

HUMAN RESOURCES STAFF

NAME	EXTENSION	EMAIL	POSITION
Loy Nashua	4398	lnashua@lbcc.edu	Vice President
Administrator overseeing Human Resources.			
Juliet Hernandez	4397	jhernandez@lbcc.edu	Executive Assistant
Assigned Areas of Responsibility: Administrative Support to Vice President, Human Resources, Human Resources Budget – General and Grants, Collective Bargaining Support, Academic Administrator Employment Contracts, Human Resources Board Policy and Administrative Procedure Support, Health & Welfare Benefits Committee Support, Employee Recognition/ Years of Service Awards, Retiree Parking/ Recognition.			
Kristin Olson	4095	kolson@lbcc.edu	Associate Vice President
Assigned Areas of Responsibility: Oversees Human Resources Operations and Academic Human Resources, Title IX Coordinator, EEO Compliance Officer, ADA Coordinator, LGBTQIA+ Faculty & Staff Liaison, and Faculty and Staff Equal Opportunity Committee Tri-Chair; oversees DEIA initiatives for faculty and staff.			
Elsa Boyd	4512	eboyd@lbcc.edu	Senior Administrative Assistant - HR/Mandated Cost
Assigned Areas of Responsibility: Coordinates and tracks mandated compliance training, behavioral rating coordination for management performance evaluations, Faculty & Staff Equal Opportunity Committee support; administrative support to the Associate Vice President-Human Resources.			
Caroline Chretien	4744	cchretien@lbcc.edu	Executive Director, Classified Human Resources (Part-Time)
Assigned Areas of Responsibility: Oversees and directs all Human Resources Compliance Programs for classified and academic employees for tuberculosis renewals, loan forgiveness, verifications of employment, unemployment and EDD hearings, reasonable assurance notification, personnel file review, performance evaluation process for classified, confidential, and management employees for probationary and annual evaluations and COVID vaccine, testing, and exemption compliance.			
Philip Gordillo	4396	pgordillo@lbcc.edu	Interim Executive Director, Classified Human Resources (Part-Time)
Assigned Areas of Responsibility: Oversees and directs all Personnel Commission and merit system activities from hiring to offboarding for classified employees and classified managers; including overseeing the Personnel Commission agenda and facilitating Personnel Commission meetings, overseeing classified employee recognition day, the classified employee job fair, and classified employee professional development day.			
Deena Koda	4371	dkoda@lbcc.edu	Senior Administrative Assistant - HR/PC
Assigned Areas of Responsibility: Coordinates the Personnel Commission biweekly agenda, coordinates Board agenda for classified Human Resources, maintains the Personnel Commission budget; coordinates the tuition reimbursement program for classified staff and provides assistance with NEOGOV user permissions. Administrative support to Executive Director, Classified Human Resources.			
ACADEMIC			
Sandra Sims	4072	ssims@lbcc.edu	Human Resources Manager
Assigned Areas of Responsibility: Supports academic operations and academic staff, with direct oversight on misconduct investigations, discrimination claims, academic employee relations and mediation and the Ombudsperson and Conflict Resolution Facilitator programs, ADA interactive process and leaves for academic employees, pay queries for academic employees, Coalition Group coordination, academic recruitments, Cornerstone implementation, Faculty Diversity Internship Program, supports the equivalency review process, and supports DEIA and professional development initiatives.			
Eric Cornejo	4146	ecornejo@lbcc.edu	Human Resources Analyst
Assigned Areas of Responsibility: Lead on full time faculty reduced workload, professional development salary, loan reimbursement, load banking process, pay, salary schedules, equal pay, and pay corrections, all academic and faculty leave programs, compliance reports including IPED, FON, public records requests, including Government Compensation, Transparent California, State Wide Association Community College Census Data, and Annual Survey of Government Employment, IT liaison for PeopleSoft queries, PeopleSoft auditing, and data cleaning, Human Resources audits, CHI Re-employment preference list maintenance, and tracks academic employee leaves; schedules and oversees and tracks the ADA accommodation and interactive process for academic employees.			

Guadalupe (Lupe) Garcia	4404	ggarcia@lbcc.edu	Human Resources Analyst
Assigned Areas of Responsibility: Manage Academic recruitments, which include Full time faculty, Part-time/ Adjunct faculty and Management, developing recruitment plans, strategies, EEO training coordination, committee recruitment, working with shared governance on committee appointments and approvals, application screening, first and final interview coordination. Manage Faculty Diversity Internship Program; mentor, faculty facilitator and intern recruitment, selection, onboarding, and stipend payments. Supports Compliance, EEO/DEIA projects and initiatives.			
