

## WELCOME TO OUR DISTRICT

The Human Resources Department is an excellent resource for information that you need related to your personnel file, health benefits, salary placement, employment verifications, training opportunities, promotional opportunities, paid and unpaid leaves, retirement system procedures and many other employee services. You may also find policies, procedures, and rights that you will utilize during your career in our District! Please visit our New Employee Orientation website: <http://smccd.edu/orientation>.

You may also visit Websmart at: <https://websmart.smccd.edu/> where you have employee services such as reporting your accrued sick/vacation/comp time used each month and balances, benefits and payroll deductions, pay information, change your income tax allocation, update your emergency contact and change your mailing address. We also recommend that you sign up for AlertU- Emergency Text Message Notification.

Please visit our District Portal Website: <http://smccd.edu/portal> under Downloads Tab, where you will find employment forms available for Human Resources and other departments. You will be able to create a work order for Facilities Department and Information Technology Services as well.

**Vacant, Chief Human Resources Officer**

Telephone Number: (650) 358-6883 (extension 6883) Email Address:

Department administrator; Employee and labor relations; HR representative to the Board of Trustees; District/HR policies and procedures administration; Human Resources advice and counsel.

<p><b>David Feune, Director of Human Resources</b> Telephone Number: (650) 358-6775 (ext. 6775) E-mail Address: <a href="mailto:feune@smccd.edu">feune@smccd.edu</a> Position control; selection procedures; employee and labor relations; new" faculty salary placement; Equal Employment Opportunity; job descriptions;" administrative selection committee orientations; collective bargaining" agreements negotiation and information; board reports; faculty diversity" internship; Professional development academy.</p>	<p><b>Noemi Diaz, Compensation and Benefits Manager</b> Telephone Number: (650) 358-6844 E-mail Address: <a href="mailto:diazn@smccd.edu">diazn@smccd.edu</a> 403(b) and 457 retirement plans; vendor contract renewals;" reporting; salary schedules; exit interviews; retirement" information; retiree benefits and payments; employee" compensation/job assignments; job postings.</p>
<p><b>Ingrid Melgoza, Senior Human Resources Representative</b> Telephone Number: (650) 358-6724 (ext. 6724) E-mail Address: <a href="mailto:melgozai@smccd.edu">melgozai@smccd.edu</a> Leave of absence; workers' compensation; performance evaluation; ADA; return to work; training module administrator; employment eligibility tracking; downloads update; ergonomic evaluations; coordinate training sessions.</p>	<p><b>Mwanaisha Sims, Director of Policy, Training, &amp; Compliance</b> Telephone Number : (650) 358-6808 (ext. 6808) E-mail Address: <a href="mailto:simsm@smccd.edu">simsm@smccd.edu</a> Conduct training sessions for District faculty, staff and students on District policy and procedures; ensuring District compliance on policies and procedures consistent with federal and state law regulations; conduct internal investigations; MOT coordinator.</p>
<p><b>Jennie Elizalde, Senior Human Resources Representative</b> Telephone Number: (650) 358-6822 (extension 6822) E-mail Address: <a href="mailto:elizaldej@smccd.edu">elizaldej@smccd.edu</a> Job postings; recruitment; online employment site specialist; classified selection committee orientations and resource; selection procedures; applicant tracking administrator, ergonomic evaluations.</p>	<p><b>Jim Vlahos, Senior Human Resources Representative</b> Telephone Number: (650) 358-6804 (ext. 6804) Email Address: <a href="mailto:vlahosjames@smccd.edu">vlahosjames@smccd.edu</a> Track and create salary orders, step increases, long service increment and compensation time; manage sick/vacation leave accrual; classification reviews, ergonomic evaluations.</p>
<p><b>Gina Dizon, Human Resources Representative</b> Telephone: (650) 358-6723 (ext. 6723) E-mail Address: <a href="mailto:dizong@smccd.edu">dizong@smccd.edu</a> Applicant services, including Online employment site assistance; verifications of employment; name changes; fingerprinting appointments; unemployment claims; subpoenas; tuberculosis tracking; employment records; track administrators salary contract.</p>	<p><b>Jessica Esclamado-David, Human Resources Representative</b> Telephone Number : (650) 358-6827 (ext. 6827) E-mail Address: <a href="mailto:esclamadodavidj@smccd.edu">esclamadodavidj@smccd.edu</a> Health benefits info for medical, dental, vision and life insurance; employee assistance program; flexible spending accounts; short-term employment; new employment preparation; DMV pull; wellness program.</p>
<p><b>Jasmeet (Jazz) Singh, Human Resources Representative</b> Telephone Number: (650) 358-6779 (ext. 6779) E-mail Address: <a href="mailto:singhj@smccd.edu">singhj@smccd.edu</a> Classified &amp; faculty selection committees; selection procedures; job postings; applicant services; new employment preparation; new hire orientation; student assistant employment.</p>	<p><b>George Sampior, Human Resources Representative</b> Telephone Number: (650) 358-6744 (ext. 6744) E-mail Address: <a href="mailto:sampiorg@smccd.edu">sampiorg@smccd.edu</a> Health Benefit billings; track COBRA payment and info; retiree medical benefits and payments; adjunct faculty medical reimbursement program.</p>