

Who's Who in Human Resources

Rev 05.13.26

HUMAN RESOURCES

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



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HUMAN RESOURCES

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

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NAME**EXTENSION****EMAIL****POSITION****Vice Chancellor's Office****Kristin Olson****07490*****Olson_Kristin@rscdd.edu*****Vice Chancellor, Human Resources****Areas of Responsibility:** Leads The District's Human Resources functions. Member of the Chancellor's Cabinet.**Aida Guadarrama****07492*****Guadarrama_Aida@rscdd.edu*****Acting Assistant to the Vice Chancellor,
Human Resources****Areas of Responsibility:** Office Coordinator, Assistant to the Vice Chancellor, Human Resources. Contact for Communications with the Vice Chancellor's Office; Maintain Vice Chancellor's Calendar; Coordinate HR Board Docket submissions; Tracks and Maintains the HR Budget including invoices; Human Resources Committee; Negotiations; Management Academy Coordinator; Timekeeper; Form 700 Contact; Site Visit Coordinator; and Coordinates HR events.**HR Operations, Employee Processing, Employee Relations and Compliance****Alistair Winter****07490*****Winter_Alistair@rscdd.edu*****Assistant Vice Chancellor, Human Resources****Areas of Responsibility:** Human Resources Operations Lead. Processing; Progressive intervention; Employee Relations; Operations, leaves, and interactive process management; ADA Coordinator.**VACANT****Executive Secretary to the Assistant Vice
Chancellor, Human Resources****Areas of Responsibility:** Management Evaluations, Executive Assistant to the Assistant Vice Chancellor, Human Resources. Assists in maintaining departmental budget; Maintains the master calendar for the HR Department; Tracks unpaid trainings and webinars; Timekeeper; Employer Employee Relations Committee support; Tracks and monitors professional development for the department.**Classified Employees Processing and Operations Work Unit****Melissa Gunther****07575*****Gunther_Melissa@rscdd.edu*****Principal Human Resources Analyst****Areas of Responsibility:** Oversees Classified Employees Processing and Operations. Oversees CSEA 579 collective bargaining agreement maintenance and compliance; Performance evaluations for classified; Changes of status; Reorganizations and organizational chart updates; Short-term employee coordination; HRIS database maintenance; Supports job description development, classification, and compensation; Processes classification updates and revisions.**Anthony Taraborrelli****07487*****Taraborrelli_Anthony@rscdd.edu*****Senior Human Resources Analyst****Areas of Responsibility:** Supports Leave Management for All District Employees. Processes rehires, new hires and additional appointment requisitions; Processes resignations and retirements of classified employees; Maintains and prepares items for the board docket, reorganizations, job descriptions, and organizational charts; Provides recommendations in the interpretation and application of policies, procedures, regulations and CSEA 579 collective bargaining agreement; Maintains classified employee longevity and professional growth increments; Maintains personnel files; Completes classified VOE and PSLF requests; Supports classification and compensation; Processes classification updates and revisions; Manages employee's leaves of absence including FMLA and Family Leave; and processes applications and donations for Catastrophic Leave.

NAME	EXTENSION	EMAIL	POSITION
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Manuel Avila 07499 *Avila_Manuel@rsccd.edu* **Human Resources Specialist**

Areas of Responsibility: Processes Classified Employees. Human Resources Information System, employee records, and confidential matters; Informs employees about Human Resources regulations, policies, and procedures; Files and maintains accurate employee personnel records; Reviews and verifies employee hiring documents; Assists onboarding and training of employees; Processes assignments, salary adjustments, and step and column changes; Responds to, and prepares requests for employees and outside agencies; Assists with the onboarding process and maintains documentation of all non-paid interns and volunteers; Maintains and prepares items for the board docket.

Anna Tran 07497 *Tran_Anna@rsccd.edu* **Human Resources Specialist**

Areas of Responsibility: Classified Employees Processing. Processes short term, substitutes, and on-going employees; Maintains and updates records in Colleague; Processes EDD Claims; Prepares docket items; Processes independent contractors, status change forms, E-Verify, and I-9s; Tracks temporary employees' assignments (39-week, 150 days, 120 days, 90 days, 19 consecutive days); Maintains classified, short-term, and temporary personnel files for current and former employees.

Full-time Faculty Processes Work Unit

Jaymee Hunt 07303 *Hunt_Jaymee@rsccd.edu* **Principal Human Resources Analyst**

Areas of Responsibility: Oversees Full-time Faculty work unit; FARSCCD Contract Compliance (both FT & PT); Performance Evaluations for FARSCCD Faculty; Leave Compliance and oversees ADA/Interactive processes; HRIS database maintenance for FARSCCD faculty. Overseeing personnel file audit.

