

# "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 Agrmts  
 ❖ Manage Departmental Budgets  
 ❖ Departmental Logistics Coordinator  
 ❖ Annual Contracts for Cabinet, VPs, Mgrs.

Carmeter Lard, Administrative Technician x6589

## LEGAL SERVICES & EEO 619-388-6591

Ljubisa 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 619-388-6953

Frank Fennessey, Risk Manager x6953  
 Dan Vera, Occup. Envir. Health & Safety Coord. x6953  
 ❖ Hazardous Materials

## EMPLOYEE RELATIONS 619-388-6880

Aimee Gallagher, Director x6880  
 Ruben Naungayan, Administrative Technician x6693  
 ❖ Resignation/Retirement Notices  
 ❖ 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 Uybungco, HR Technician x6880  
 ❖ Management Evaluations  
 ❖ Faculty Evaluation Tracking  
 ❖ 450 Process (Adjunct Faculty)  
 ❖ Adjunct Office Hours Program  
 ❖ Tenure/Promotion Tracking

### 3. Compensation 619-388-6576

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

Robyn Taylor, Labor Relations Analyst 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  
 ❖ Protected Leaves: FMLA, CFRA, PDL, etc.  
 ❖ Leave Projections for LOAs

Danny Lara, HR Technician

Laura McLin, HR Technician

### 1. Benefits Services 619-388-6587

Ursula Salbato, Benefits Supervisor x6504  
1.1 Benefits Services 619-388-6587  
 Joycelyn Dela Cruz, HR Technician: A - F x6519  
 Cheryl Lacsina, HR Technician: G - N x6588  
 Zadie Rodriguez, HR Technician: O - Z x6855

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

### 2. Payroll 619-388-6582

Amanda Stopper, Payroll & Retirement Services Mgr.  
2.1 Payroll 619-388-6582  
 Jackie Mendez, Senior Payroll Technician x6582  
 VACANT, Payroll Technician x6582  
 Minerva Nabalarua, Payroll Technician x6582  
 Karina Castellon, Payroll Technician x6582  
 Luci Grand, Payroll 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

## 2.2. Payroll Accounting 619 388-6724

Christina Levine, Accounting Technician x6724  
 Tricia Kelsey, Accounting Technician 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

## 2.3 Retirement Services 619-388-6685

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

## 3. Human Resources Systems 619-388-6955

Annette De Lozier, HR Systems Analyst x6535  
 ❖ HR Systems Project Management  
 ❖ Access Requests  
 ❖ Data Requests/Reporting  
 ❖ FS-HCM System Integration Lead  
 Rachel Wilker, Business Systems Analyst x6501  
 ❖ HR Business Process Review/Config Lead  
 ❖ Data Integrity  
 ❖ Assignment Corrections  
 ❖ CS-HCM System Integration Lead

Frank Thompson, HR Technician x6966  
 ❖ HCM Data Requests  
 ❖ HCM Issues/Tickets  
 ❖ Reports to Workflow  
 ❖ MIS/IPEDS State Reporting  
 ❖ HR Webpage Updates

## 4. Employment Services 619-388-6579

Andrea Gonzales, Senior HR Technician x6579  
 ❖ Employment Office Lead  
 ❖ Recruitments - DO  
 ❖ HCM System Integration Co-Lead

Julio Navarro, HR Technician x6579  
 ❖ Recruitments - Mesa College

Jhelen Ramirez, HR Technician x6579  
 ❖ Recruitments - City

Deydey Golson, HR Technician x6579  
 ❖ Recruitments - Miramar

Jenelle Castillejos, HR Technician x6579  
 ❖ Recruitments - CE, DSC & POA



Human Resources Division