

Chabot-Las Positas Community College District

HR SUPPORT FUNCTIONS BY STAFF

Vice Chancellor's Office

Name – Title	Main Areas of Responsibility
<u>Wyman M. Fong</u> Vice Chancellor, Human Resources (925) 485-5261	Contract Negotiation Labor Relations Management Personnel Actions <ul style="list-style-type: none"> Includes Salary Placement, and annual Evaluation process Position Announcement, Development, and Approval – All Classifications Training and Development
<u>Karen Kit</u> Executive Assistant (925) 485-5292	Support for Contract Negotiation and Labor Relations HR Website Classified Evaluation Process <ul style="list-style-type: none"> Monitor and notify colleges of annual and special evaluations Special Projects

Employment Category by Primary Contact

EMPLOYEE CATEGORY	PRIMARY CONTACT
Classified, Confidential and Supervisory	<u>Jennifer Druley</u>
Faculty (Regular)	<u>Jennifer Druley</u>
Faculty (Part-time)	<u>Gweneth Murphy</u>
Management	<u>Karen Kit</u>
Professional Experts	<u>Gweneth Murphy</u>
Student Workers	<u>Denise Marriott</u>
Temp-On Calls and Substitute	<u>Gweneth Murphy</u>
Volunteers	<u>Denise Marriott</u>

Name – Title	Main Areas of Responsibility
<u>Jennifer Druley</u> Human Resources Manager	

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Name – Title	Main Areas of Responsibility
<p>POSITION VACANT Human Resources Analyst</p> <p>Please contact Jennifer Druley</p> <p>Serves as backup for this position: Gweneth 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 <ul style="list-style-type: none"> Reset Password Banner Changes <p>HR Systems and Data Reporting, as directed</p> <p>New Employee Orientation</p>
<p><u>Gweneth Murphy</u> Human Resources Specialist (925) 485-5238</p> <p>Serves as backup for Denise Marriott</p>	<p>Part-time Faculty</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><u>Denise Marriott</u> Human Resources Technician (925) 485-5236</p>	<p>Employment Process</p> <ul style="list-style-type: none"> Assists applicants and hiring managers/committees and maintains job pool files <p>Advertisements</p> <ul style="list-style-type: none"> Handles all job posting advertisements for the District. <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> <ul style="list-style-type: none"> Sends out monthly renewal letters. <p>General Assistance</p>

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Employee and Labor Relations and Benefits

Name – Title	Main Areas of Responsibility
<p><u>David A. Betts, SPHR</u> Director of Employee and Labor Relations (925) 485-5513</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><u>Rosalyn Tucker</u> Benefits Specialist (925) 485-5504</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
<p><u>Deborah Dobbins</u> Benefits Specialist (925) 485-5505</p> <p>Serves as backup for Rosalyn Tucker</p>	<ul style="list-style-type: none"> • Retirement process and benefits • Retiree Benefits • Medicare reimbursements • Worker’s Compensation claims/leaves

If you are unable to find what you are looking for, please call us at (925) 485-5236