

Chabot-Las Positas Community College District

HR SUPPORT FUNCTIONS BY STAFF

Vice Chancellor's Office

Wyman M. Fong
 Vice Chancellor, Human Resources
wfong@clpccd.org

Karen Kit
 Executive Assistant
kkit@clpccd.org

Employment Category by Primary Contact

EMPLOYEE CATEGORY	PRIMARY CONTACT
Classified, Confidential and Supervisory	Leilani Keone
Faculty (Regular)	Leilani Keone
Faculty (Part-time)	Gwen Murphy
Management	Karen Kit
Professional Experts	Gwen Murphy
Student Workers	Denise Marriott
Temp-On Calls and Substitute	Gwen Murphy
Volunteers	Denise Marriott

Name – Title	Main Areas of Responsibility
<p>Lydia Penafior Human Resources Manager (925) 485-5240 lpnafior@clpccd.org</p> <p>Serves as backup for Leilani Keone</p>	<p>Management Personnel Actions</p> <ul style="list-style-type: none"> Includes Salary Placement, and annual Evaluation process <p>Position Announcement , Development, and Approval –All classifications</p> <ul style="list-style-type: none"> Intake and review all requests for compliance and approvals <p>Reclassification - classified employees</p> <p>Training and Development</p> <p>Oversee-PeopleAdmin and BANNER changes and upgrades</p>
Name – Title	Main Areas of Responsibility
<p>Leilani Keone Human Resources Analyst (925) 485-5506 lkeone@clpccd.org</p> <p>Serves as backup for Gwen Murphy</p>	<p>Regular Classified Staff (includes Confidential and Supervisory)</p> <ul style="list-style-type: none"> All intake, including salary and applicable salary placement procedures <p>Full-time Faculty</p> <ul style="list-style-type: none"> All intake, including salary and step/column placement <p>Recruitment and Selection</p> <ul style="list-style-type: none"> Postings Screening committee support and training PeopleAdmin Support <p>Classified Evaluation Process</p> <ul style="list-style-type: none"> Monitor and notify colleges of annual and special evaluations <p>HR Systems and Data Reporting as directed</p>

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<p>Gweneth Murphy Human Resources Technician II (925) 485-5238 gwenmurphy@clpccd.org</p> <p>Serves as backup for Denise Marriott</p>	<p>Part-time Faculty hiring</p> <ul style="list-style-type: none"> • All intake, including salary and step placement, and review of minimum qualifications • Maintenance of Part-Time Seniority and Provisional Lists <p>Temporary On-Call and Substitute Employees</p> <ul style="list-style-type: none"> • All intake, including minimum qualifications <p>Professional Experts</p> <ul style="list-style-type: none"> • All intake, including minimum qualifications <p>Stipends</p>
<p>Denise Marriott Human Resources Technician I (925) 485-5236 dmarriott@clpccd.org</p>	<p>Student Assistants</p> <ul style="list-style-type: none"> • All intake <p>Volunteers</p> <ul style="list-style-type: none"> • All intake <p>Tuberculosis (TB) test verifications</p> <p>General assistance</p> <ul style="list-style-type: none"> • Online application • Class-WEB access (e.g. PIN reset)

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Employee and Labor Relations and Benefits

Name – Title	Main Areas of Responsibility
<p>David A. Betts, SPHR Director of Employee and Labor Relations (925) 485-5513 dbetts@clpccd.org</p> <p>Serves as backup to Vice Chancellor as needed</p>	<p>Employee and labor relations</p> <ul style="list-style-type: none"> • Contractual Matters/Grievances <p>Harassment and Discrimination complaints</p> <p>Reasonable accommodations</p> <p>Equal Employment Opportunity – District EEO Plan and compliance, and District Title IX Coordinator</p> <p>CLPCCD Wellness Program</p>

Benefits

Name – Title	Main Areas of Responsibility
<p>Rosalyn Tucker Benefits Technician II (925) 485-5504 rtucker@clpccd.org</p> <p>Serves as backup for Deborah Dobbins</p>	<ul style="list-style-type: none"> • Active employee benefits • New employees benefits enrollment • COBRA billing/payments • Retiree billing/payments • Retirement Process and Services • Workers' Compensation claims/leaves
<p>Deborah Dobbins Benefits Technician II (925) 485-5505 ddobbins@clpccd.org</p> <p>Serves as backup for Rosalyn Tucker</p>	<ul style="list-style-type: none"> • Retirement process and 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) 485-5236