

## Human Resources Directory

<u>Mail Code</u>	<u>Extension</u>	
169-84	3230 8385 3766	Associate Vice President for Human Resources, Julia McCallin Office Manager, Mable Poon Data Analyst, Sandy Karhu
<b>161-84</b>		<b>Benefits Office</b> <i>Fax 795-8412</i>
	6381 6377 6443 6483 8528	Director Benefits Technical Lead, Angelica Santana Benefits Administrator, Roxanne C. Meraz Benefits Analyst, Elida Guillen Benefits Analyst, Kurt Murdoch
<b>207-85</b>	<b>8055</b>	<b>Child Care Assistance Program</b> Diane Williams <i>e-mail: ccap@caltech.edu (information &amp; applications)</i>
<b>157-84</b>	<b>8386</b>	<b>Compensation</b> <i>Fax 795-8412</i>
	6383 4233 8383	Director, Jim O'Dea Lead Compensation Consultant, Supriya Bahri Compensation Specialist, Michelle Case
<b>168-84</b>	<b>3092</b>	<b>Disability &amp; Leave Administration</b> <i>(Worker's Compensation, State Disability, Long-Term Disability, Jury Duty, Vacation, Sick Leave, Family Leave, &amp; Other Leaves of Absence)</i> <i>Fax 795-1607</i> <i>e-mail: leaveunit@caltech.edu</i>
	8167 5740 4577 8382	Sr. Director, April White Castañeda Manager, Tracey Saruwatari Workers Compensation Administrator, Martha Torres Leave of Absence Administrator, Maria C. Lopez
<b>207-85</b>	<b>6382</b>	<b>Employee Relations (Employee &amp; Organizational Development - EOD)</b> <i>367 S. Holliston Ave., Room 206, Fax 744-1293</i>
	8167 3819 2477 2071	Sr. Director, April White Castañeda Senior EOD Consultant, Ofelia Velazquez-Perez EOD Consultant, Lori Valdivia EOD Coordinator, Stephanie Hancock
<b>153-84</b>		<b>Employee Services</b> <i>Fax 449-9208</i> <i>(General Services for all HR/Payroll Issues, Benefits, United Way, Service Awards, Blood Drives)</i>
	8661 1745 3300	Director, Dlorah Gonzales Customer Service Specialist, Christine Boyle Customer Service Specialist, Ann Nelson-Wiegel

<u>Mail Code</u>	<u>Extension</u>	
<b>153-84</b>		<b>Employment Office</b> <i>Fax 564-9736</i>
	8661	Director, Dlorah Gonzales
	2487	Senior Employment Consultant, Lisa Franklin
	3788	Lead Employment Consultant, Barbara Rafael
	8095	Employment Services Specialist, Araceli Madrigal
	3301	Senior Employment Assistant, Narine Malkchyan
<b>4-11</b>	<b>3778</b>	<b>International Offices</b> <a href="http://www.international.caltech.edu/">http://www.international.caltech.edu/</a>
	8808	Director, Marjory Gooding
		<b>International Scholar Services</b> <b>(Faculty, Postdoctoral Scholars, Visitors, Staff)</b> 266 S. Chester Ave., Fax 795-0520 <i>e-mail: visa@caltech.edu</i>
	4329	Associate Director, Ilana Smith
	3435	International Scholar Advisor, April Pisano
	2188	Case Manager, Batchimeg Batdorj
<b>250-86</b>	<b>6330</b>	<b>International Student Programs</b> 250 Center for Student Services, Fax 584-9521 <i>e-mail: isp@caltech.edu</i>
	2110	Associate Director, Jim Endrizzi
	2003	International Student Advisor, Laura Flower-Kim
<b>JPL T1701</b>		<b>JPL Immigration Office</b>
	818-354-2120	International Scholar Advisor, Rick Schlee
	818-354-0734	Administrative Assistant, Alethia White
<b>156-84</b>		<b>Payroll</b> <i>Fax 449-9208</i>
	6782	Director, Anita J. Yanes
	2626	Payroll Supervisor, Nicole Sanders
	6784	Kronos, Payroll Quarterly Taxes, Alvin L. Coleman
	4985	Labor Distribution, Rosa Robles
	3232	Benefits Billing, Anita Romero
	3207	Account Reconciliation, Ofelia R. Aliwanag
	4991	Graduate, Postdoctoral, & Student Fellowship Payroll, Carole A. Wells
	6120	Monthly/Biweekly Payroll, Diana Alvarez
	4710	Biweekly Payroll, Purie Basilio Miklja
	4660	Biweekly Payroll, Lisa Flores
	6399	Biweekly Payroll, Sharon Madison
<b>156-84</b>		<b>People Systems</b>
	3270	Manager, Tony Chan
	8543	HR/Payroll Business Systems Consultant, Donna Lau
	3561	HR/Payroll Systems Analyst, Lycett Martinez

<u>Mail Code</u>	<u>Extension</u>	
<b>153-84</b>		<b>Postdoctoral Scholar &amp; Visitors Affairs</b> <i>Fax 449-9208</i>
	8661	Director, Dlorah Gonzales
	6001	Postdoctoral Scholars Specialist, Renee Soriano
	6338	Postdoctoral Scholars Specialist, Fran Manley
<b>154-84</b>		<b>Records Management</b> <i>(Employment Verification: 395-8300, Fax 449-9208)</i>
	8661	Director, Dlorah Gonzales
	8381	Lead Records Specialist, Paula Higdon
	8164	Records Specialist, Carolina Acosta
	6781	Records Specialist, Cynthia Guzman
	8314	Records Assistant, Jeanne Harmon
<b>209-85</b>		<b>Staff Education &amp; Career Development</b> <i>(Tuition Reimbursement)</i> <i>367 S. Holliston Ave., Room 206, Fax 744-1293</i>
	8167	Sr. Director, April White Castañeda
	8055	Staff Education & Tuition Reimbursement Coordinator, Diane Williams
	3204	Staff Education Inquiries