

"WHO's WHO" IN HUMAN RESOURCES

VICE CHANCELLOR, HUMAN RESOURCES 619-388-6589

Will Surbrook, Vice Chancellor
 Karen Mitchell, Administrative Asst.
 Maureen Flores, Senior Clerical Asst.
 ❖ 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
 Trevor Wilson, Occup. Environ. Health & Safety Coordinator
 ❖ Safety
 ❖ Hazardous Materials
 Karen Woods, Senior HR Tech.
 ❖ 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
1. Employment 619-388-6579
 Andrea Gonzales, Senior HR Tech.
 ❖ Employment Office Lead
 ❖ Processes-NANCE-District wide
 ❖ Recruitments/Adjuncts - Bus. & Tech. Svcs., Fac. Mgmt., Instructional Svcs., Student Svcs.
 ❖ 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.
 ❖ Recruitments/Adjuncts-City College, Instruct. Svcs., Student Svcs.
 ❖ Budget -Employment
 ❖ Faculty Service Areas (FSAs)
 Jennifer Kennedy, HR Tech.
 ❖ Recruitments/Adjuncts-Miramar College & Cont. Ed.
 ❖ Special Projects
 VACANT, HR Tech.
 Ruben Naungayan, Administrative Tech.
 ❖ TB Clearance Renewals
 ❖ Employment Office Assistance
2. Professional Development 619-388-6373
 Clark Wilson, Senior HR Tech.
 ❖ Professional Dev. Operations
 ❖ Professional Dev. Program Lead
 ❖ Budget – Professional Development

EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher, Director
 ❖ Negotiations & Bargaining
 ❖ Disciplinary & Grievance Process
 Robyn Taylor, Labor Relations Analyst
 ❖ Support Supervisors & Managers in Performance Management
 ❖ Mandated Cost Reporting
 ❖ Interpretation of Bargaining Agreements & Meet & Confer
Classification 619-388-6597
 Jeff Giles, Senior Classification Tech.
 ❖ Classification & Range Allocation Issues
 ❖ Position Maintenance
 ❖ District Organization Review
Compensation 619-388-6576
 Amber Fair, Senior Compensation Tech.
 Ellyn Blum, HR Tech.
 ❖ 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
 Jeffrey Lumban, HR Tech.
 ❖ Tuition Reimbursement
 ❖ Classified Unit Bargaining Support
 ❖ Differential Compensation (Shift Pay)
 ❖ Educational Incentive Program
 ❖ Pay Additives
 ❖ Salary Placement for Classified Employees
 Arlyn Uybungco, HR Tech.
 ❖ Management Evaluations
 ❖ Faculty Evaluation Tracking
 ❖ 450 Process (Adjunct Faculty)
 ❖ Adjunct Office Hours Program
LEGAL SERVICES & EEO 619-388-6591
 Mary Rogers, Director
 Erica Hernandez, HR Tech.
EEO & Diversity 619-388-6591
 Johanna Palkowitz, EO & Diversity Officer
 ❖ State & Federal EEO Compliance
 ❖ Cultural Diversity & Competency
 ❖ Complaints & Investigations
 ▪ Discrimination
 ▪ Harassment
 ▪ Retaliation
 ❖ Vendor Review & Compliance

EMPLOYEE SERVICES 619-388-6582

Betty Robles-Leal, Director
1. Benefit Services 619-388-6587
 Ursula Salbato, Supervisor
1.1 Benefits 619-388-6587
 Jordyn Nobbs, HR Tech.
 ❖ 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.
 ❖ 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.
 ❖ 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
2.1 Payroll 619-388-6582
 Jackie Mendez, Senior Payroll Tech.
 Michelle Pasag, Payroll Tech.
 Minerva Nabalara, Payroll Tech.
 Eva Arteaga, Payroll Tech.
 Zen Cartwright, Payroll Tech.
 Luci Grand, Payroll Tech.
 Deydey Golson, Payroll Assist.
 ❖ Contract, Adjunct, Hourly, Military Payrolls
 ❖ Unemployment Benefits
 ❖ Computer Loans
 ❖ Garnishments
 ❖ Public Service Loan Forgiveness requests
 ❖ Verifications of Employment
 ❖ Void, Reissue, Lost Checks
 VACANT, Payroll Assist.
2.2. Payroll Acctg. & Retirement Reporting 619-388-6724
 Caryn White, Senior Accounting Tech.
 Christina Levine, Accounting Tech.
 Tricia Kelsey, Accounting Tech.
 ❖ W-2 Processing & Duplicate Requests
 ❖ Payroll Vendor Payments
 ❖ Wire Transfers, Bank Transfers, County Contact
 ❖ Payroll Tax Payments, Filings, & Recon.
 Paula Lancaster, HR Tech.
 VACANT, HR Tech.
 ❖ PERS/STRS Reporting
 ❖ FICA Alternative Plan
 ❖ SafetyPERS Reporting & Payments

EMPLOYEE SERVICES (continued)

3. Human Resources Systems 619-388-6955
 Annette De Lozier, HR Systems Analyst
 ❖ HR Systems Project Management
 ❖ HR Systems Data/Access Requests
 Rachel Wilker, HR Tech.
 ❖ TAM-HCM System Integration Lead
 ❖ HR Systems Requests
 ❖ Reports to Workflow/Assignment Corrections
 ❖ HR Webpage Updates
 Zadie Rodriques, HR Tech.
 ❖ HCM Data Requests
 ❖ HCM Issues/Tickets
 ❖ MIS State Reporting (MIS, FON/75-25)
 ❖ IPEDS Federal Reporting