Adela Gonzalez 07309 *Gonzalez_Adela@rsccd.edu* **Senior Human Resources Analyst**

Areas of Responsibility: Processes Full-time Faculty. Supports full-time academic faculty, academic management, and Child Development Teachers/Master Teachers; Supports CSEA 888 contract compliance; New full-time faculty salary placement and column changes; Annual salary class change assessment; Sabbatical leave processor; Faculty sick leave management; Annual step increase coordinator; Faculty annual service award coordinator; Division support/assistance line; Faculty support/assistance line.

Daisy Mendez Sanchez 07322 *MendezSanchez_Daisy@rsccd.edu* **Senior Human Resources Analyst**

Areas of Responsibility: Processes Full-time Faculty. Supports full-time academic faculty, academic management, and Child Development Teachers/Master Teachers; Supports CSEA 888 contract compliance; New full-time faculty salary placement and column changes; Annual salary class change assessment; Sabbatical leave processor; Faculty sick leave management; Annual step increase coordinator; Faculty annual service award coordinator; Division support/assistance line; Faculty support/assistance line.

Maria Garcia 07483 *Garcia_MariaE@rsccd.edu* **Human Resources Specialist**

Areas of Responsibility: Processes Full-time Faculty. Processes new full-time faculty salary placement; Annual salary class change assessment; Sabbatical leave processor; Faculty sick leave management; Annual step increase coordinator; Faculty annual service award coordinator; Division support/assistance line; Faculty support/assistance.

Licet Peñaloza 07592 *Penaloza_Licet@rsccd.edu* **Administrative Clerk**

Areas of Responsibility: Maintain and update personnel files in digital formats; Assist in preparing records for audits, legal requests, or internal interviews; Generate basic HR reports as requested; Provide employees with forms, policies, and information about HR processes; Direct employees to appropriate resources; Support special HR projects, research, or data clean-up tasks.

NAME**EXTENSION****EMAIL****POSITION****Part-time Faculty Processes Work Unit****Bryson Thrift****07368*****Thrift_Bryson@rscdd.edu*****Principal Human Resources Analyst**

Areas of Responsibility: Oversees the Part-time Faculty work unit. Part-time CEFA Faculty contract compliance; Performance evaluations for part-time CEFA faculty; Supports Health Insurance Reimbursement Program (PT Faculty); HRIS database maintenance; Supports part-time hiring; Docket completion, Part-time leave of absences; Part-time personnel file maintenance; and Part-time change of status forms.

Oversees the District Equal Employee Opportunity (EEO) Plan and ensures alignment with District equity goals and compliance requirements.

Veronica Dueñas**07493*****Duenas_Veronica@rscdd.edu*****Senior Human Resources Analyst**

Areas of Responsibility: Processes Part-time Faculty. Supports part-time academic to include, but not limited to, processing new hires and rehires; Board agenda placement; Verifies and applies minimum qualifications; Processes part-time academic salary step increases and salary column advancements; Processes part-time academic status change forms; Updates and maintains the HRIS; Provides detailed verification of employment letters and completes Public Service Loan Forgiveness requests; Manages and tracks part-time academic leave of absences; Point of contact for questions related to part-time academic employment and collective bargaining agreements; Maintains part-time academic personnel files; Manages and processes the part-time Faculty Health Insurance Reimbursement Program.

Lysette Maldonado**07505*****Maldonado_Lysette@rscdd.edu*****Senior Human Resources Analyst**

Areas of Responsibility: Processes Part-time Faculty. Provides support to the Human Resources part-time academic team; Assists with part-time academic onboarding which includes accepting and reviewing hire documents; Tracks fingerprinting reports; Tracks and monitors tuberculosis testing in compliance with Education Code and Cal-OSHA regulations; Maintains part-time academic personnel files for current and former employees; Receives and reviews evaluations for part-time academic employees; Monitors the part-time academic email inbox and phone line; Assists with coverage of the Human Resources help line and front desk; Conducts verbal verifications of employment and responds to unemployment insurance requests; Accepts and verifies authenticity of documents for employment eligibility; Processes and maintains I-9 authorization forms in compliance with regulations; Processes part-time academic status change forms; Provides support for the part-time Faculty Health Insurance Reimbursement Program.

