

Chabot-Las Positas Community College District

HR SUPPORT FUNCTIONS BY STAFF

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 & Annual Evaluation Process Position Announcement, Development, and Approval - All Classifications Oversee Harassment and Discrimination Complaints and other legal matters Training and Development
<u>Karen Kit</u> Executive Assistant (925) 485-5292	Support for Contract Negotiation and Labor Relations HR Website Special Projects

Employment Category by Primary Contact

EMPLOYEE CATEGORY	PRIMARY CONTACT
Classified	<u>Megan McClain</u>
Confidential and Supervisory	<u>Ashanti Smith</u>
Faculty (Regular)	<u>Ashanti Smith</u>
Faculty (Part-time)	<u>Gweneth Murphy</u>
Management	<u>Jennifer Druley</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>

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Name – Title	Main Areas of Responsibility
<p><u>Jennifer Druley</u> Human Resources Manager</p>	<p>Oversees Recruitment, On Boarding Employment Processes - All Classifications</p> <p>Position Announcement, Development, and Approval</p> <p>Management Personnel Actions</p> <ul style="list-style-type: none"> • Includes Salary Placement <p>Evaluations</p> <p>HR Systems & Data Reporting</p> <p>Training and Development</p>
<p><u>Megan McClain</u> Human Resources Analyst (925) 485-5269</p> <p>Serves as backup for Ashanti Smith and Gwen Murphy (for Temp On-Call and Professional Experts Only)</p>	<p>Regular Classified Staff</p> <p><i>Personnel Actions</i></p> <ul style="list-style-type: none"> • All intake, including salary and applicable salary placement procedures • Banner Changes <p><i>Recruitment and Selection</i></p> <ul style="list-style-type: none"> • Postings • Screening committee support and training • PeopleAdmin Support <p><i>New Employee Orientation</i></p>
<p><u>Ashanti Smith</u> Human Resources Analyst (925) 485-5506</p> <p>Serves as backup for Megan McClain and Gwen Murphy (for Part-time Faculty Only)</p>	<p>Full-time Faculty, Confidential and Supervisory</p> <p><i>Personnel Actions</i></p> <ul style="list-style-type: none"> • All intake, including salary and applicable salary placement procedures • Banner Changes <p><i>Recruitment and Selection</i></p> <ul style="list-style-type: none"> • Postings • Screening committee support and training • PeopleAdmin Support <p><i>New Employee Orientation</i></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>Stipends</p> <p>Temporary On-Call, Substitute Employees, Professional Experts</p> <ul style="list-style-type: none"> • All intake, including minimum qualifications
<p><u>Denise Marriott</u> Human Resources Technician (925) 485-5236</p>	<p>General Assistance</p> <p>Student Assistants and Volunteers</p> <ul style="list-style-type: none"> • All intake <p>Tuberculosis (TB) Test Verifications</p>

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HR SUPPORT FUNCTIONS BY STAFF

Employee and Labor Relations and Benefits

Name – Title	Main Areas of Responsibility
<p><u>David A. Betts</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>Complaints of Harassment, Discrimination and Misconduct</p> <p>Manage Employee Benefits and Workers' Compensation</p> <p>Reasonable Accommodations</p> <p>Equal Employment Opportunity – District EEO Plan and Compliance, and District Title IX Coordinator</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 ♦ Workers' Compensation claims/leaves
<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 ♦ Medical and maternity leaves

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