



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

Your Foundation Human Resources Staff is here to help you with all of your needs? For your convenience, here is a “Who’s Who” of our professional team and some of the things we are ready to assist you with.

Brian Wittenberg, HR Director (x73543): Departmental oversight, recruitment and staffing, compensation and classification, broker/carrier negotiations, labor law compliance, policy development, performance management, employee relations, risk management, safety, disaster preparedness and Workers’ Compensation programs.

Christia Williams, Senior HR Representative (x73544): Primary responsibility is PeopleSoft data analysis and liaison with Common Management System maintenance. Representative to 95% of all non-benefited eligible sponsored programs and general employee issues (students, faculty, emergency hires, one-time appointments, temporary and part-time employees.) Christia also coordinates all education and training, special projects as well as fingerprinting and credit checks. She is our international employment representative and handles department correspondence (newsletters, fact sheets, etc.).

Ingrid Valdez, HR Benefits Representative (x73069): Primary responsibility is benefits plan design and administration (medical, dental, vision, PERS retirement, life, LTD, TSA, etc.) to include enrollment and billing. In addition, Ingrid provides budget assistance to all programs to project salary and benefit costs to all employees. Additional responsibilities include: Workers’ Compensation, Unemployment and Leaves of Absence administration.

Jennifer Tuioti, HR Representative (x73545): Primary responsibility is the high-volume of data entry into the PeopleSoft database and data analysis. Jennifer is the representative for employment transactions with the Children’s Center, Infant/Toddler Lab, Career Development Center and Coussoulis Arena. Additional responsibilities include: customer service, employee record maintenance, the Foundation Rideshare Program and United Way Representative as well as the primary contact for all volunteer and interns.

Jeanette Howard, HR Administrative Assistant (x77589): Primary responsibility is to greet and assist all customer walk-ins. Assistance includes: coordinating new hire packets, ensuring completion of packets, provides general HR information, new hire orientation sign up, I-9 custodian, maintains stock levels of all department supplies, builds all employee-related packets, coordinates all orders with vendors such as campus duplicating. Her additional responsibilities include: file maintenance and assistance with special assignments.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!