Office of Title IX, Title 5 & Compliance, Investigations, & EEO / DEIA**George Williams****07486*****Williams_George@rscdd.edu*****Assistant Vice Chancellor, HR,
Investigations, and Equity**

Areas of Responsibility: Title IX Coordinator, Civil Rights, and Workplace Investigations, Recruitment, EEO, and DEIA. Oversees and coordinates Title IX for the District; Civil Rights and ODEI; Oversees workplace investigations and associated employee relations; EEO Compliance Officer; Oversees the District's EEO and DEIA initiatives and programing for employees, including Rancho Academy; Oversees the District's EEO Plan and the District's EEO Certification Report; Recruitment, onboarding, and employee orientation activities.

Carmen Ochoa**07448*****Ochoa_Carmen@rscdd.edu*****Administrative Secretary**

Areas of Responsibility: Administrative support to the Assistant Vice Chancellor, Human Resources, Investigations, and Equity. Assists in maintaining departmental records and budget; Assists with scheduling and updating departmental calendar; Department timekeeper.

NAME**EXTENSION****EMAIL****POSITION****Recruitment, Equal Employment Opportunity (EEO) & Office of Diversity Equity and Inclusion (ODEI)****Sonia Leticia Vélez****07518*****Velez_Sonia@rsccd.edu*****Director, Human Resources**

Areas of Responsibility: EEO and DEIA Projects and Initiatives. Oversees employee recruitment, onboarding, and orientation, employee professional development and retention programs. Oversees ODEI office, Recruitment, Onboarding, and Employee Orientation Programs; Oversees professional development, employee growth and retention programs.

Office of Diversity Equity and Inclusion (ODEI)**Emelyne Camacho****07482*****Camacho_Emelyne@rsccd.edu*****ODEI Coordinator**

Areas of Responsibility: Supports Rancho Academy and District DEIA/EEO Initiatives, Compliance and Programs. Oversees the Rancho Academy program by facilitating a recurring pipeline of diverse cohort candidates; Designs and leads ongoing DEIA training for RSCCD staff; Collaborates with other departments on reports such as EEO, grant reporting, and diversity reports and strategically plans cultural events for RSCCD stakeholders to enhance cultural competence.

Jazz Hudson**07582*****Hudson_Jasmin@rsccd.edu*****ODEI Coordinator**

Areas of Responsibility: Supports Rancho Academy and District DEIA/EEO Initiatives, Compliance, and Programs. Leads task forces to implement ODEI initiatives; Oversees the Promotional Success Academy program by facilitating a recurring pipeline of classified professional cohort candidates; Designs and leads ongoing DEIA training for RSCCD staff; Collaborates with other departments on reports such as EEO, grant reporting, and diversity reports and strategically plans cultural events for RSCCD stakeholders to enhance cultural competence.

Recruitment, Onboarding & Employee Orientation Work Unit**Rene Beiza****07350*****Beiza_Rene@rsccd.edu*****Principal Human Resources Analyst**

Areas of Responsibility: Oversees Recruitment, Onboarding, and Employee Orientation. Leads recruitment operations by overseeing outreach, job announcement creation, the recruitment process, development of selection tools, and managing applicant tracking systems; Oversees the employee onboarding process; Creates and delivers training related to recruitment and onboarding; Creates and delivers training programs for hiring managers and HR staff to promote understanding of the recruitment process; Oversees the EEO training and monitors EEO training expiration for all District employees; Oversees the Department of Justice/FBI Livescan process and clearances.

Elvia Garcia**07488*****Garcia_Elvia@rsccd.edu*****Senior Human Resources Analyst**

Areas of Responsibility: Recruitment. Reviews and processes applications, schedule for screening, deliberation and interviews; Assists in managing the full recruiting lifecycle across a variety of open roles; Maintains database of candidates and job search records.

Bria Yanez**07436*****Yanez_Bria@rsccd.edu*****Senior Human Resources Analyst**

Areas of Responsibility: Recruitment. Supports permanent recruitments by publishing job bulletins; Builds and revises exam plan steps; Coordinates interviews and candidate communication; Monitors, tracks, and maintains permanent classified NEOED requisitions and exam plans; Maintains permanent classified recruitment files; Coordinates and distributes screening materials for permanent recruitments.

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Leslie Castillo 07347 *Castillo_Leslie@rscdd.edu* **Human Resources Specialist**

Areas of Responsibility: Supports New Employee Onboarding. Assists with assigning onboarding to classified and academic (part-time and full-time) new hires; Accepts and reviews hire documents; Tracks and monitors onboarding spreadsheet for Criminal Justice Academies and communicates with department; Tracks and monitors tuberculosis testing in compliance with Education Code and Cal-OSHA regulations and updates status in HRIS; Assists in accepting and verifying authenticity of documents for employment eligibility; Processes and maintains I-9 authorization forms in compliance with regulations; Conducts verbal verifications of employment via telephone; Maintains a filing system for sensitive documents.