Michele Stockman	4907	mstockman@lbcc.edu	Human Resources Analyst (LTE)
Assigned Areas of Responsibility: Serves as technical lead on the NEOGOV Perform system for online evaluations for management and classified employees; Assists with data validation and cleanup, ACA and Public Service Loan Forgiveness.			
Gloria Gonzalez-Wilson	4680	gwilson@lbcc.edu	Human Resources Specialist
Assigned Areas of Responsibility: Full time faculty and academic management processing and onboarding, pay and step increases, stipends, exit process, and board agenda placement, performance evaluations for full time faculty, flexible salary adjustments, salary advancement based on additional course work, processes load sheets and overload, tracks full time faculty load banking, reduced load programs (STRS and LBCC voluntary program); maintains the seniority list for full time faculty; tracks, processes and onboard non-paid interns and volunteers; point person and maintains the personnel files for full time faculty and academic management employees, plans annual tenured faculty celebration event.			
Kim Slany	4827	kslany@lbcc.edu	Human Resources Specialist
Assigned Areas of Responsibility: Adjunct processing, onboarding and board agenda placement, oversees all post-hire adjunct employee actions, processes all adjunct work assignments and pay approvals, oversee adjunct salaries and raises, equal pay, stipends, adjunct performance evaluations, exit process, doctoral stipend management, dual assignment tracking and auditing, monitors 67% assignment oversight for adjunct employees and for substitute assignment processing and pay; point person and maintains the personnel files for adjunct employees; oversee confirmation of assignments.			
Alma Jimenez Gomez	4573	ajimenezgomez@lbcc.edu	Human Resources Specialist (WOC)
Assigned Areas of Responsibility: Point person for adjunct recruitments including developing recruitment plans, EEO training coordination and tracking, committee coordination, application screening, and interview coordination, assist with Faculty Diversity Internship Program including recruitment, and provides assistance with NEOGOV user permissions.			
Noshin Razzaghi	4143	nrazzaghi@lbcc.edu	Human Resources Specialist (WOC)
Assigned Areas of Responsibility: Full time faculty recruitments including developing recruitment plans, EEO training coordination and tracking, committee coordination, application screening, and interview coordination.			
Candice Townsend	4482	ctownsend@lbcc.edu	Human Resources Specialist (LTE)
Assigned Areas of Responsibility: Full time faculty recruitments including developing recruitment plans, EEO training coordination and tracking, committee coordination, application screening, and interview coordination. Assists with DEIA initiatives.			
CLASSIFIED			
Cynthia Nuñez	4060	cnunez@lbcc.edu	Human Resources Manager
Assigned Areas of Responsibility: Supports classified operations for permanent and probationary classified staff and managers, classified employee relations and mediation and progressive discipline, permanent and probationary classified employee onboarding & orientation and exit programs, DEIA and professional development initiatives, and direct oversight on tuberculosis renewals, loan forgiveness, verifications of employment, unemployment and EDD hearings, reasonable assurance notification, and COVID vaccine, testing, and exemption compliance. Serve as HR representative for the Behavioral Intervention Team.			
Sonia Leticia Vélez	4323	svelez@lbcc.edu	Human Resources Manager (WOC)
Assigned Areas of Responsibility: Supports classified operations for limited term and exempt classified positions, onboarding & orientation, classified employee relations and mediation and progressive discipline and investigations. Oversees Accommodations/ADA, CART Services, COVID leaves and leaves for classified employees, and pay queries for classified employees, and supports DEIA, professional development and Employee Wellness initiatives. Processes blended rates.			
Claudia Calderon	4833	ccalderon@lbcc.edu	Human Resources Specialist (LTE)
Assigned Areas of Responsibility: Onboards hourly, student workers, limited term and exempt employees, processes rehire and new hire requisitions, tracks and inputs all hourly personnel hiring actions, maintains hourly classified employee and student workers personnel files, processing, and pay. NEOGOV maintenance; monitors and approves hiring requisition workflows; supports data cleanup management efforts, compliance, and document collection for classified Human Resources audits. Provides support with Employee Wellness Initiative.			

