

Human Resources Contact

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Jessica Romeo - Human Resources Director

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(Department Assignment: City Manager & Fire)

Steve Woo - Senior HR Analyst	Nafisah Ali - Senior HR Analyst				
<p>HRIS & ESS Oversight Leave Oversight & Administration Protected Leave Administration (FMLA/CFRA/PDL/ADA) SDI/PFL/Catastrophic Leave Worker's Comp & Interactive Process IDR Processing Safety & Training</p> <p>Department Assignments: City Manager Community Development AMP (Employee Relations)</p> <p style="text-align: right;">Contact: T: (510) 747-4910 E: swoo@alamedaca.gov</p>	<p>Benefits Administration (Health, PERS, PARS, 457 & 401) Staff Appreciation ACA Reporting Laserfiche, HRIS, & ESS Oversight Minimum Wage Oversight DOT Management and Oversight</p> <p>Department Assignments: Fire (Recruitments) Public Works AMP (Employee Relations)</p> <p style="text-align: right;">Contact: T: (510) 747-4909 E: nali@alamedaca.gov</p>				
Noelle White - HR Analyst II	Ally Almendarez - HR Analyst I				
<p>Neogov Oversight/Administration Recruitment - Test Genius Oversight/Administration Pre-Employment Process (DOJ Oversight/KOJ Oversight) New Employee Orientation Classification Spec Update & Review Civil Service Rules Personnel Policies Update</p> <p>Department Assignments: City Attorney Recreation & Park AMP (Recruitments Oversight & Labor Relations)</p> <p style="text-align: right;">Contact: T: (510) 747-4921 E: nwhite@alamedaca.gov</p>	<p>Recruitments Leave Administration DMV Pull Notice Administration DOT Back-Up Classification Spec Update Minimum Wage EEO4 Reporting Unemployment Insurance Administration</p> <p>Department Assignments: Finance Library Police AMP (Recruitments)</p> <p style="text-align: right;">Contact: T: (510) 747-4922 E: aalmdarez@alamedaca.gov</p>				
Lisa Llewellyn - HR Analyst I					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Recruitments Safety (CalOSHA Compliance, Committee, Training) Training & Compliance Policies and Procedures Update/ Class Spec Update Workers Comp & Interactive Process Protected Leave Administration (FMLA/CFRA/PDL/ADA) PERS IDR Support</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Department Assignments: City Clerk Information Technology Planning, Building & Transportation AMP (Recruitments)</p> </td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 20px;"> <p>Contact: T: (510) 747-4914 E: lllewellyn@alamedaca.gov</p> </td> </tr> </table>		<p>Recruitments Safety (CalOSHA Compliance, Committee, Training) Training & Compliance Policies and Procedures Update/ Class Spec Update Workers Comp & Interactive Process Protected Leave Administration (FMLA/CFRA/PDL/ADA) PERS IDR Support</p>	<p>Department Assignments: City Clerk Information Technology Planning, Building & Transportation AMP (Recruitments)</p>	<p>Contact: T: (510) 747-4914 E: lllewellyn@alamedaca.gov</p>	
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Shared Analyst Assignments	
Alameda Municipal Power (AMP) Supervisor Training HRIS Systems Electronic File Organization File Retention, Scanning and Organizing Information Salary Surveys	Department Assignments Include: Recruitments / New Hire Processing & Orientation Performance Management/Evaluations Investigations & Discipline Class & Compensation Reviews Labor Relations
Contact: T: (510) 747-4900 E: hr@alamedaca.gov	
Chad Barr - Admin Tech II	Josiah David-Green - Admin Tech II
PT - Recruitment & Onboarding PT - Processing (Offer letters, E-Verify, Neogov, Hire/Term, PARS) PT - Munis (Personnel Actions, Job & Salary) PT - Leave Administration & Tracking PT - DOJ Administration (PT) PT - DMV EPN Civil Service Board & Pension Board HR E-Mail Backup	Benefit Administration, Enrollments, & PAs Benefit Processing & Billing COBRA Administration RMED - Safety Retiree Benefits Processing IDR Processing Protected Leave Processing HR E-mail Back-up Back up New Hire Processing
Contact: T: (510) 747-4911 E: cbarr@alamedaca.gov	Contact: T: (510) 747-4919 E: j davidgreen@alamedaca.gov
Divya Rajput - Acting Admin Tech II	Gabrielle Culliver - Office Assitant
FT - Processing (Hire, Termination, PERS, Increases, Acting) FT - Munis (Personnel Actions, Job & Salary) FT - Leave Administration & Tracking DOJ Program Support Performance Evaluation Management Benefit Administration (Back-up) HR E-mail Back-up	HR E-Mail Primary New Hire Processing (Offer Letters, Neogov, E-verify, DMV) Recruitment Support (FT Recruitments) DOJ Administration FT - DMV EPN Class & Comp Support Retired Annuitant Tracking
Contact: T: (510) 747-4915 E: drajput@alamedaca.gov	Contact: T: (510) 747-4900 E: gculliver@alamedaca.gov
TBD - Admin Assistant	
Training & Complaince Support and Tracking Personnel File Management	
T: TBD E: @alamedaca.gov	