



CERTIFICATED HUMAN RESOURCES

General Line Ext. 2050

Risk Management/Health Benefits

General Line Ext. 2440

STAFF MEMBER	ACTIVITY with DESCRIPTION
Dr. Jesus Vaca Ext. 2051	<ol style="list-style-type: none"> 1. HUMAN RESOURCES CLIMATE – Articulation with other departments, employee recognition, and professional development opportunities (certificated and classified). 2. NON-DISCRIMINATION PROCEDURES – Affirmative action policies, ADA/FMLA requirements, Uniform Complaints, and Title IX 3. RESOURCES – Educational/Government code updates, legal options, new legislation information ACSA digests, board policies/administrative regulations
Dr. Edd Bond Ext. 2056	<ol style="list-style-type: none"> 1. HUMAN RESOURCES CLIMATE – Articulation with other departments, employee recognition, and professional development opportunities (certificated and classified). 2. NON-DISCRIMINATION PROCEDURES – Affirmative action policies, ADA/FMLA requirements, Uniform Complaints, and Title IX 3. EVALUATIONS – Management training, monitor timelines/procedures, substandard performance assistance, documentation preparation assistance, disciplinary action process, and non-re-employment process 4. RECRUITMENT/SELECTION – Staffing, position control, job fairs, campus visits, and visitations
Norma Magaña Ext. 2443	<ol style="list-style-type: none"> 1. DISTRICT SAFETY and WELLNESS – Injury illness prevention program, Hazard communication plan, and Blood Borne Pathogen program 2. EMPLOYEE COUNSELING – Employee assistance programs, long-term disability claims 3. WORKERS COMPENSATION/LIABILITY & PROPERTY CLAIMS/EMPLOYEE BENEFITS – Claims processing, safety training
Paulina Pierce Ext. 2051	<ol style="list-style-type: none"> 1. COLLECTIVE BARGAINING/CONTRACT MANAGEMENT/BOARD ITEMS – Preparation for negotiations, grievance processing, IBB contracts, management recruitment 2. MANAGEMENT – Plans, coordinates, organizes, integrates, monitors, reviews operations and activities (technical and administrative support staff 3. HR LIAISON – Maintains calendar of Assistant Superintendent of HR and acts as liaison in coordinating services between Certificated HR, Personnel Commission and other departments



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Roxana Mendoza Last name: A-L Ext. 2058	<ol style="list-style-type: none"> 1. CREDENTIALS – Process, evaluate, and analyze. 2. EMPLOMENT/RESIGNATIONS – Pre-placement, physicals (Information in HR packet – out of state), salary schedule placement, new hire checklist, professional growth monitoring, acceptance of resignations, transcript evaluation and initial processing for all certificated employees 3. SALARY DATA – Recording unit credits and payroll notification: new hire changes for current employees
Veronica Villalpando Last name: M-Z Ext. 2052	<ol style="list-style-type: none"> 1. CREDENTIALS – Process, evaluate, and analyze. 2. EMPLOMENT/RESIGNATIONS – Pre-placement, physicals (Information in HR packet – out of state), salary schedule placement, new hire checklist, professional growth monitoring, acceptance of resignations, transcript evaluation and initial processing for all certificated employees 3. SALARY DATA – Recording unit credits and payroll notification: new hire changes for current employees
Tammie Allen Ext. 2054	<ol style="list-style-type: none"> 1. SUBSTITUTES – Selection, training, assignment, and assessment 2. RECRUITMENT/SELECTION – Advertisement/announcement of vacancies (teachers and OSSA) and paper screening (teachers and OSSA) 3. ATTENDANCE ACCOUNTING – Posting absences, analysis and reports
Anna Gutierrez Ext. 2053	<ol style="list-style-type: none"> 1. RECRUITMENT SELECTION – Job fairs, campus visits (plans/secures), and advertise/announce vacancies 2. EMPLOYMENT/BUDGET – TB test (new hires/renewals), fingerprinting, certificated employment verifications, and process requisitions 3. STAFF TRAINING FACILITATOR – Complaint against employee procedures
Lacy Jetton EXT. 2050	<ol style="list-style-type: none"> 1. RECRUITMENT SELECTION – Job fairs, campus visits (plans/secures), and advertise/announce vacancies 3. VOLUNTEER PROCESSING – Fingerprinting, parent and community volunteers, student teachers, student observers, and interns



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Irene Gonzalez Ext. 2056	<ol style="list-style-type: none"> 1. STUDENT TEACHING/INTERN PROGRAMS – University/college agreements 2. EMPLOYMENT/CONTRACTS – Verification of teaching experience, teacher loan/grant forgiveness forms and OEA/OSSA contracts 3. EVALUATIONS - for certificated staff.
Shari Rascon Ext. 2441	<ol style="list-style-type: none"> 1. EMPLOYEE BENEFITS – Active employee benefits (medical, dental, vision, and life insurance) 2. RETIREE BENEFITS – District paid retiree and voluntary pay retiree benefits (medical, dental, vision, and life insurance) 3. WORKERS COMPENSATION/LIABILITY & PROPERTY CLAIMS/EMPLOYEE BENEFITS – Claims processing, safety training
Rita Guevara Ext. 2442	<ol style="list-style-type: none"> 1. EMPLOYEE BENEFITS – Active employee benefits (medical, dental, vision, and life insurance) 2. RETIREE BENEFITS – District paid retiree and voluntary pay retiree benefits (medical, dental, vision, and life insurance) 3. WORKERS COMPENSATION/LIABILITY & PROPERTY CLAIMS/EMPLOYEE BENEFITS – Claims processing, safety training