

# Human Resources Contact

T: (510) 747-4900 | F: (510) 865-4043 | E: hr@alamedaca.gov

## Nancy Bronstein - Human Resources Director

T: (510) 747-4922 | E: nbronstein@alamedaca.gov  
(Department Assignment: City Manager's Office)

Chris Low - Senior HR Analyst	Jessica Romeo - Senior HR Analyst
<p>DOT Management and Oversight Unemployment Insurance Administration</p> <p><b>Department Assignments:</b> Alameda Municipal Power</p> <p><b>Contact:</b> T: (510) 814-5608   E: low@alamedamp.com</p>	<p>Benefits - Health/PERS/IDR Affordable Care Act Administration DMV Pull Notice Program (Oversight) Personnel Policies Update Protected Leave (FMLA/CFRA/Military) State Disability Insurance Catastrophic Leave</p> <p><b>Department Assignments:</b> City Attorney Finance Fire (Shared with Nafisah Ali)</p> <p><b>Contact:</b> T: (510) 747-4916   E: jromeo@alamedaca.gov</p>
Steve Woo - Senior HR Analyst	Nafisah Ali - HR Analyst II
<p>Workers Comp/Interactive Process Human Resources Information Technology/SunGard/Neogov Administration Oversight ERP Implementation</p> <p><b>Department Assignments:</b> Police Department Public Works</p> <p><b>Contact:</b> T: (510) 747-4910   E: swoo@alamedaca.gov</p>	<p>DOJ Results (ovesight) ERP Implementation Laserfiche Conversion Human Resources Information Technology/SunGard/Neogov Administration Oversight Position Control</p> <p><b>Department Assignments:</b> Community Development Recreation and Parks Planning, Building and Transportation Fire (Back up)</p> <p><b>Contact:</b> T: (510) 747-4909   E: nali@alamedaca.gov</p>
Noelle White - HR Analyst I	
<p>Pre-Employment Medical Protocols Kaiser on the Job Administration - Billing Recruitments Orientation Redesign EEO4 Reporting Performance Evaluation Redesign Diversity, Equity and Inclusion Program</p> <p><b>Department Assignments:</b> City Clerk Library Information Technology</p> <p><b>Contact:</b> T: (510) 747-4921   E: nwhite@alamedaca.gov</p>	

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## Shared Analyst Assignments

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:**

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Solange Gentry - Admin Tech III	Kevin Garcia - Admin Tech II
<p>Benefits Processing/Billing            Safety Retiree Benefits Processing            PERS/Disability Retirements            COBRA Administration            Kardex/Database Management and Conversion            Tyler/SunGard conversion/ ERP implementation            Back up Summer hire - Part-Time Processing</p> <p><b>Contact:</b>            T: (510) 747-4919   E: sgentry@alamedaca.gov</p>	<p>Part-Time Processing: Hire, termination, PARS            Full-Time Processing: Hire, termination, PERS, Increase            Performance Evaluation Management            DOJ Program Support            Tyler/SunGard conversion/ ERP implementation</p> <p><b>Contact:</b>            T: (510) 747-4915   E: kagarcia@alamedaca.gov</p>
Chad Barr - Admin Tech II	Admin Asst.
<p>Recruitment Support            E-Verify Entry            Part-Time hiring and Employee Orientation            Leave Tracking/Review- Sick, Holi, Admin, Vacation ext            Retired Annuitant Tracking            Human Resources Email back-up            Pension &amp; Civil Service Boards            FMLA Support            Safety Retiree Benefit Support</p> <p><b>Contact:</b>            T: (510) 747-4911   E: cbarr@alamedaca.gov</p>	<p>Accounts Payable            Department Timekeeper            Personnel File Upkeep            DOJ Maintenance and Support            Recruitment Support            New Hire Processing - Offer Letters/Everify/Neogov            E-Verify Entry            DMV Pull Notice Support            DOJ Results</p> <p><b>Contact:</b>            T: (510) 747-4900   E: hr@alamedaca.gov</p>
Lisa Llewellyn - Safety Coordinator	
<p>Cal OSHA Compliance            Safety Committee            Safety Related Training            Safety Related Policies and Procedures            Harassment Training Compliance            Workers Comp/Interactive Process</p> <p><b>Contact:</b>            T: (510) 747-4914   E: lllewellyn@alamedaca.gov</p>	