Ryan Jaramillo 07474 *Jaramillo_Ryan@rscdd.edu* **Human Resources Specialist**

Areas of Responsibility: Onboarding; Verification of Employment. Assigns onboarding hiring forms to all new hires; Assists new hires with any questions and technical support; Maintains tuberculosis testing report to meet compliance with Education Code and Cal-OSHA regulations; Replies to request/inquiries from employees, general public and outside agencies.

Investigations, Title IX, & Title 5

Payam Ahmadi 07495 *Ahmadi_Payam@rscdd.edu* **Manager, Employee Relations and District Investigations**

Areas of Responsibility: Investigation Case Manager, Performance Management, Title IX, Civil Rights, and Workplace Investigations. Conducts and oversees investigations related to workplace violations, unlawful discrimination, harassment, and sexual assault on all campuses and the District Office; Prepares and oversees the preparation of investigative reports and administrative determination regarding workplace violations/EEO/Civil Rights/Title IX complaints and EEOC/DFEH responses; Advises and develops procedures to reduce legal risks and ensures alignment with relevant federal and state laws; Monitors and informs on current and upcoming related legislative changes; Advises stakeholders in resolving employee relations matters and facilitates alternative dispute resolution processes.

Jonathan Medina 07481 *Medina_Jonathan@rscdd.edu* **Principal District Investigator**

Areas of Responsibility: Title IX, Civil Rights, and Workplace Investigations. Responsible for leading complex investigations related to Civil Rights, Title IX, workplace conflicts, discrimination and harassment complaints involving both students and employees; Oversees the investigation process ensuring a fair, impartial, and thorough handling of cases in compliance with relevant laws and District policies; Manages investigations; Conducts interviews; Prepares comprehensive reports and facilitates informal resolutions.

Darlene Gil 07578 *Gil_Darlene@rscdd.edu* **District Investigator**

Areas of Responsibility: Title IX, Civil Rights, and Workplace Investigations. District Investigator responsible for intakes, responds to Civil Rights, Title IX, and workplace conflict complaints involving discrimination, harassment, and retaliation; Conducts thorough review of complaints, ensuring compliance with District policies and laws such as Title 5, Title IX, ADA, among others, and facilitates both informal resolutions and formal investigations; Communicates HR regulations and best practices to employees.

NAME**EXTENSION****EMAIL****POSITION****Office of Risk Management & Employee Benefits****Don Maus****07330*****Maus_Donald@rscdd.edu*****Director, Workplace Safety & Risk Management**

Areas of Responsibility: Oversees Workplace Safety, Risk Management and Employee Benefits. Plans, organizes, manages, and provides administrative direction and oversight for workplace safety and risk management functions and activities, including property and liability, loss control, workers' compensation, and hazardous materials operations; Employee mandated training programs through Keenan Safe Colleges and the District's Health & Wellness Benefits Programs for eligible employees and retirees including Affordable Care Act reporting; Ensures that these assigned areas remain in compliance with District, local, state and/or federal environmental health and occupational safety laws and regulations.

Diane Loya**07567*****Loya_Diane@rscdd.edu*****Benefits Analyst**

Areas of Responsibility: Supports Employee Benefits. Provides day-to-day administration of the District's full-time employee medical, dental, vision, life insurance, and voluntary benefit programs; Communicates benefit eligibility to new full-time hires and employee reclassifications; Assists employees with benefit enrollment and midyear life event changes; Processes Cobra eligibility; Retiree health enrollment and annual open enrollment; Oversees the District's retiree health plans; Communicates with retirees regarding Medicare eligibility and transition to Medicare Medical Plan; Provides guidance and support to employees regarding their benefit options and assists in resolving any questions or concerns; Processes standard benefit reports for District departments and performs ad hoc reporting as requested.

Annina Brown**07570*****Brown_Annina@rscdd.edu*****Risk Management Specialist**

Areas of Responsibility: Supports Workers' Compensation; Certificates of Insurance and Subpoenas. Responsible for the administration of the District's Workers' Compensation Program for all staff members including the Return-to-Work Program for injured employees; Oversees the DMV Pull Notice Program; Assists with property and liability claims; Processes purchase requisitions for the Risk Management Office; Processes and tracks certificate of insurance requests; Conducts ergonomic evaluations for staff workstations; Provides support to the benefits analyst; Updates and maintains the OSHA 300 Log; Reviews and coordinates the processing of subpoenas; Maintains and updates the Risk Management website.