Human Resource Services

Responsibility Matrix

Effective July 1, 2022

Responsibility	Elementary Team	Secondary Team	Department Team
Absence Reports	Payroll Services Refer to School/Dept List	Payroll Services Refer to School/Dept List	Payroll Services Refer to School/Dept List
Absence Reports for HRS Unassigned Locations 0001, 0002	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Address Changes (Escape)	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Address Changes (Frontline)			
Administrative Regulations	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Administrator Reassignment	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Employee Salary Placement Evaluation	Vacant 643-7458 Adriana Avitia 643-7489	Valerie Levin 643-7486 Maritza Blumberg 643-7495	Katie Heu 643-7454 Karla Joseph 643-7490
Americans With Disabilities (ADA) Human Resources Liaison With Risk Management	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Annual Employee Notifications	Christina Villegas 643-7496 Jake Hansen 643-7492	Christina Villegas 643-7496 Jake Hansen 643-7492	Christina Villegas 643-7496 Jake Hansen 643-7492
Annual Employee Notifications Data Management	Christina Villegas 643-7496	Christina Villegas 643-7496	Christina Villegas 643-7496
Applicant Tracking: Day-to-Day Classified and Certificated Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Applicant Tracking: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472

Responsibility	Elementary Team	Secondary Team	Department Team
Applicant Tracking: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Arbitration	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Assignment – Misassignment Monitoring of Certificated	Tami Mora 643-2152	Tami Mora 643-2152	Tami Mora 643-2152
Athletic Coaches: New Hiring and Audit Packets	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490
Authorized Position Reports	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Automated Substitute Finder System (ASF)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Automated Substitute Placement and Management	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046
Bargaining Agreements	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Bargaining Unit Requests	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Beginning Teacher Support and Assessment (BTSA) - Induction Program	Curriculum and Instruction Department Kelly Dunkley 643-2156	Curriculum and Instruction Department Kelly Dunkley 643-2156	Curriculum and Instruction Department Kelly Dunkley 643-2156
Board Agenda Report: Personnel Transactions for Board Approval	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Board of Education Items Preparation	Kristina Reyes 643-7474 Monica Garland 643-7452 Adriana Avitia 643-7489	Kristina Reyes 643-7474 Monica Garland 643-7452 Maritza Blumberg 643-7495	Kristina Reyes 643-7474 Monica Garland 643-7452 Karla Joseph 643-7490
Board of Education Liaison	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Board of Education Personnel Transactions: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Board of Education Personnel Transactions: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490
Board Policies	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Budget Code Verification Confirmation for Substitutes With Budget Services	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Budget Development	Jake Hansen 643-7492 Nanci Rose 643-7488 Adriana Avitia 643-7489	Jake Hansen 643-7492 David Van Natten 643-9046 Maritza Blumberg 643-7495	Jake Hansen 643-7492 Christina Villegas 643-7496 Karla Joseph 643-7490
Budget Monitoring (HR)	Monica Garland 643-7452 Kristina Reyes 643-7474	Monica Garland 643-7452 Kristina Reyes 643-7474	Monica Garland 643-7452 Kristina Reyes 643-7474
Budget Processing (Human Resources)	Monica Garland 643-7452 Kristina Reyes 643-7474	Monica Garland 643-7452 Kristina Reyes 643-7474	Monica Garland 643-7452 Kristina Reyes 643-7474
Calendar: Beginning and End of School Year Memo	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Calendar: Duty Year Development/Input (Escape)	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Calendar: Pupil Progress Reporting	Curriculum and Instruction Department Regina Collins 643-7473	Curriculum and Instruction Department Regina Collins 643-7473	Curriculum and Instruction Department Regina Collins 643-7473
Calendar: School Calendar Summary for Elementary and Secondary	Curriculum and Instruction Department Regina Collins 643-7473	Curriculum and Instruction Department Regina Collins 643-7473	Curriculum and Instruction Department Regina Collins 643-7473
Calendar: Spring Break Memo	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Calendar: Traditional Attendance Calendar	Labor Relations Unit 643-9047 Regina Collins 643-7473	Labor Relations Unit 643-9047 Regina Collins 643-7473	Labor Relations Unit 643-9047 Regina Collins 643-7473
Calendar: Waivers for Credentials	Tami Mora 643-2152	Tami Mora 643-2152	Tami Mora 643-2152
Calendar: Winter Break Memo	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Career Lattice	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Catastrophic Illness	Christina Villegas 643-7496	Christina Villegas 643-7496	Christina Villegas 643-7496

CBED's: Human Resource Services Requests for Information	Jake Hansen 643-7495 Tami Mora 643-2154	Jake Hansen 643-7495 Tami Mora 643-2154	Jake Hansen 643-7495 Tami Mora 643-2154

