

## “WHO’S WHO” IN HUMAN RESOURCES

<b><u>VICE CHANCELLOR, HUMAN RESOURCES 619-388-6589</u></b>		<b><u>EMPLOYEE RELATIONS 619-388-6880</u></b>		<b><u>1. Benefits &amp; Retirement 619-388-6587</u></b>	
Will Surbrook, Vice Chancellor	x6589	Aimee Gallagher, Director	x6833	Ursula Salbato, Supervisor	x6504
Karen Mitchell, Administrative Asst.	x6589	❖ Negotiations & Bargaining		<b><u>1.1 Benefits 619-388-6587</u></b>	
VACANT, Senior Clerical Asst.	x6589	❖ Disciplinary & Grievance Process		Jeffrey Lumban, HR Tech.	x6814
❖ Closed Session & Board Agenda		❖ Interpretation of Bargaining Agreements & Meet & Confer Units		❖ Active & Adjunct Benefit Programs & Insurance A - L	
❖ Policies & Procedures, Consultant Agreements		Robyn Taylor, Labor Relations Analyst	x6996	❖ NANCE-ACA	
❖ Manage Departmental Budgets		❖ Support Supervisors & Managers in Performance Management		❖ Shared Premium Program	
❖ Departmental Logistics Coordinator		❖ Mandated Cost Reporting		❖ Long Term Disability A - L	
❖ Generate PAS/Out-of-Class Sheets		❖ Interpret Agreements		❖ New Employee Processing	
❖ Annual Contracts for Cabinet, VPs, Managers		Arlyn Uybungco, HR Tech.	x6842	Cheryl Laccina, HR Tech.	x6588
<b><u>Risk Management 619-388-6953</u></b>		❖ Tuition Reimbursement		❖ Active & Adjunct Benefit Programs & Insurance M - Z	
Frank Fennessey, Risk Manager	x6953	❖ Classified Unit Bargaining Support		❖ NANCE ACA	
Trevor Wilson, Occupational Environmental Health & Safety Coordinator	x6950	❖ Mandated Cost Reporting		❖ Long-term Disability M - Z	
❖ Safety		Jeff Giles, Senior Classification Tech.	x6903	❖ New Employee Processing	
❖ Hazardous Materials		❖ Classification & Range Allocation Issues		Lisa McEwan Godwin, HR Tech.	x6872
Karen Woods, Senior HR Tech.	x6598	❖ Position Maintenance		❖ Retirement Benefit Programs & Insurance/ Cobra Administration	
❖ Risk Management Services		❖ District Organization Review		<b><u>1.2 Retirement Services 619-388-6724</u></b>	
❖ Workers' Compensation		<b><u>Compensation 619-388-6576</u></b>		VACANT, HR Tech.	x6586
❖ Property & Liability Claims		Amber Fair, Senior Compensation Tech.	x6836	Chris Boggs, HR Tech.	x6680
❖ Insurance – ADA Accommodations, Workers' Compensation		Ellyn Gudmundson, HR Tech.	x6838	Linda Martinez, HR Tech.	x6855
❖ Small Claims Court Representation		❖ 450 Process (Adjunct Faculty)		❖ CalSTRS Retirement Reporting	
❖ FMLA-District, DSC, POA, Operations		❖ Adjunct Office Hours Program		Paula Lancaster, Payroll Asst.	x6516
<b><u>EMPLOYMENT &amp; PROFESSIONAL DEVELOPMENT 619-388-6579</u></b>		❖ Annual Step Increments (Contract Employees)		❖ CalPERS Retirement Reporting	
Erin Milligan Hill, Director	x6579	❖ Department Chair Compensation		<b><u>2. Payroll 619-388-6582</u></b>	
<b><u>1. Employment 619-388-6579</u></b>		❖ Differential Compensation (Shift Pay)		Betty Robles-Leal, Supervisor	x6596
Andrea Gonzales, Senior HR Tech.	x6579	❖ Faculty Professional Development & Salary Advancement		<b><u>2.1 Payroll 619-388-6582</u></b>	
❖ Employment Office Lead		❖ Faculty Rank Promotion		Jackie Mendez, Senior Payroll Tech.	x6594
❖ Processes-NANCE-District wide		❖ Educational Incentive Program		Michelle Pasag, Payroll Tech./Military	x6585
❖ Recruitments-College Police, Bus. & Tech. Svcs., Student Svcs.		❖ Tenure/Promotion Tracking		Minerva Nabalara, Payroll Tech./Adjunct	x6619
❖ Special Projects		❖ Off Schedule/Retro Payments		Eva Arteaga, Payroll Tech./Contract	x6595
Julio Navarro, HR Tech.	x6579	❖ Pay Additives		VACANT, Payroll Tech.	X6649
❖ Recruitments-Mesa College, Human Resources		❖ Pro Rata Contracts		Zadie Rodrigues, HR Tech.	x6658
❖ Equifax Lead		❖ Salary Placement for all Employees		Zenaida Cartwright, Sr. Account Clerk	x6593
❖ TAM HCM System Integration Co-Lead		❖ Salary Schedule Updates		<b><u>2.2. Payroll Accounting 619-388-6724</u></b>	
❖ Queries and Reports		❖ Salary & Classification Surveys		Caryn White, Senior Accounting Tech.	x6763
❖ EPD Website		<b><u>LEGAL SERVICES &amp; EEO 619-388-6591</u></b>		Christina Levine, Accounting Tech.	x6583
Joycelyn Dela Cruz, HR Tech.	x6579	Mary Rogers, Director	x6591	VACANT, Accounting Tech.	x6506
❖ Process-Adjuncts-District wide		Erica Hernandez, HR Tech.	x6591	VACANT, Accounting Tech.	x6845
❖ Recruitments- Instructional Svcs., Chancellor's Office/Communications		<b><u>EEO &amp; Diversity 619-388-6591</u></b>		<b><u>3. Human Resources Systems 619-388-6955</u></b>	
❖ Budget -Employment		Johanna Palkowitz, EO & Diversity Officer	x6591	Annette De Lozier, HR Systems Analyst	x6535
❖ Faculty Service Areas (FSAs),		❖ State & Federal EEO Compliance		Breeann Kochel, HR Tech.	x6501
Jennifer Kennedy, HR Tech.	x6579	❖ Cultural Diversity & Competency		Pattie Grela, HR Tech.	x6966
❖ Recruitments-Miramar College & Cont. Education		❖ Complaints & Investigations		❖ HR Systems Project Management	
❖ Special Projects		▪ Discrimination		❖ HR Systems Data/Access Requests	
Rachel Wilker, HR Tech.	x6579	▪ Harassment		❖ MIS State Reporting (MIS, FON/75-25)	
❖ TAM-HCM System Integration Lead		▪ Retaliation		❖ IPEDS Federal Reporting	
❖ Recruitments-City College		❖ Vendor Review & Compliance		❖ Maintain Policies & Procedures on Website	
❖ Special Projects		<b><u>EMPLOYEE SERVICES 619-388-6582</u></b>		❖ Maintain HR-Related Webpages	
<b><u>2. Professional Development 619-388-6373</u></b>		Betty Robles-Leal, Acting Director	x6582		
Clark Wilson, Senior HR Tech.	x6373	Ruben Naungayan, Administrative Tech.	x6693		
❖ Professional Development Operations & Assoc. Svcs.		❖ Warrant Distribution & Warrant Holds			
❖ Professional Development Program Lead		❖ Leave Requests (Long-Term, Sabbatical)			
❖ Budget – Professional Development		❖ Unemployment Benefits			
		❖ Computer Loans			