

"WHO'S WHO" IN HUMAN RESOURCES (PEOPLE, CULTURE, AND TECHNOLOGY SERVICES)

VICE CHANCELLOR 619-388-6589

Aimee Gallagher, *Acting* Vice Chancellor x6589
 Karen Brown, Executive Assistant - HR x6589
 ❖ Closed Session & Board Agenda
 ❖ Policies & Procedures, Consultant Agrmts
 ❖ Manage Departmental Budgets
 ❖ Departmental Logistics Coordinator
 ❖ Annual Contract Renewals for Cabinet, Vice Presidents, Dean & Managers

Human Resources Systems 619-388-6955

Rachel Wilker, Business Systems Analyst x6501
 Carmina Vasquez, Business Systems Analyst x6545
 Sophear Slaketh, HR Technician x6735
 ❖ Benefits Process/Config Lead
 ❖ MIS/FON/PEDES State Reporting
 ❖ Data Requests/Reporting
 ❖ Reports to Workflow
 ❖ Assignment Updates/Corrections
 ❖ Process Review
 ❖ HCM Data Requests
 ❖ HCM Issues/Tickets
 ❖ HR Webpage Updates

LEGAL SERVICES 619-388-6591

Ljubisa Kostic, General Counsel x6591
 Carmeter Lard, Administrative Technician x6591
 ❖ Legal Services & EEO Services
 ❖ Workers' Compensation
 ❖ Property & Liability Claims
 ❖ Insurance – ADA Accommodations
 ❖ Small Claims Court Representation

EMPLOYEE RELATIONS 619-388-6880

Rachel Wilker, *Acting* Assoc. Vice Chancellor x6880
 Ruben Naungayan, Administrative Technician x6693
 ❖ Resignation/Retirement Notices
 ❖ TB Compliance Process
 ❖ Computer Loans
 ❖ Tuition Reimbursement
 Nicrista Alfaro, Senior HR Technician x6696
 ❖ ADA/accommodation requests
 ❖ Non-FLMA leaves
 ❖ Leave Projections

Labor Relations 619-388-6880

Zenaida Garcia, Labor Relations Analyst x6880
 Danielle Short, Labor Relations Analyst x6880
 ❖ Support Supervisors & Managers in Performance Management
 ❖ Contract Negotiations & Interpretation
 ❖ Disciplinary & Grievance Process
 ❖ Faculty Service Areas (FSAs)

EMPLOYEE RELATIONS (continued) 619-388-6880

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 Class. Employees

Compensation 619-388-6576

Diana Ha, HR Technician x6576
 ❖ Adjunct Salary Placement (all campuses)
 ❖ Adjunct Office Hours Program
 ❖ 450 Process (Adjunct Faculty)
 ❖ Work Experience Faculty Payments
 ❖ Independent Study Faculty Payments
 ❖ Contract Faculty Evaluation Tracking (probational/promotional)
 ❖ Tenure/Promotion Tracking

Danny Lara, *OOC* Senior HR Technician x6999
 ❖ Annual Step Increments (Contract EE's)
 ❖ COLA Increases
 ❖ Off Schedule/Retro Payments
 ❖ Salary & Classification Surveys
 ❖ Bargaining Unit Cost Outs
 ❖ Department Chair Compensation
 ❖ Differential Compensation (Shift Pay)
 ❖ Faculty Prof. Dev. & Salary Advancement
 ❖ Faculty Rank Promotion
 ❖ Pro Rata Contracts
 ❖ Salary Placement - Academic & Supervisory

Professional Development 619-388-6373

Jhelen Ramirez, Senior HR Technician x6373
 ❖ Professional Leadership Academy Programs
 ❖ Management Evaluations
 ❖ Budget – Professional Development

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

Title IX 619-388-6660

Amber Eckert, Title IX Coordinator x6660
 Eva Alford, Deputy Title IX Coordinator/Inv. Analyst x6660
 ❖ Federal and State Title IX Compliance
 ❖ Investigation & Resolution of Title IX Complaints

EMPLOYEE SERVICES 619-388-6582

Betty Robles-Leal, Associate Vice Chancellor x6582
 Danny Lara, HR Technician x6999
Employment Services 619-388-6579
 Andrea Gonzales, Employment Supervisor x6579
 Kate Therieau, Senior HR Technician x6579
 Gabby Lopez, HR Technician x6579
 Cristina Castro, HR Technician x6579
 Jasmine Vazquez, HR Technician x6579
 Erick Ruiz-Cadena, HR Technician x6579

❖ Recruitments
 ❖ Employment Data Requests
 ❖ Onboarding Contracts, Academic & Classified
 ❖ Process Adjunct/NANCE, New Hires and Additional Assignments

Benefits Services 619-388-6587

VACANT, Benefits Supervisor
 Joycelyn Dela Cruz, Senior HR Technician x6519
 Cheryl Lacsina, HR Technician: A - L x6588
 Annet Lara, HR Technician: M - Z x6780

❖ ACA Tracking
 ❖ Long-Term Disability
 ❖ Tax Sheltered Annuities
 ❖ Flexible Spending Accounts
 ❖ Retiree Benefit Programs & Insurance
 ❖ Cobra Administration
 ❖ Shared Premium Program
 ❖ Early Retirement/Reduced Workload Program
 ❖ Notification of Death
 ❖ Name & Address Changes
 ❖ Life Insurance & Long Term Care

Julia Sanchez, Senior HR Technician x6737
 ❖ Protected Leaves: FMLA, CFRA, PDL, etc.
 ❖ Leave Projections for LOAs

Payroll 619-388-6582

Amanda Stopper, Payroll & Retirement Svcs. Mgr. x6582
 Jackie Mendez, Senior HR Technician x6582
 Minerva Nabalarua, HR Technician x6582
 Luci Grand, HR Technician x6582
 Eric ORiley, HR Technician x6582
 Kristina Gomez, HR Technician x6582
 ❖ Contract, Adjunct, Hourly Payroll
 ❖ Unemployment Benefits
 ❖ Garnishments
 ❖ Public Service Loan Forgiveness Requests
 ❖ Verifications of Employment
 ❖ Void, Reissue, Lost Checks
 ❖ Sick Leave Transfer
 ❖ Timesheet Corrections
 ❖ Direct Deposit or W4 Assistance
 ❖ Unit Pay / TAO Questions
 ❖ Manual Check Requests
 ❖ Subpoenas for Personnel Records
 ❖ Employee ID Cards

Payroll Accounting 619-388-6724

Christina Levine, DO Accounting Specialist x6724
 Diana Hernandez *OOC* DO Accounting Specialist x6724
 ❖ W-2 Processing & Duplicate Requests
 ❖ Payroll Vendor Payments
 ❖ Wire Transfers, Bank Transfers
 ❖ SD County Treasurer Contact
 ❖ Payroll Tax Payments & Filings
 ❖ PERS & STRS Reconciliation
 ❖ Quarterly Audits

Retirement Services 619-388-6685

Eva Arteaga, Senior HR Technician x6685
 Daniella Greene, Senior HR Technician x6685
 Diana R. Hernandez, Senior HR Technician x6685
 ❖ PERS/STRS Reporting
 ❖ FICA Alternative Plan
 ❖ SafetyPERS Reporting & Payments
 ❖ Retirement Research
 ❖ Retirement Rules Compliance

