



**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

NOCCCD
Welcome to the District
**Human Resources
Department**

Mission

The Human Resources Department is committed to attracting, hiring, engaging, developing and retaining highly qualified personnel to support the educational success of our students.

Values

The Human Resources Department fosters a culture that values diversity, treats everyone with respect, and strives for excellence in the delivery of services to our customers.

Who does what in Human Resources and how can I reach them?

NAME	TITLE	PHONE NO.	EMAIL	RESPONSIBILITIES
Irma Ramos	Vice Chancellor, Human Resources	(714) 808-4822	iramos@nocccd.edu	District-wide strategic direction and operational oversight for the HR Department. Chief Negotiator.
Rosanne Gerardo	Executive Assistant HR to the Vice Chancellor, Human Resources	(714) 808-4826	rgerardo@nocccd.edu	HR Board agenda; HR budgets; public records and subpoena requests; Union liaison; HR website support; Special projects.
Julie Kossick	Associate Vice Chancellor, Human Resources	(714) 808-4818	jkossick@nocccd.edu	Labor relations; benefits/ leaves; accommodations; sabbaticals; equivalency; negotiations; contract administration.
Carmen Aikin	Executive Assistant HR to the Associate Vice Chancellor, HR	(714) 808-4816	caikin@nocccd.edu	Sabbaticals; management and classified evaluations; job measurement.
Yasmine Andrawis	District Director, EEO & Compliance	(714) 808-4820	yandrawis@nocccd.edu	Discrimination, harassment, Title IX, workplace violence investigations, EEO, compliance trainings; EEO Plan and Advisory Committee.
Graciela Galaviz	Interim HR Coordinator EEO & Compliance	(714) 808-4047	ggalaviz@nocccd.edu	Assist with compliance training; complaint investigation support, case management.
Mylene Daniels	District Director, Human Resources Operations	(714) 808-4821	mdaniels@nocccd.edu	District-wide recruiting; job measurement; position control and compliance reporting.
Lizeth Sanchez	Business Systems Analyst	(714) 808-4825	lsanchez@nocccd.edu	HRIS, FLAC, assist with position control and compliance reporting.

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NAME	TITLE	PHONE NO.	EMAIL	RESPONSIBILITIES
Amita Suhrid	District Director, Professional Development	(714) 808-8405	asuhrd@nocccd.edu	District-wide professional development and training for employees.
Joseph Aranda	Professional Development Coordinator	(714) 808-4807	jaranda@nocccd.edu	Coordination of District-wide professional development and training for employees; EdVantage District Administrator.
Marisa Kvenbo	Benefits and Leave Coordinator II	(714) 808-4815	mkvenbo@nocccd.edu	Employee benefits administration; open enrollment, benefit & wellness fairs, FMLA leave coordination.
Kimberly Perryman	Benefits Coordinator	(714) 808-4806	kperryman@nocccd.edu	Employee benefits administration; open enrollment, benefit & wellness fairs, FMLA leave coordination.
Kaitelyn Pasillas	Benefits Coordinator	(714) 808-4504	kpasillas@nocccd.edu	Employee benefits administration; open enrollment, benefit & wellness fairs, FMLA leave coordination.
Julia Davis	HR Specialist, Classified	(714) 808-4817	jdavis@nocccd.edu	Classified and hourly employees; step and longevity increases; temporary managers; EDD.
Stela Keri	HR Specialist, Classified	(714) 808-4809	sker@nocccd.edu	Classified and hourly employees; temporary managers.
Daniella Cabral	HR Specialist, Academic	(714) 808-4823	dcabral@nocccd.edu	All academic employees; TB testing; equivalency; professional experts for CC
Joanna Rowe	HR Specialist, Academic	(714) 808-4827	jrowe@nocccd.edu	All academic employees; professional experts for NOCE; faculty stipends
Jeanne Tran	HR Specialist, Academic/Classified	(714) 808-4808	jtran@nocccd.edu	Classified and hourly employees; all academic employees; temporary managers; EDD.
Open	HR			
Elizabeth Ledezma Renteria	HR Generalist, Fullerton College	(714) 732-5097	eledezma@fullcoll.edu	Facilitates processing of FC new hires; coordination of faculty staff assignments.
Barbara Woolner	HR Generalist, Cypress College	(714) 484-7305	bwoolner@cypresscollege.edu	Facilitates processing of CC new hires; faculty/adjunct workload/pay; PEs; RT.

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NAME	TITLE	PHONE NO.	EMAIL	RESPONSIBILITIES
Luisa De Santiago	Human Resources Technician	(714) 808-4813	ldesantiago@nocccd.edu	Employee recruitment; ATS; job boards; HR Careers website support.
Kevin Ellis	Human Resources Technician	(714) 808-4814	kellis@nocccd.edu	Employee recruitment; ATS; job boards; HR Careers website support.

GENERAL INFORMATION

Human Resources Department

1830 W. Romneya Dr.
Anaheim CA 92801
9th floor

Office hours are 8:00 a.m. to 5 p.m. daily, unless otherwise noted.

General HR Phone: (714) 808-4810
General HR Fax: (714) 808-4802
Email: hr@nocccd.edu

General Benefits Phone: (714) 808-4800
Email: benefits@nocccd.edu
Job Hotline: (714) 808-4811

Confidential Employee Hotline: (714) 808-4838. To report violations of the District's Board Policies on Unlawful Discrimination, visit this website:

https://cm.maxient.com/reportingform.php?NorthOrangeCCCD&layout_id=7

Verifications of Employment (VOE) and Public Service Loan Forgiveness (PSLF) Requests:

Requests for general verifications of employment (employment dates, active status and job title) and PSLF forms can be sent for processing to hr@nocccd.edu. VOEs must include a signed release form by the individual, within the last six months. Processing time is up to three (3) business days.

Visit the NOCCCD website at www.nocccd.edu for employment opportunities, salary and benefits information, collective bargaining agreements and MyGateway for HR forms and procedures. If you have questions give us a call!

