

"WHAT'S WHAT" IN HUMAN RESOURCES

AS OF 2-17-2020

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
- ✉ diversityoffice@csusb.edu
- 🌐 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
- 🌐 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 3-9-2020

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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CUSTOMER & OPERATIONAL SUPPORT

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✉ hrdept@csusb.edu

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✉ classandcompservices@csusb.edu

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Carly Hanson HRIS Analyst	(909) 537-3089	chanson@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

✉ [Dedicated email address pending](#)

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

DIVERSITY, EQUITY, & INCLUSION

☎ (909) 537-5138

✉ diversityoffice@csusb.edu

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

EMPLOYEE & LABOR RELATIONS

☎ (909) 537-5138

✉ employee.relations@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
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PAYROLL SERVICES

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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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