Patrick Connell	4697	pconnell@lbcc.edu	Human Resources Specialist
Assigned Areas of Responsibility: Supports PeopleSoft data cleanup, I-9 documentation maintenance/audit and record retention audit. Coordinates the District's vaccine compliance programs and accommodation and exemption requests for employees; maintains and tracks all notices; develops and maintains record and data management for vaccine compliance programs and accommodation and exemption requests.			
Samantha Cross	5016	scross@lbcc.edu	Human Resources Specialist (LTE)
Assigned Areas of Responsibility: Supports and facilitates classified recruitments and onboarding. Adheres and implements PC and merit rules. Maintain employee profiles, processes working out of class assignments and persons of interest. Process terminations/resignations, department reorganizations and account string changes.			
Jaymee Hunt	4547	j2hunt@lbcc.edu	Human Resources Analyst (WOC)
Assigned Areas of Responsibility: Processes requests for leave and accommodations for classified employees, tracks classified employee leaves and accommodations, monitors the COVID HR-Email inbox, processes COVID leaves for classified and academic employees, tracks COVID sick sharing pool, serves as support for CART services as needed. Coordinates CART accommodation services for faculty and staff; develops and implements CART accommodation program and training for faculty and staff; ensures campus-wide events are made accessible to individuals who require accommodations.			
Evelyn Martinez	5289	e4martinez@lbcc.edu	Human Resources Specialist (LTE)
Assigned Areas of Responsibility: Processes rehire, additional appointments, new hire requisitions for limited term employees; assess minimum qualifications; tracks and inputs all limited term personnel hiring actions and status changes; maintains and coordinates hourly classified employees personnel files; NEOGOV maintenance; monitors and approves hiring requisition workflows; supports data cleanup management efforts, compliance, and document collection for classified Human Resources audits.			
Jessica Obando	5488	jobando@lbcc.edu	Human Resources Analyst
Assigned Areas of Responsibility: Classification study for classified employees and management, writes classified employee and classified management job descriptions, assess minimum qualifications, assess and manage internal alignment, perform compression analysis, perform internal and external analysis to ensure classification and compensation parity and alignment.			
Elizabeth Perez-Rodriguez	4837	eperez-rodriguez@lbcc.edu	Human Resources Specialist (WOC)
Assigned Areas of Responsibility: Supports classified employee recruitments; develops and maintains all permanent classified employee personnel files; audits personnel files for all College employees; processes classified management and employee salary step increases, maintains permanent classified, and pay corrections, reviews classified and hourly classified requisitions workflow and assign requisitions to the HR Specialists, conducts new classified employees orientation, and provides assistance with NEOGOV user permissions. Processes working out of class assignments.			
Luis Roa	4463	lroa@lbcc.edu	Human Resources Specialist (WOC)
Assigned Areas of Responsibility: Onboards hourly, student workers, limited term and exempt employees, processes rehire and new hire requisitions, tracks and inputs all hourly personnel hiring actions, maintains hourly classified employee and student workers personnel files, processing, and pay. Monitors classified VOE/EDD & PSLF requests. NEOGOV maintenance; monitors and approves hiring requisition workflows; supports data cleanup management efforts, compliance, and document collection for classified Human Resources audits.			
Bryson Thrift	4710	bthrift@lbcc.edu	Human Resources Specialist
Assigned Areas of Responsibility: Permanent classified employee and management level recruitments including developing recruitment plans, determining recruitment examination steps, oral panel EEO trainings, creating and posting job bulletins, subject matter expert and oral panel member coordination, application screening, interview coordination, building written examinations, building and revising interview questions, and candidate communication. Develops Personnel Commission statistics per recruitment. Assists with monthly new employee orientation. Maintains permanent classified employee and management personnel files. Monitors, tracks, and maintains all permanent classified employee NEOGOV requisitions as first contact. Assists with making calls of interests to candidates on active eligibility lists and sends eligibility lists to hiring managers. Provides support for Faculty Diversity Internship Program.			
Ayah Younes	5201	ayounes111@lbcc.edu	Administrative Assistant (LTE)
Assigned Areas of Responsibility: Schedules and tracks TB renewals for all district employees, completes academic verification of employment requests and unemployment claims, develops and submits the weekly job bulletin to the College, monitors the HR help line and email, and assists with the cleanup and maintenance of the office storage/file room.			