician x6724  
 ❖ W-2 Processing  
 ❖ W-2 Duplicate Requests  
 ❖ Payroll Vendor Payments  
 ❖ Wire Transfers, Bank Transfers  
 ❖ SD County Treasurer Contact  
 ❖ Payroll Tax Payments  
 ❖ Payroll Tax Filings  
 ❖ PERS & STRS Reconciliation  
 ❖ Quarterly Audits  
Retirement Services 619-388-6685  
 Eva Arteaga, HR Technician x6685  
 Daniella Greene, HR Technician x6685  
 ❖ PERS/STRS Reporting  
 ❖ FICA Alternative Plan  
 ❖ SafetyPERS Reporting & Payments  
 ❖ Retirement Research  
 ❖ Retirement Rules Compliance  
3. Human Resources Systems 619-388-6955  
 Annette De Lozier, HR Systems Analyst x6535  
 ❖ HR Systems Project Management  
 ❖ HR Systems Access Requests  
 ❖ HR Systems Data Requests  
 Rachel Wilker, Senior HR Technician x6501  
 ❖ CS-HCM System Integration Lead  
 ❖ HR Business Process Review Lead  
 ❖ Reports to Workflow  
 ❖ Data Integrity  
 ❖ Assignment Corrections  
 VACANT, HR Technician x6966  
 ❖ HCM Data Requests  
 ❖ HCM Issues/Tickets  
 ❖ MIS State Reporting (MIS, FON/75-25)  
 ❖ IPEDS Federal Reporting  
 ❖ HR Webpage Updates