

# "WHAT'S WHAT" IN HUMAN RESOURCES

AS OF 2-17-2020

## CUSTOMER & OPERATIONAL SUPPORT

- ☎ (909) 537-5138
- ✉ [hrdept@csusb.edu](mailto:hrdept@csusb.edu)
- 🌐 [csusb.edu/human-resources](http://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](mailto:talentacquisition@csusb.edu)
- 🌐 [csusb.edu/human-resources/employment](http://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](mailto:benefits@csusb.edu)
- 🌐 [csusb.edu/human-resources/current-employees/benefits](http://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](mailto:classandcompservices@csusb.edu)
- 🌐 [csusb.edu/human-resources](http://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](mailto:employee.relations@csusb.edu)
- 🌐 [csusb.edu/human-resources/current-employees/employee-relations](http://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
- ✉ [diversityoffice@csusb.edu](mailto:diversityoffice@csusb.edu)
- 🌐 [csusb.edu/diversity-inclusion](http://csusb.edu/diversity-inclusion)
- 📍 **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](mailto:student.employment@csusb.edu)
- 🌐 [csusb.edu/human-resources/student-employment](http://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](mailto:payroll@csusb.edu)
- 🌐 [csusb.edu/payroll](http://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](mailto:staffdevelopmentcenter@csusb.edu)
- 🌐 [csusb.edu/staff-development-center](http://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](http://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 2-19-2020

NAME & TITLE	PHONE	EMAIL ADDRESS
<b>Alex Nájera</b> Associate Vice President & Co-Chief Diversity Officer	(909) 537-5138	alex.najera@csusb.edu
<b>Alisha Carnahan</b> Executive Assistant to the AVP	(909) 537-3720	alisha.carnahan@csusb.edu

## CUSTOMER & OPERATIONAL SUPPORT

☎ (909) 537-5138

✉ [hrdept@csusb.edu](mailto:hrdept@csusb.edu)

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## CLASSIFICATION & COMPENSATION SERVICES

☎ (909) 537-3172

✉ [classandcompservices@csusb.edu](mailto:classandcompservices@csusb.edu)

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<b>Jasleen Aguilar</b> Class & Comp Analyst	(909) 537-4466	jasleen.aguilar@csusb.edu
<b>Jovi Galarza</b> Administrative Support Coordinator	(909) 537-3172	jovi.galarza@csusb.edu

## BENEFITS

☎ (909) 537-5143

✉ [benefits@csusb.edu](mailto:benefits@csusb.edu) & (Fee Waiver) [hrd-fw@csusb.edu](mailto:hrd-fw@csusb.edu)

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# HUMAN RESOURCES CONTACT LIST

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## DHR & COMPLIANCE

☎ (909) 537-5138

✉ [Dedicated email address pending](#)

NAME & TITLE	PHONE	EMAIL ADDRESS
Vacant Manager, DHR & Compliance Officer		

## DIVERSITY, EQUITY, & INCLUSION

☎ (909) 537-5138

✉ [diversityoffice@csusb.edu](mailto:diversityoffice@csusb.edu)

NAME & TITLE	PHONE	EMAIL ADDRESS
Vacant Manager, Diversity & Inclusion		

## EMPLOYEE & LABOR RELATIONS

☎ (909) 537-5138

✉ [employee.relations@csusb.edu](mailto:employee.relations@csusb.edu)

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Vacant Payroll Technician		

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## STAFF DEVELOPMENT CENTER

☎ (909) 537-3125

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## STUDENT EMPLOYMENT & ENGAGEMENT

☎ (909) 537-5225

✉ [student.employment@csusb.edu](mailto:student.employment@csusb.edu)

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Rodrigo Mercado (Lead) Student Employment Analyst	(909) 537-7254	<a href="mailto:rmercado@csusb.edu">rmercado@csusb.edu</a>

## TALENT ACQUISITION

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