Responsibility	Elementary Team	Secondary Team	Department Team
Changes (Automated SubFinder)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
CLAD/BCLAD/LDS/ ELA/SB 1969	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490
Classification and Compensation Studies	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Classification Review Board	Nanci Rose 643-7488 Regina Collins 643-7473	David Van Natten 643-9046 Regina Collins 643-7473	Christina Villegas 643-7496 Regina Collins 643-7473
Classified Employee Nominate for Awards: Classified Champion	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482
Complaints	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Confidential Employee Recruitment/Selection	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482
Confidential Employees Liaison	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Conflict Resolution	Cancy McArn 643-7474 Nanci Rose 643-7488	Cancy McArn 643-7474 David Van Natten 643-9046	Cancy McArn 643-7474 Christina Villegas 643-7496
Contract Interpretation	Cancy McArn 643-7474 Nanci Rose 643-7488 Monica Garland 643-7452 Jake Hansen 643-7495 Adriana Avitia 643-7489	Cancy McArn 643-7474 David Van Natten 643-9046 Monica Garland 643-7452 Jake Hansen 643-7495 Maritza Blumberg 643-7495	Cancy McArn 643-7474 Christina Villegas 643-7496 Monica Garland 643-7452 Jake Hansen 643-7495 Karla Joseph 643-7490
Copy Machine Repairs and Requests	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-74748
Credentials	Tami Mora 643-2152 Adriana Avitia 643-7489	Tami Mora 643-2152 Maritza Blumberg 643-7495	Tami Mora 643-2152 Karla Joseph 643-7490
CRS Substitute Manage-ment System: Automated SubFinder System and Sub Pay/Monthly Payroll	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
CSA Liaison	Labor Relations Unit	Labor Relations Unit	Labor Relations Unit

Responsibility	Elementary Team	Secondary Team	Department Team
Custodian Shift Changes	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Custodian Shift Changes for Substitutes in Automated SubFinder	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Customer Service Reception and HR Front Counters	Monica Garland 643-7452 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Monica Garland 643-7452 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Monica Garland 643-7452 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Data Management Team- HR Liaison with Assessment, Research, and Evaluation and Technology Services	Jake Hansen 643-7495 Monica Garland 643-7452 Tami Mora 643-2154	Jake Hansen 643-7495 Monica Garland 643-7452 Tami Mora 643-2154	Jake Hansen 643-7495 Monica Garland 643-7452 Tami Mora 643-2154
Data Report Monitoring and Compliance	Cancy McArn 643-7474 Nanci Rose 643-7488 Jake Hansen 643-7495 Adriana Avitia 643-7489	Cancy McArn 643-7474 David Van Natten 643-9046 Jake Hansen 643-7495 Maritza Blumberg 643-7495	Cancy McArn 643-7474 Christina Villegas 643-7496 Jake Hansen 643-7495 Karla Joseph 643-7490
Declaration of Need (Credential Certificated)	Jake Hansen 643-7495 Tami Mora 643-2152	Jake Hansen 643-7495 Tami Mora 643-2152	Jake Hansen 643-7495 Tami Mora 643-2152
Department of Fair Employment and Housing (DFEH) Investigations	Nanci Rose 643-7488 Legal Department	David Van Natten 643-9046 Legal Department	Christina Villegas 643-7496 Legal Department
Desk Audits and Reports	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Differential Pay Eligibility and Monitoring for Formal Leave of Absence	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Discipline	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Drug/Alcohol Assistance	Risk Management	Risk Management	Risk Management
Elementary Special Subjects (Prep) Teachers: Centralized Listing	Adriana Avitia 643-7489	Adriana Avitia 643-7489	Adriana Avitia 643-7489

Responsibility	Elementary Team	Secondary Team	Department Team
Employee Entrance Evaluation (EEE) Referrals (Lift Test)	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Employee Entrance Evaluation (EEE) Results (Lift Test)	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Employee Records Request (PSL-F085)	Monica Garland 643-7452 Jamilah Rhym 643-7451 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Monica Garland 643-7452 Jamilah Rhym 643-7451 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Monica Garland 643-7452 Jamilah Rhym 643-7451 Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Employee Relations	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Employee/Student support Gay/Lesbian Issues	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Employment Development Department (EDD) Claims, Appeals, and Hearings	Monica Garland 643-7452 Jamilah Rhym 643-7451 Nanci Rose 643-7488	Monica Garland 643-7452 Jamilah Rhym 643-7451 David Van Natten 643-9046	Monica Garland 643-7452 Jamilah Rhym 643-7451 Christina Villegas 643-7496
Employment Development Department (EDD) Human Resources Liaison	Monica Garland 643-7452 Jamilah Rhym 634-7451	Monica Garland 643-7452 Jamilah Rhym 634-7451	Monica Garland 643-7452 Jamilah Rhym 634-7451
Employment Experience Letters	Angela Ruelas 643-7478 Kae Saefong 643-7480	Kong Fang 643-7483 Kristina Pena 634-7477	Brenda Cheatham 643-7440 William Jaramillo 643-7481
Equal Employment Opportunity	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Escape Liaison for Personnel	Jake Hansen 643-7495	Jake Hansen 643-7495	Jake Hansen 643-7495
Escape Liaison: Job Class Code Set-Up by Technology Services	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Escape Liaison: Salary Schedules Set-Up by Technology Services	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154

