

HUMAN RESOURCES SPECIALISTS



Stefanie Broughton
HR EMPLOYMENT
SERVICES

- Campus Affiliations/Person of Interest (POI)
- Talent Acquisition
- Reappointments
- Emergency Hires
- Casual Workers & Special Consultants (Appointments & Reappointments)
- Recruitment (PageUp)
- Job Postings
- Print Advertising
- Social Media Advertising
- Search Firms
- Background Checks & LiveScan
- Position Management
- Interviews
- Candidate Selection
- Review Reference Checks
- Offer Letters
- Unemployment



Geraldine Torbik
HR CLASSIFICATION &
COMPENSATION

- Position Descriptions
- Reclassifications
- Salary Review
- FLSA Changes
- Minimum Wage Changes
- Temporary Reassignment
- Casual Workers & Special Consultants (Review of job duties)
- Job Codes
- New Department & Re-Organization
- Organization Rescoping
- Desk Audit
- SUPA Long-term Bonuses
- Step Program



Ed Park
HR & EMPLOYEE/
LABOR RELATIONS

- Staff & Student Assistant Employee Conflict Resolution
- Disciplinary Actions
- Suspensions
- Terminations
- Exit Interviews
- Separation Clearance Forms
- POI Separations
- Labor Relations
- Level 1 & 2 Grievances
- Labor Meetings
- Union Inquiries
- Investigations
- Represent University at EEOC, EDD, Civil Rights Department, CalPERS, and PERB hearings
- Union Negotiations
- Chair Labor Management Committee Meetings
- Meet and Confer
- Interpret and Administer CBA
- Contract Compliance



Michelle Webber
HR OPERATIONS &
CONDUCT OF CONCERN

- Conduct of Concern Filings
- Customer Service
- Tuition Fee Waivers
- Employee Recognition Awards
- Records Retention
- Student Workers
- Front Desk Management
- Permanency Letters
- Reappointment Letters
- Directory Change Requests
- Personnel Files Review
- Equipment Management
- Contract Renewals
- HR email and voicemail communications



Ayesha Lee
HR TRAINING

- Professional Development
- Compliance Trainings
- Chancellors Office Training
- Conflict of Interest
- Defensive Driving
- Outside Employment
- EAP Administration
- Telecommuting Agreements
- Annual and Probationary Performance Evaluations
- Performance Management (Administration)
- New Hire Orientation
- Office website



Tony Tijero
DIRECTOR, BENEFITS &
PAYROLL SERVICES

- | BENEFITS | PAYROLL |
|--|---|
| • Eligibility for Health Plans | • Absence Management |
| • Medical, Dental, and Vision Plans | • Compressed & Irregular Work Schedules |
| • Flexcash | • W-2 Wage Statements |
| • Affordable Care Act | • Direct Deposit |
| • LT Disability & Life Insurance Benefits | • Employment & Personnel Transaction (Faculty/Staff) |
| • Flexible Benefit Plans | • Student Employment |
| • Voluntary Retirement & Savings Programs | • Payroll, Academic, & Holiday Calendars |
| • New Employee Orientation | • Honorarium Payments |
| • Annual Open Enrollment | • Moving & Relocation Expense Reimbursements |
| • Income Protection Benefits: IDL and NDI | • CalPERS Service Credit Purchase Requests |
| • Leave Programs: FMLA, Parental/Maternity, Catastrophic Leave Donations | • Employment and Loan Certifications |
| • COBRA Notifications | • General Salary Increases |
| • CalPERS Retirement | • Department ID Reorganizations |
| • Form 1095-C | • Time & Labor |
| | • Overtime, Shift Differential, CTO & Uniform Allowance |
| | • Accounts Receivable |