"WHO'S WHO" IN HUMAN RESOURCES

VICE CHANCELLOR, HR  619-388-6589
Will Surbrook, Vice Chancellor  x6589
Karen Brown, Administrative Assistant - HR  x6589
- Closed Session & Board Agenda
- Policies & Procedures, Consultant Agmts
- Manage Departmental Budgets
- Departmental Logistics Coordinator
- Generate PAS/Out-of-Class Sheets
- Annual Contracts for Cabinet, VPs, Mgrs.

Carmeter Lard, Administrative Technician  x6589

LEGAL SERVICES & EEO  619-388-6591
Jubina Kostic, Director  x6591
Karen Woods, Senior HR Technician  x6591
- Legal Services & EEO Services
- Risk Management Services
- Workers' Compensation
- Property & Liability Claims
- Insurance – ADA Accommodations
- Small Claims Court Representation

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

Risk Management  619-388-6593
Frank Fennessey, Risk Manager  x6953
- Hazardous Materials

Dan Vera, Occup. Envir. Health & Safety Coord.  x6953

Human Resources Division

EMPLOYEE RELATIONS  619-388-6880
Aimee Gallagher, Director  x6880
Ruben Naungayan, Administrative Technician  x6893
- Resignation/Department Notice
- TB Compliance Process
- Computer Loans
- Tuition Reimbursement

1. Labor Relations  619-388-6880
Robyn Taylor, Labor Relations Analyst  x6880
Chris May, Labor Relations Analyst  x6880
- Support Supervisors & Managers in Performance Management
- Contract Negotiations & Interpretation
- Disciplinary & Grievance Process

2. Employee Relations  619-388-6880
Jeffrey Lumban, Senior Classification Tech.  x6880
- Classified Unit Bargaining Support
- Position Maintenance
- Differential Compensation (Shift Pay)
- Educational Incentive Program
- Pay Additives
- Salary Placement for Classified Employees

Arlyn Uybuengo, HR Technician  x6880
- Management Evaluations
- Faculty Evaluation Tracking
- 450 Process (Adjunct Faculty)
- Adjunct Office Hours Program
- Tenure/Promotion Tracking

3. Commission  619-388-6476
Amber Fair, HR Analyst  x6576
- Annual Step Increments (Contract EE’s)
- COLA Increases
- HCM Hyperion Liasion
- Off Schedule/Retro Payments
- Salary & Classification Surveys
- Bargaining Unit Cost Outs

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 EEs

4. Professional Development  619-388-6373
Sandy Hamel, Senior HR Technician  x6373
- Professional Dev. Program Lead
- Budget – Professional Development
- Faculty Service Areas (FSAs)

EMPLOYEE SERVICES  619-388-6582
Betty Robles-Leal, Director  x6582
Zenaida Cartwright, Senior HR Technician  x6582
- Resignation/Department Notice
- Leave Projections for LOAs

1. Benefits Services  619-388-6587
Ursala Sabatto, Benefits Supervisor  x6504
Joycelyn Dela Cruz, HR Technician: A - F  x6585
Cheryl Lacsina, HR Technician: G - N  x6588
Zadie Rodriguez, HR Technician: O - Z  x6855
- ACA Tracking
- Long-term Disability
- Tax Shielded Annuities
- Flexible Spending Accounts
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- Long-term Disability
- Tax Shielded Annuities
- Flexible Spending
- Retiree Benefit Programs & Insurance
- Cobra Administration
- Shared Premium Program
- Early Retirement/Reduced Workload Program
- Tax Shielded Annuities
- Notification of Death

2. Payroll  619-388-6582
Amy Stopp, Payroll Supervisor  x6501
- Payroll Vendor Payments
- Wire Transfers, Bank Transfers
- SD County Treasurer Contact
- Payroll Tax Payments & Filings
- PERS & STRS Reconciliation
- Quarterly Audits

2.3  Retirement Services  619-388-6685
Eva Arteaga, Senior HR Technician  x6865
Annette De Lozier, HR Systems Analyst  x6535
- HR Systems Project Management
- Access Requests
- Data Requests
- CS-HCM System Integration Lead
- HR Business Process Review Lead
- Reports to Workflow
- Data Integrity
- Assignment Corrections
- IPEDS Federal Reporting
- HR Webpage Updates

3. Human Resources Systems  619-388-6955
Johanna Palkowitz, EO & Diversity Officer  x6591
Karen Woods, Senior HR Technician  x6591
- Legal Services & EEO Services
- Risk Management Services
- Workers' Compensation
- Property & Liability Claims
- Insurance – ADA Accommodations
- Small Claims Court Representation

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