

## "WHO'S WHO" IN HUMAN RESOURCES

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

Will Surbrook, Vice Chancellor x6589  
 Karen Mitchell, Administrative Assistant-HR 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  
 Carmeter Lard, Administrative Technician x6589  
 Ruben Naungayan, Administrative Technician x6589  
     ❖ TB Clearance Renewals  
Risk Management 619-388-6953  
 Frank Fennessey, Risk Manager x6953  
 VACANT, Occup. Environ. Health & Safety Coordinator x6953  
     ❖ Safety  
     ❖ Hazardous Materials  
 Karen Woods, Senior HR Technician 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 Technician x6579  
     ❖ Employment Office Lead  
     ❖ Processes-NANCE-District wide  
     ❖ Recruitments/Adjuncts - Bus. & Tech. Svs., Fac. Mgmt.,  
     ❖ Special Projects  
 Julio Navarro, HR Technician x6579  
     ❖ Recruitments/Adjuncts-Mesa College, Human Resources  
     ❖ Equifax Lead  
     ❖ TAM HCM System Integration Co-Lead  
 Joycelyn Dela Cruz, HR Technician x6579  
     ❖ Recruitments/Adjuncts-City College & Student Svs.  
     ❖ Budget -Employment  
     ❖ Faculty Service Areas (FSAs)  
 Jennifer Kennedy, HR Technician x6579  
     ❖ Recruitments/Adjuncts-Cont. Ed., Instructional Svs.  
     ❖ Special Projects  
 VACANT, HR Technician x6579  
     ❖ Recruitments/Adjuncts-Miramar College  
     ❖ Special Projects  
2. Professional Development 619-388-6373  
 Sandy Hamel, Senior HR Technician 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  
 VACANT, Senior HR Technician x6880  
     ❖ Classification Issues  
     ❖ Position Maintenance  
     ❖ District Org. Review, Performance Mgmt.  
 Jeffrey Lumban, HR Technician x6880  
     ❖ Tuition Reimbursement  
     ❖ Classified Unit Bargaining Support  
     ❖ Differential Compensation (Shift Pay)  
     ❖ Educational Incentive Program  
     ❖ Pay Additives  
     ❖ Salary Placement for Classified Employees  
 Arlyn Uybungco, HR Technician x6880  
     ❖ Management Evaluations  
     ❖ Faculty Evaluation Tracking  
     ❖ 450 Process (Adjunct Faculty)  
     ❖ Adjunct Office Hours Program  
Compensation 619-388-6576  
 Amber Fair, HR Analyst x6576  
 Ellyn Fulton, HR Technician x6576  
     ❖ Annual Step Increments (Contract Employees)  
     ❖ Department Chair Compensation  
     ❖ Differential Compensation (Shift Pay)  
     ❖ Faculty Professional Development &  
         Salary Advancement  
     ❖ Faculty Rank Promotion  
     ❖ Tenure/Promotion Tracking  
     ❖ Pro Rata Contracts  
     ❖ Salary Placement for Academic &  
         Supervisory Employees  
     ❖ Salary Schedule Updates  
     ❖ Salary & Classification Surveys  
LEGAL SERVICES & EEO 619-388-6591  
 Ljubisa Kostic, Director x6591  
 Erica Hernandez, HR Technician 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  
1. Benefit Services 619-388-6587  
 Ursula Salbato, Supervisor x6587  
1.1 Benefits Services 619-388-6587  
 Jordyn Nobbs, HR Technician 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 Technician 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 Technician 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 Technician x6582  
 Michelle Pasag, Payroll Technician x6582  
 Minerva Nabalara, Payroll Technician x6582  
 Eva Arteaga, Payroll Technician x6582  
 Zen Cartwright, Payroll Technician x6582  
 Luci Grand, Payroll Technician x6582  
 Deydey Golson, Payroll Assistant x6582  
 Karina Castellon, Payroll Assistant x6582  
     ❖ Contract, Adjunct, Hourly, Military Payrolls  
     ❖ Unemployment Benefits  
     ❖ Computer Loans  
     ❖ Reasonable Assurance  
     ❖ Garnishments  
     ❖ Public Service Loan Forgiveness requests  
     ❖ Verifications of Employment  
     ❖ Void, Reissue, Lost Checks  
2.2. Payroll Acctg. & Retirement Services 619-388-6724  
 Caryn White, Senior Accounting Technician x6724  
 Christina Levine, Accounting Technician x6724  
 Tricia Kelsey, Accounting Technician x6724  
     ❖ W-2 Processing & Duplicate Requests  
     ❖ Payroll Vendor Payments  
     ❖ Wire Transfers, Bank Transfers, County Contact  
     ❖ Payroll Tax Payments, Filings, & Recon.  
 Eva Arteaga, HR Technician x6685  
 Daniella Greene, HR Technician x6685  
     ❖ PERS/STRS Reporting  
     ❖ FICA Alternative Plan  
     ❖ SafetyPERS Reporting & Payments

### EMPLOYEE SERVICES (continued)

Ext. x6582  
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, Senior HR Technician x6955  
     ❖ TAM-HCM System Integration Lead  
     ❖ HR Systems Requests  
     ❖ Reports to Workflow/Assignment  
         Corrections  
     ❖ HR Webpage Updates  
 Zadie Rodrigues, HR Technician x6955  
     ❖ HCM Data Requests  
     ❖ HCM Issues/Tickets  
     ❖ MIS State Reporting (MIS, FON/75-25)  
     ❖ IPEDS Federal Reporting