

# Contact Us

[Wyman M. Fong](#), Vice Chancellor, Human Resources

The Vice Chancellor provides overall leadership and oversees services in the areas of human resources and employee and labor relations.

Key responsibilities include:

- Personnel services
- Contract management and labor relations
- Federal, State, and District compliance
- Diversity and Equal Employment Opportunity compliance
- Recruitment
- Benefits Administration
- Training and Organizational Development
- Working with colleges and departments to carry out the mission of the Chabot-Las Positas CCD.

[Karen Kit](#), Executive Assistant

Telephone Number: (925) 485-5292

Support for Contract Negotiation and Labor Relations; HR Website; and Special Projects.

[Jennifer Druley](#), Human Resources Manager

Telephone Number: (925) 485-5240

[Serves as backup to Vice Chancellor, as needed]

Oversees Recruitment, On Boarding; Employment Processes - All Classifications; Position Announcement, Development, and Approval; Management Personnel Actions that includes Salary Placement; Evaluations; HR Systems & Data Reporting; Training and Development.

[Kaitlyn Lundell](#), Human Resources Analyst

Telephone Number: (925) 485-5506

[Serves as backup for Megan McClain]

Regular Classified, Temporary On-Call and Substitute staff that includes all Personnel Actions, intake (including salary and applicable salary placement procedures), Banner changes; Recruitment and Selection that includes postings, screening committee support and training, People Admin support; and, New Classified Employee Orientation.

[Megan McClain](#), Human Resources Analyst

Telephone Number: (925) 485-5269

[Serves as backup for Kaitlyn Lundell]

Full-time Faculty, Confidential, and Supervisory staff that includes all Personnel Actions, intake (including salary and applicable salary placement procedures), Banner changes; Recruitment and Selection that includes postings, screening committee support and training, People Admin Support; and New Full-time Faculty Employee Orientation.

[Gweneth Murphy](#), Human Resources Specialist

Telephone Number: (925) 485-5238

[Serves as backup for Denise Marriott-Barajas]

Part-time Faculty and Professional Expert staff that includes all Personnel Actions, intake that includes salary, step placement, and review of minimum qualifications; Maintenance of Part-time Seniority and Provisional Lists; and, Stipends.

[Denise Marriott](#), Human Resources Technician

Telephone Number: (925) 485-5236

Provides general assistance; Student Assistant and Volunteers that includes all intake; Tuberculosis (TB) Test Verifications.

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[David A. Betts](#), Director, Employee and Labor Relations

Telephone Number: (925) 485-5513  
[Serves as backup to Vice Chancellor, as needed]

Employee Relations; Labor/Management Matters; Grievances; Investigations of Harassment, Discrimination and Misconduct; Management Consultation; Manage Employee Benefits and Workers' Compensation; Reasonable Accommodations; Equal Employment Opportunity, and District Title IX Coordinator.

[Rosalyn Tucker](#), Benefits Specialist

Telephone Number: (925) 485-5504  
[Serves as backup for Deborah Dobbins]

Active employee benefits; New employees benefits enrollment; COBRA billing/payments; Retiree billing/payments; Retirement Process and Services.

[Deborah Dobbins](#), Benefits Specialist

Telephone Number: (925) 485-5505  
[Serves as backup for Rosalyn Tucker]

Retirement process and benefits; Retiree Benefits; Medicare reimbursements; Worker's Compensation claims/leaves; Medical and maternity leaves.

**If you are unable to find what you are looking for, please call us at (925) 485-5200**