

# Human Resources Contact

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

## Jessica Romeo - Human Resources Director

T: (510) 747-4916 | E: jromeo@alamedaca.gov

(Department Assignment: AMP & Fire)

| Steve Woo - Senior HR Analyst  | Nafisah Ali - Senior HR Analyst   |
|--|---|
| <p>HRIS &amp; ESS Oversight<br/> Leave Oversight &amp; Administration<br/> Protected Leave Administration (FMLA/CFRA/PDL/ADA)<br/> SDI/PFL/Catastrophic Leave<br/> Worker's Comp &amp; Interactive Process<br/> IDR Processing<br/> Safety &amp; Training</p> <p><b>Department Assignments:</b><br/> City Manager<br/> Base Reuse &amp; Economic Development<br/> AMP (Employee Relations)</p> <p><b>Contact:</b><br/> T: (510) 747-4910   E: swoo@alamedaca.gov</p>   | <p>Benefits Administration (Health, PERS, PARS, 457 &amp; 401)<br/> Staff Appreciation<br/> ACA Reporting<br/> Laserfiche, HRIS, &amp; ESS Oversight<br/> Minimum Wage Oversight<br/> DOT Management and Oversight</p> <p><b>Department Assignments:</b><br/> Fire (Recruitments)<br/> Public Works</p> <p><b>Contact:</b><br/> T: (510) 747-4909   E: nali@alamedaca.gov</p> |
| Noelle White - Senior HR Analyst   | Ally Almendarez - HR Analyst I  |
| <p>Neogov Oversight/Administration<br/> Recruitment - Test Genius Oversight/Administration<br/> Pre-Employment Process (DOJ Oversight/KOJ Oversight)<br/> New Employee Orientation<br/> Classification Spec Update &amp; Review<br/> Civil Service Rules<br/> Personnel Policies Update<br/> Labor Negotiations Costing - GovInvest Oversight)</p> <p><b>Department Assignments:</b><br/> City Attorney<br/> Recreation &amp; Park<br/> AMP (Employee &amp; Labor Relations)</p> <p><b>Contact:</b><br/> T: (510) 747-4921   E: nwhite@alamedaca.gov</p> | <p>Recruitments<br/> Leave Administration<br/> DMV Pull Notice Administration<br/> DOT Back-Up<br/> Classification Spec Update<br/> Minimum Wage<br/> EEO4 Reporting<br/> Unemployment Insurance Administration</p> <p><b>Department Assignments:</b><br/> Finance<br/> Library<br/> Police</p> <p><b>Contact:</b><br/> T: (510) 747-4922   E: aalmendarez@alamedaca.gov</p>  |
| Lisa Llewellyn - HR Analyst I  |   |
| <p>Recruitments<br/> Safety (CalOSHA Compliance, Committee, Training)<br/> Training &amp; Compliance<br/> Policies and Procedures Update/ Class Spec Update<br/> Workers Comp &amp; Interactive Process<br/> Protected Leave Administration (FMLA/CFRA/PDL/ADA)<br/> PERS IDR Support</p> <p><b>Department Assignments:</b><br/> City Clerk<br/> Information Technology<br/> Planning, Building &amp; Transportation<br/> AMP (Recruitments)</p> <p><b>Contact:</b><br/> T: (510) 747-4914   E: lllewellyn@alamedaca.gov</p>                             |   |

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| Shared Analyst Assignments  |  |
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| <p>Alameda Municipal Power (AMP) - Recruitment<br/> Supervisor Training<br/> HRIS Systems<br/> Electronic File Organization<br/> File Retention, Scanning and Organizing Information<br/> Labor Negotiations<br/> DEIB Implementation</p>   | <p><b>Department Assignments Include:</b><br/> Recruitments / New Hire Processing &amp; Orientation<br/> Performance Management/Evaluations<br/> Investigations &amp; Discipline<br/> Class &amp; Compensation Reviews<br/> Labor Relations</p>  |
| <p align="center"><b>Contact:</b><br/> T: (510) 747-4900   E: hr@alamedaca.gov</p>  |  |
| Chad Barr - Admin Tech II   | Josiah David-Green - Admin Tech III  |
| <p>PT - Recruitment &amp; Onboarding<br/> PT - Processing (Offer letters, E-Verify, Neogov, Hire/Term, PARS)<br/> PT - Munis (Personnel Actions, Job &amp; Salary)<br/> PT - Leave Administration &amp; Tracking<br/> PT - DOJ Administration (PT)<br/> PT - DMV EPN<br/> Civil Service Board &amp; Pension Board<br/> HR E-Mail Backup</p> | <p>Benefit Administration, Enrollments, &amp; PAs<br/> Benefit Processing &amp; Billing<br/> COBRA Administration<br/> RMED - Safety Retiree Benefits Processing<br/> IDR Processing<br/> Protected Leave Processing<br/> HR E-mail Back-up<br/> Back up New Hire Processing</p>   |
| <p align="center"><b>Contact:</b><br/> T: (510) 747-4911   E: cbarr@alamedaca.gov</p>   | <p align="center"><b>Contact:</b><br/> T: (510) 747-4919   E: jdavidgreen@alamedaca.gov</p>  |
| Divya Rajput - Acting Admin Tech II   | Gabrielle Culliver - Office Assitant   |
| <p>FT - Processing (Hire, Termination, PERS, Increases, Acting)<br/> FT - Munis (Personnel Actions, Job &amp; Salary)<br/> FT - Leave Administration &amp; Tracking<br/> DOJ Program Support<br/> Performance Evaluation Management<br/> Benefit Administration (Back-up)<br/> HR E-mail Back-up</p>  | <p>HR E-Mail Primary<br/> New Hire Processing (Offer Letters, Neogov, E-verify, DMV)<br/> Recruitment Support (FT Recruitments)<br/> DOJ Administration<br/> FT - DMV EPN<br/> Class &amp; Comp Support<br/> Retired Annuitant Tracking</p>  |
| <p align="center"><b>Contact:</b><br/> T: (510) 747-4915   E: drajput@alamedaca.gov</p>   | <p align="center"><b>Contact:</b><br/> T: (510) 747-4900   E: gculliver@alamedaca.gov</p>  |
| Kimberly Rosales - Admin Assistant  |  |
| <p>Training &amp; Complaine Support and Tracking<br/> Personnel File Management</p>   | <p align="center"><b>Employee Assistance Program (EAP)</b></p> <p><b>Counseling:</b> 10 Sessions per issue per year. Available to everyone in your household.<br/> <b>Other Services:</b> Parental Coaching, Financial Planning, Legal Services, Coaching<br/> <b>Access Care:</b> 800-344-422 or login.concernhealth.com<br/> Company Code: alameda</p> |
| <p align="center">T: (510) 747-4900   E: krosales@alamedaca.gov</p>   |  |

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