

"WHAT'S WHAT" IN HUMAN RESOURCES

AS OF 11-10-2020

CUSTOMER & OPERATIONAL SUPPORT

☎ (909) 537-5138

✉ hrdept@csusb.edu

🌐 csusb.edu/human-resources

📍 Sierra Hall, Room 110 (SH-110)

- HR Programs / Special Events Support
- General Customer Service, Administrative/Clerical Support
- Personnel File Management
- Public Information Request Assistance
- Background Check Coordination

TALENT ACQUISITION

☎ (909) 537-5138

✉ talentacquisition@csusb.edu

🌐 csusb.edu/human-resources/employment

📍 Sierra Hall, Room 110 (SH-110)

- Recruitment and Selection process
- Background Check Compliance and Processing
- Onboarding / New Employee Orientation
- Job Fairs

BENEFITS

☎ (909) 537-5143

✉ benefits@csusb.edu

🌐 csusb.edu/human-resources/current-employees/benefits

📍 Sierra Hall, Room 113 (SH-113)

- Health Benefits
- Leave(s) of Absence
- Fee Waiver & Reduction Program
- Retirement

CLASSIFICATION & COMPENSATION SERVICES

☎ (909) 537-3172

✉ classandcompservices@csusb.edu

🌐 csusb.edu/human-resources

📍 Sierra Hall, Room 102 (SH-102)

- Classification for Recruitment / Reclassification Compensation
- Compensation Review & Analysis (e.g. stipend, in-range progressions)
- CBA-Collective Bargaining Agreement Compensation (e.g. merit, GSI, bonus)
- Temporary Assignments / Reassignments

EMPLOYEE & LABOR RELATIONS

☎ (909) 537-5138

✉ employee.relations@csusb.edu

🌐 csusb.edu/human-resources/current-employees/employee-relations

📍 Sierra Hall, Room 110 (SH-110)

- Contract Administration & Negotiations
- Collective Bargaining Agreement Interpretation
- Grievance, Arbitration, and Investigation
- Management & Employee Consultation (e.g. performance, corrective action, misconduct)

DIVERSITY & INCLUSION

☎ (909) 537-5138

📍 Sierra Hall, Room 110 (SH-110)

- Affirmative Action Plan
- Program Coordination
- Search Committee Training
- Workforce Planning & Analysis

STUDENT EMPLOYMENT

☎ (909) 537-5225

✉ student.employment@csusb.edu

🌐 csusb.edu/human-resources/student-employment

📍 Sierra Hall, Room 119 (SH-119)

- Job Position & Posting Approval
- New Hire Intake for Student Employees & Federal Work Study
- Student Onboarding
- College to Career Readiness
- Job Fairs
- Student Employment Recognition

PAYROLL SERVICES

☎ (909) 537-5159

✉ payroll@csusb.edu

🌐 csusb.edu/payroll

📍 Sierra Hall, Room 103 (SH-103)

- Payroll and personnel transactions for Faculty, Staff, Student Assistants
- Direct Deposit
- Employment Verifications
- Absence Management

STAFF DEVELOPMENT CENTER

☎ (909) 537-3125

✉ staffdevelopmentcenter@csusb.edu

🌐 csusb.edu/staff-development-center

📍 Pfau Library Wedge, Room 1104 (PL-1104)

- Career Discussion/Pathways
- Learning Management Systems
- Individual Learning Plans
- Training & Development Programs and Workshops

DHR & COMPLIANCE

☎ (909) 537-5138

✉ Dedicated Email Address pending

🌐 csusb.edu/human-resources

📍 Sierra Hall, Room 110 (SH-110)

- Compliance with Executive Orders (EO 1096, 1097, 1098, 1115, 1116)
- EO Mandated Investigations
- DHR, Whistleblower and Retaliation
- Federal and State Agency Responses

HUMAN RESOURCES CONTACT LIST

AS OF 11-10-2020

NAME & TITLE	PHONE	EMAIL ADDRESS
Alex Nájera Associate Vice President & Co-Chief Diversity Officer	(909) 537-5138	alex.najera@csusb.edu
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Jenny Casillas HRIS Analyst	(909) 537-5080	jasilla@csusb.edu

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CLASSIFICATION & COMPENSATION SERVICES

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✉ classandcompservices@csusb.edu

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BENEFITS

☎ (909) 537-5143

✉ benefits@csusb.edu & (Fee Waiver) hrd-fw@csusb.edu

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DHR & COMPLIANCE

☎ (909) 537-5138

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DIVERSITY, EQUITY, & INCLUSION

☎ (909) 537-5138

NAME & TITLE	PHONE	EMAIL ADDRESS
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EMPLOYEE & LABOR RELATIONS

☎ (909) 537-5138

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PAYROLL SERVICES

☎ (909) 537-5159

✉ payroll@csusb.edu

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STAFF DEVELOPMENT CENTER

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✉ staffdevelopmentcenter@csusb.edu

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STUDENT EMPLOYMENT & ENGAGEMENT

☎ (909) 537-5225

✉ student.employment@csusb.edu

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TALENT ACQUISITION

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