

"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		
Karen Mitchell, Administrative Asst.	x6589	❖ Negotiations & Bargaining		<u>1. Benefit Services 619-388-6587</u>		<u>3. Human Resources Systems 619-388-6955</u>	
Maureen Flores, Senior Clerical Asst.	x6589	❖ Disciplinary & Grievance Process		Ursula Salbato, Supervisor	x6587	Annette De Lozier, HR Systems Analyst	x6955
❖ Closed Session & Board Agenda		Robyn Taylor, Labor Relations Analyst	x6880	<u>1.1 Benefits 619-388-6587</u>		❖ HR Systems Project Management	
❖ Policies & Procedures, Consultant Agreements		❖ Support Supervisors & Managers in Performance Management		Jordyn Nobbs, HR Tech.	x6855	❖ HR Systems Data/Access Requests	
❖ Manage Departmental Budgets		❖ Mandated Cost Reporting		❖ Active & Adjunct Benefit Programs & Insur. A - L		Rachel Wilker, HR Tech.	x6955
❖ Departmental Logistics Coordinator		❖ Interpretation of Bargaining Agreements & Meet & Confer		❖ NANCE-ACA		❖ TAM-HCM System Integration Lead	
❖ Generate PAS/Out-of-Class Sheets				❖ Long Term Disability A - L		❖ HR Systems Requests	
❖ Annual Contracts for Cabinet, VPs, Managers				❖ New Employee Processing		❖ Reports to Workflow/Assignment Corrections	
<u>Risk Management 619-388-6953</u>		<u>Classification 619-388-6597</u>		❖ Tax Sheltered Annuities		❖ HR Webpage Updates	
Frank Fennessey, Risk Manager	x6953	VACANT, Senior Classification Tech.	x6597	❖ Flexible Spending		Zadie Rodriques, HR Tech.	x6955
Trevor Wilson, Occup. Environ. Health & Safety Coordinator	x6953	❖ Classification & Range Allocation Issues		Cheryl Lacsina, HR Tech.	x6588	❖ HCM Data Requests	
❖ Safety		❖ Position Maintenance		❖ Active & Adjunct Benefit Programs & Insur. M - Z		❖ HCM Issues/Tickets	
❖ Hazardous Materials		❖ District Organization Review		❖ NANCE-ACA		❖ MIS State Reporting (MIS, FON/75-25)	
Karen Woods, Senior HR Tech.	x6953	<u>Compensation 619-388-6576</u>		❖ Long-term Disability M - Z		❖ IPEDS Federal Reporting	
❖ Risk Management Services		Amber Fair, Senior Compensation Tech.	x6576	❖ New Employee Processing			
❖ Workers' Compensation		Ellyn Blum, HR Tech.	x6576	❖ Tax Sheltered Annuities			
❖ Property & Liability Claims		❖ Annual Step Increments (Contract Employees)		❖ Flexible Spending			
❖ Insurance – ADA Accommodations		❖ Department Chair Compensation		Lisa McEwan Godwin, HR Tech.	x6872		
❖ Small Claims Court Representation		❖ Differential Compensation (Shift Pay)		❖ Cobra Administration			
❖ FMLA-District, DSC, POA, Operations		❖ Faculty Professional Development & Salary Advancement		❖ Shared Premium Program			
		❖ Faculty Rank Promotion		❖ Early Retirement Reduced Workload Program			
<u>EMPLOYMENT & PROFESSIONAL DEVELOPMENT 619-388-6579</u>		❖ Tenure/Promotion Tracking		❖ Retiree Benefit Programs & Insurance			
Erin Milligan Hill, Director	x6579	❖ Off Schedule/Retro Payments		❖ Tax Sheltered Annuities			
<u>1. Employment 619-388-6579</u>		❖ Pro Rata Contracts		❖ Notification of Death			
