



**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.

***People matter.***

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

Irma Ramos	Vice Chancellor, HR	(714) 808-4822	iramos@nocccd.edu	District-wide strategic direction and operational oversight for the HR Department. Chief Negotiator.
Julie Kossick	District Director, HR	(714) 808-4818	jkossick@nocccd.edu	Labor relations; personnel matters; training; sabbaticals; equivalency; negotiations; contract administration.
Janet Thomas	District Manager, HR	(714) 808-4821	jthomas@nocccd.edu	District-wide recruiting; hiring committee training; position control and compliance reporting.
Arturo Ocampo	Director, Diversity & Compliance	(714) 808-4820	aocampo@nocccd.edu	EEO /diversity training and activities; Title IX, unlawful discrimination and other compliance training.
Sandy Cotter	Executive Assistant III to the Vice Chancellor	(714) 808-4826	scotter@nocccd.edu	HR Board agenda; HR budgets; public records and subpoena requests; Notary Public.
Carmen Aikin	Executive Assistant II to the District Director	(714) 808-4816	caikin@nocccd.edu	Sabbaticals; job measurement; employee assistance program; employee relations support.

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

Lizeth Sanchez	HR Coordinator	(714) 808-4825	lsanchez@nocccd.edu	Assist with recruiting and hiring committee support; position control.
Marisa Kvenbo	Benefits Coordinator	(714) 808-4815	mkvenbo@nocccd.edu	Employee benefits program; open enrollment, benefits fairs; PERS/STRS.
Tyler Noland	Benefits Coordinator	(714) 808-4806	tnoland@nocccd.edu	Employee benefits program; FMLA leave coordination.
Victoria Deemer	HR Specialist, Classified	(714) 808-4817	vdeemer@nocccd.edu	Classified and hourly employees; classified TB testing; temporary managers for CC.
Beth Stokes	HR Specialist, Classified	(714) 808-4824	bstokes@nocccd.edu	Classified and hourly employees; volunteer authorization; temporary managers for FC.
Jeanne Nguyen	HR Specialist, Classified	(714) 808-4827	jnguyen@nocccd.edu	Classified and hourly employees; temporary managers for SCE/District.
Vickie McPherson	HR Specialist, Academic	(714) 808-4823	vmcpherson@nocccd.edu	Academic employees; professional experts for FC; load banking; equivalency.
Melissa Hesson	HR Specialist, Academic	(714) 808-4808	mhesson@nocccd.edu	Academic employees; professional experts for SCE; faculty TB testing.
Adela Gonzalez	HR Specialist, Academic	(714) 808-4819	agonzalez@nocccd.edu	Academic employees; professional experts for CC; academic sick leave.
Monica Ernandes	Administrative Assistant I to the District Director of Diversity & Compliance	(714) 808-4812	mernandes@nocccd.edu	Diversity activities; assist with compliance training activities.
Luisa de Santiago	Administrative Assistant I	(714) 808-4813	ldesantiago@nocccd.edu	Employment recruitment; EDD and employment verification.
Julia Davis	Administrative Assistant I	(714) 808-4808	jdavis@nocccd.edu	Employment recruitment; EDD and employment verification.
Amita Suhrid	District Director, Professional Development	(714) 808-8405	asuhrd@nocccd.edu	Coordination of District-wide professional development and training for employees.

**General Information:** The Human Resources Department is located on the 9th floor of the Anaheim Campus, 1830 W. Romney Dr., Anaheim, CA 92801. Office hours are 8:00 a.m. to 5 p.m. daily, unless otherwise noted.

General HR Phone:	(714) 808-4810	General Benefits Phone:	(714) 808-4800
General HR Fax:	(714) 808-4802	Email:	benefits@nocccd.edu
Email:	hr@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 the NOCCCD website at [www.nocccd.edu](http://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!

*Please feel welcome to let us know how we are doing and provide any suggestions on how we may improve our services. Your suggestions are appreciated!*