

## **HR Team - Staff Roles (OCTOBER 2014)**

**Nina Padilla, HR Principal Administrative Analyst (#2 Person in HR)**

[padillan@uchastings.edu](mailto:padillan@uchastings.edu)

X4812

Benefits

Leave Administration

Position Control & Compensation Budgetary Questions

Faculty Employment & Orientation

Health & Safety

Data Management

HR Operations

Grievance Processing

General CBA Questions & Concerns

**Alan Lee, HR Generalist**

[leealan@uchastings.edu](mailto:leealan@uchastings.edu)

X4797

Employment & Onboarding (except students)

Training & Development

Employee Communications & Outreach

Work/Life Benefits (Pre-Tax Transportation & EAP)

Departmental Budget & Expense Management

Benefits Backup

College Org Chart

**Dee-Dee Molina, HR Senior Administrative Assistant (Part-Time; Monday, Wednesday & Thursday)**

[molinad@uchastings.edu](mailto:molinad@uchastings.edu)

X4637

Maintains Executive Director's Calendar

Responsible for Student Employment

General Employment Backup

Time Out

Overtime & Leave w/out Pay

Clerical & Reception

**Executive Director of Human Resources**

Collective Bargaining

Contract Interpretation

EEO/Section 504/Title IX Officer

Compensation Administration (Reclassifications, etc.)

Employee/Labor Relations Coaching w/Managers

**General Human Resources Contact Information**

[HumanResources@uchastings.edu](mailto:HumanResources@uchastings.edu)

X4703