Andrea Gonzales, Senior HR Tech.	x6579	❖ Salary Placement for Academic & Supervisory Employees		<u>2. Payroll 619-388-6582</u>			
❖ Employment Office Lead		❖ Salary Schedule Updates		Amanda Stopper, Supervisor	x6582		
❖ Processes-NANCE-District wide		❖ Salary & Classification Surveys		<u>2.1 Payroll 619-388-6582</u>			
❖ Recruitments/Adjuncts - Bus. & Tech. Svcs., Fac. Mgmt., Instructional Svcs., Student Svcs.		Jeffrey Lumban, HR Tech.	x6880	Jackie Mendez, Senior Payroll Tech.	x6582		
❖ Special Projects		❖ Tuition Reimbursement		Michelle Pasag, Payroll Tech.	x6582		
Julio Navarro, HR Tech.		❖ Classified Unit Bargaining Support		Minerva Nabalara, Payroll Tech.	x6582		
❖ Recruitments/Adjuncts-Mesa College, Human Resources		❖ Differential Compensation (Shift Pay)		Eva Arteaga, Payroll Tech.	x6582		
❖ Equifax Lead		❖ Educational Incentive Program		Zen Cartwright, Payroll Tech.	x6582		
❖ TAM HCM System Integration Co-Lead	x6579	❖ Pay Additives		Luci Grand, Payroll Tech.	x6582		
Joycelyn Dela Cruz, HR Tech.		❖ Salary Placement for Classified Employees		Deydey Golson, Payroll Assist.	x6582		
❖ Recruitments/Adjuncts-City College, Instruct. Svcs., Student Svcs.		Arlyn Uybungco, HR Tech.	x6880	❖ Contract, Adjunct, Hourly, Military Payrolls			
❖ Budget -Employment		❖ Management Evaluations		❖ Unemployment Benefits			
❖ Faculty Service Areas (FSAs)	x6579	❖ Faculty Evaluation Tracking		❖ Computer Loans			
Jennifer Kennedy, HR Tech.		❖ 450 Process (Adjunct Faculty)		❖ Garnishments			
❖ Recruitments/Adjuncts-Miramar College & Cont. Ed.		❖ Adjunct Office Hours Program		❖ Public Service Loan Forgiveness requests			
❖ Special Projects				❖ Verifications of Employment			
VACANT, HR Tech.		<u>LEGAL SERVICES & EEO 619-388-6591</u>		❖ Void, Reissue, Lost Checks			
Ruben Naungayan, Administrative Tech.	x6579	Mary Rogers, Director	x6591	Karina Castellon, Payroll Assist.			
❖ TB Clearance Renewals		Erica Hernandez, HR Tech.	x6591	<u>2.2. Payroll Acctg. & Retirement Reporting 619-388-6724</u>			
❖ Employment Office Assistance		<u>EEO & Diversity 619-388-6591</u>		Caryn White, Senior Accounting Tech.	x6724		
<u>2. Professional Development 619-388-6373</u>		Johanna Palkowitz, EO & Diversity Officer	x6591	Christina Levine, Accounting Tech.	x6724		
Clark Wilson, Senior HR Tech.	x6373	❖ State & Federal EEO Compliance		Tricia Kelsey, Accounting Tech.	x6724		
❖ Professional Dev. Operations		❖ Cultural Diversity & Competency		❖ W-2 Processing & Duplicate Requests			
❖ Professional Dev. Program Lead		❖ Complaints & Investigations		❖ Payroll Vendor Payments			
❖ Budget – Professional Development		▪ Discrimination		❖ Wire Transfers, Bank Transfers, County Contact			
		▪ Harassment		❖ Payroll Tax Payments, Filings, & Recon.			
		▪ Retaliation		Paula Lancaster, HR Tech.	x6685		
		❖ Vendor Review & Compliance		Daniella Greene, HR Tech.	x6685		
				❖ PERS/STRS Reporting			
				❖ FICA Alternative Plan			
				❖ SafetyPERS Reporting & Payments			