

## "WHO'S WHO" IN HUMAN RESOURCES

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

Will Surbrook, Vice Chancellor x6589  
 Karen Mitchell, Administrative Asst. x6589  
 Maureen Flores, Senior Clerical Asst. 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

Risk Management 619-388-6953  
 Frank Fennessey, Risk Manager x6953  
 Trevor Wilson, Occup. Environ. Health & Safety Coordinator x6953

- ❖ Safety
- ❖ Hazardous Materials

Karen Woods, Senior HR Tech. 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 Tech. x6579

- ❖ Employment Office Lead
- ❖ Processes-NANCE-District wide
- ❖ Recruitments/Adjuncts - Bus. & Tech. Svcs., Fac. Mgmt., Special Projects

Julio Navarro, HR Tech.  
 ❖ Recruitments/Adjuncts-Mesa College, Human Resources  
 ❖ Equifax Lead  
 ❖ TAM HCM System Integration Co-Lead

Joycelyn Dela Cruz, HR Tech. x6579

- ❖ Recruitments/Adjuncts-City College & Student Svcs.
- ❖ Budget -Employment
- ❖ Faculty Service Areas (FSAs)

Jennifer Kennedy, HR Tech. x6579

- ❖ Recruitments/Adjuncts-Cont. Ed., Instructional Svcs.
- ❖ Special Projects

Sandy Hamel, HR Tech. x6839

- ❖ Recruitments/Adjuncts-Miramar College
- ❖ Special Projects

Ruben Naungayan, Administrative Tech. x6579

- ❖ TB Clearance Renewals
- ❖ Employment Office Assistance

2. Professional Development 619-388-6373  
 Clark Wilson, Senior HR Tech. x6373

- ❖ Professional Dev. Program Lead
- ❖ Professional Dev. Operations
- ❖ Budget – Professional Development

### EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher, Director x6880

- ❖ Negotiations & Bargaining
- ❖ Disciplinary & Grievance Process

Robyn Taylor, Labor Relations Analyst x6880

- ❖ Support Supervisors & Managers in Performance Management
- ❖ Mandated Cost Reporting
- ❖ Interpretation of Bargaining Agreements & Meet & Confer

Francesca Sugahara, Senior HR Tech. x6880

- ❖ Classification Issues
- ❖ Position Maintenance
- ❖ District Org. Review, Performance Mgmt.

Jeffrey Lumban, HR Tech. x6880

- ❖ Tuition Reimbursement
- ❖ Classified Unit Bargaining Support
- ❖ Differential Compensation (Shift Pay)
- ❖ Educational Incentive Program
- ❖ Pay Additives
- ❖ Salary Placement for Classified Employees

Arlyn Uybungco, HR Tech. x6880

- ❖ Management Evaluations
- ❖ Faculty Evaluation Tracking
- ❖ 450 Process (Adjunct Faculty)
- ❖ Adjunct Office Hours Program

Compensation 619-388-6576  
 Amber Fair, Senior Compensation Tech. x6576  
 Ellyn Blum, HR Tech. x6576

- ❖ Annual Step Increments (Contract Employees)
- ❖ Department Chair Compensation
- ❖ Differential Compensation (Shift Pay)
- ❖ Faculty Professional Development & Salary Advancement
- ❖ Faculty Rank Promotion
- ❖ Tenure/Promotion Tracking
- ❖ Off Schedule/Retro Payments
- ❖ Pro Rata Contracts
- ❖ Salary Placement for Academic & Supervisory Employees
- ❖ Salary Schedule Updates
- ❖ Salary & Classification Surveys

LEGAL SERVICES & EEO 619-388-6591  
 VACANT, Director x6591  
 Erica Hernandez, HR Tech. 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  
 Neil Bhaita, Sr. Clerical Assistant x6582

1. Benefit Services 619-388-6587  
 Ursula Salbato, Supervisor x6587

1.1 Benefits Services 619-388-6587  
 Jordyn Nobbs, HR Tech. x6855

- ❖ Active & Adjunct Benefit Programs & Insur. A - L
- ❖ NANCE-ACA
- ❖ Long Term Disability A - L
- ❖ New Employee Processing
- ❖ Tax Sheltered Annuities
- ❖ Flexible Spending

Cheryl Lacsina, HR Tech. x6588

- ❖ Active & Adjunct Benefit Programs & Insur. M - Z
- ❖ NANCE-ACA
- ❖ Long-term Disability M - Z
- ❖ New Employee Processing
- ❖ Tax Sheltered Annuities
- ❖ Flexible Spending

Lisa McEwan Godwin, HR Tech. x6872

- ❖ Cobra Administration
- ❖ Shared Premium Program
- ❖ Early Retirement Reduced Workload Program
- ❖ Retiree Benefit Programs & Insurance
- ❖ Tax Sheltered Annuities
- ❖ Notification of Death

2. Payroll 619-388-6582  
 Amanda Stopper, Supervisor x6582

2.1 Payroll 619-388-6582  
 Jackie Mendez, Senior Payroll Tech. x6582  
 Michelle Pasag, Payroll Tech. x6582  
 Minerva Nabalara, Payroll Tech. x6582  
 Eva Arteaga, Payroll Tech. x6582  
 Zen Cartwright, Payroll Tech. x6582  
 Luci Grand, Payroll Tech. x6582  
 Deydey Golson, Payroll Assist. x6582

- ❖ Contract, Adjunct, Hourly, Military Payrolls
- ❖ Unemployment Benefits
- ❖ Computer Loans
- ❖ Garnishments
- ❖ Public Service Loan Forgiveness requests
- ❖ Verifications of Employment
- ❖ Void, Reissue, Lost Checks

Karina Castellon, Payroll Assistant  
2.2. Payroll Acctg. & Retirement Services 619-388-6724  
 Caryn White, Senior Accounting Tech. x6724  
 Christina Levine, Accounting Tech. x6724  
 Tricia Kelsey, Accounting Tech. x6724

- ❖ W-2 Processing & Duplicate Requests
- ❖ Payroll Vendor Payments
- ❖ Wire Transfers, Bank Transfers, County Contact
- ❖ Payroll Tax Payments, Filings, & Recon.

Eva Arteaga, HR Tech. x6685  
 Daniella Greene, HR Tech. x6685

- ❖ PERS/STRS Reporting
- ❖ FICA Alternative Plan
- ❖ SafetyPERS Reporting & Payments

### EMPLOYEE SERVICES (continued)

Ext. 3. Human Resources Systems 619-388-6955  
 Annette De Lozier, HR Systems Analyst x6955

- ❖ HR Systems Project Management
- ❖ HR Systems Data/Access Requests

Rachel Wilker, HR Tech. x6955

- ❖ TAM-HCM System Integration Lead
- ❖ HR Systems Requests
- ❖ Reports to Workflow/Assignment Corrections
- ❖ HR Webpage Updates

Zadie Rodrigues, HR Tech. x6955

- ❖ HCM Data Requests
- ❖ HCM Issues/Tickets
- ❖ MIS State Reporting (MIS, FON/75-25)
- ❖ IPEDS Federal Reporting