

"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 8-28-2020

NAME & TITLE	PHONE	EMAIL ADDRESS
Alex Nájera Associate Vice President & Co-Chief Diversity Officer	(909) 537-5138	alex.najera@csusb.edu
Alisha Carnahan Executive Assistant to the AVP	(909) 537-3720	alisha.carnahan@csusb.edu
Jenny Casillas HRIS Analyst	(909) 537-5080	jasilla@csusb.edu

CUSTOMER & OPERATIONAL SUPPORT

☎ (909) 537-5138

✉ hrdept@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Baneza Garibay Human Resources Assistant	(909) 537-5138	baneza.garibay@csusb.edu
Serena Aguirre Human Resources Assistant	(909) 537-5138	serena.aguirre@csusb.edu

CLASSIFICATION & COMPENSATION SERVICES

☎ (909) 537-3172

✉ classandcompservices@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Rebecca Christopher Manager, Classification & Compensation	(909) 537-7590	rebecca@csusb.edu
Candace Howard Class & Comp Analyst	(909) 537-3107	choward@csusb.edu
Carly Hanson HRIS Analyst	(909) 537-3089	chanson@csusb.edu
Jasleen Aguilar Class & Comp Analyst	(909) 537-4466	jasleen.aguilar@csusb.edu
Jovi Galarza Administrative Support Coordinator	(909) 537-3172	jovi.galarza@csusb.edu

BENEFITS

☎ (909) 537-5143

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

NAME & TITLE	PHONE	EMAIL ADDRESS
Lisa White Manager, Employee Benefits & Retirement	(909) 537-3102	lwhite@csusb.edu
Lurdes Valdez Fee Waiver & Benefits Coordinator	(909) 537-3635	lurdes.valdez@csusb.edu
Tiffany Angel Ruiz Retirement & Benefits Specialist	(909) 537-4452	taruiz@csusb.edu

HUMAN RESOURCES CONTACT LIST

AS OF 8-28-2020

DHR & COMPLIANCE

☎ (909) 537-5138

✉ [Dedicated email address pending](mailto:dedicated_email@csusb.edu)

NAME & TITLE	PHONE	EMAIL ADDRESS
Denise Bañuelos Manager, DHR & Compliance Officer	(909) 537-5138	denise.banuelos@csusb.edu

DIVERSITY, EQUITY, & INCLUSION

☎ (909) 537-5138

✉ diversityoffice@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Sara Aguirre Manager, Diversity & Inclusion	(909) 537-5138	sara.aguirre@csusb.edu

EMPLOYEE & LABOR RELATIONS

☎ (909) 537-5138

✉ employee.relations@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Vacant Director, Employee & Labor Relations	(909) 537-5138	employee.relations@csusb.edu
Karal Torres Manager, Employee & Labor Relations	(909) 537-5138	karla.torres@csusb.edu

PAYROLL SERVICES

☎ (909) 537-5159

✉ payroll@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Sandra Davis Manager, Payroll	(909) 537-3533	sandra.davis@csusb.edu
Diane Maling (Lead) Payroll Analyst/Specialist	(909) 537-4553	diane.maling@csusb.edu
Jamie Tricinella Payroll Technician II	(909) 537-3169	jamie.tricinella@csusb.edu
Magdalena Barajas Payroll Technician II	(909) 537-3815	magdalena.barajas@csusb.edu
Stephanie Mejia Payroll Technician II	(909) 537-3166	stephanie.mejia@csusb.edu
Tina Overbey Payroll Technician II	(909) 537-3167	tina.overbey@csusb.edu

HUMAN RESOURCES CONTACT LIST

AS OF 8-28-2020

STAFF DEVELOPMENT CENTER

☎ (909) 537-3125

✉ staffdevelopmentcenter@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Rowena Woidyla Director	(909) 537-3104	rwoidyla@csusb.edu
Marissa Boles Training & Development Coordinator	(909) 537-5186	marissa.boles@csusb.edu
Sara Garcia Training & Development Assistant	(909) 537-3125	sara.garcia@csusb.edu

STUDENT EMPLOYMENT & ENGAGEMENT

☎ (909) 537-5225

✉ student.employment@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Joseph Ornelas Student Employment Coordinator	(909) 537-3437	joseph.ornelas@csusb.edu
Rodrigo Mercado (Lead) Student Employment Analyst	(909) 537-7254	rmercado@csusb.edu

TALENT ACQUISITION

☎ (909) 537-5138

✉ talentacquisition@csusb.edu

NAME & TITLE	PHONE	EMAIL ADDRESS
Jim Reyes Director, Talent Acquisition	(909) 537-5138	jim.reyes@csusb.edu
Shawna Holmquist Manager, Talent Acquisition	(909) 537-4415	shawna.holmquist@csusb.edu
Aimee Cassadas Talent Acquisition Specialist	(909) 537-3719	aimee.cassadas@csusb.edu
Danielle Duran Talent Acquisition Specialist	(909) 537-5952	danielle.duran@csusb.edu