Responsibility	Elementary Team	Secondary Team	Department Team
Escape Procedures for Personnel	Jake Hansen 643-7495 Monica Garland 643-7452 Adriana Avitia 643-7489	Jake Hansen 643-7495 Monica Garland 643-7452 Maritza Blumberg 643-7495	Jake Hansen 643-7495 Monica Garland 643-7452 Karla Joseph 643-7490
Escape Reports: Staffing, Position Control, Bargaining Units	Jake Hansen 643-7495 Adriana Avitia 643-7489	Jake Hansen 643-7495 Maritza Blumberg 643-7495	Jake Hansen 643-7495 Karla Joseph 643-7490
Evaluation Input in Escape	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Evaluation Procedures: Management	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Evaluation Procedures: Non-Management Certificated and Classified	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Evaluations	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Evaluations: Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Experience Evaluation	Angela Ruelas 643-7478 Adriana Avitia 643-7489	Kong Fang 643-7483 Maritza Blumberg 643-7495	Brenda Cheatham 643-7440 Karla Joseph 643-7490
Extra Help: Certificated/ Classified Substitute Requests	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Fact Finding	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Fingerprint Clearance, Email, Troubleshoot	Monica Garland (Troubleshooting) 643-7452 Jamilah Rhym (Email) 643-7451	Monica Garland (Troubleshooting) 643-7452 Jamilah Rhym (Email) 643-7451	Monica Garland (Troubleshooting) 643-7452 Jamilah Rhym (Email) 643-7451

Responsibility	Elementary Team	Secondary Team	Department Team
Fingerprinting (Live Scan)	Monica Garland 643-7452 Aaron Moreno 643-7456/643-7400 Andrew Thomas 643-7455/643-7400	Monica Garland 643-7452 Aaron Moreno 643-7456/643-7400 Andrew Thomas 643-7455/643-7400	Monica Garland 643-7452 Aaron Moreno 643-7456/643-7400 Andrew Thomas 643-7455/643-7400
FMLA Employee Notification	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Frequently Asked Questions: Fingerprinting	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Frequently Asked Questions: Substitute Office	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Grievance Tracking	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Grievances	Nanci Rose 643-7488 Labor Relations Unit 643-9047	David Van Natten 643-9046 Labor Relations Unit 643-9047	Christina Villegas 643-7496 Labor Relations Unit 643-9047
Hiring Process	Nanci Rose 643-7488 Kiki Trujillo 643-7482	David Van Natten 643-9046 Kiki Trujillo 643-7482	Christina Villegas 643-7496 Kiki Trujillo 643-7482
Hiring Process: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jonathan Griggs 643-7472
Hiring Process: Non-Management Certificated and Represented Classified	Vacant 643-7458 Adriana Avitia 643-7489	Valerie Levin 643-7486 Maritza Blumberg 643-7495	Katie Heu 643-7454 Karla Joseph 643-7490
Hiring Process: Substitutes (Certificated/Classified)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
HR Training Development/ Documentation on Internet/Intranet	Nanci Rose 643-7488 Jake Hansen 643-7495	David Van Natten 643-9046 Jake Hansen 643-7495	Christina Villegas 643-7496 Jake Hansen 643-7495
Human Resource Services Liaison to Chief Officers/Area Assistant Superintendents	Cancy McArn 643-7496 Nanci Rose 643-7488 Monica Garland 643-7452 Kristina Reyes 643-7474	Cancy McArn 643-7496 David Van Natten 643-9046 Monica Garland 643-7452 Kristina Reyes 643-7474	Cancy McArn 643-7496 Christina Villegas 643-7496 Monica Garland 643-7452 Kristina Reyes 643-7474
Human Resource Services Training Manual/SOP	Jake Hansen 643-7495 Monica Garland	Jake Hansen 643-7495 Monica Garland	Jake Hansen 643-7495 Monica Garland

	643-7452	643-7452	643-7452
Responsibility	**Elementary Team**	**Secondary Team**	**Department Team**
In-Service Units – Classified Data Input	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Internet and Intranet Human Resource Services Liaison and Page Master	Tami Mora - 643-2154 Jamilah Rhym - 643-7451	Tami Mora - 643-2154 Jamilah Rhym - 643-7451	Tami Mora - 643-2154 Jamilah Rhym - 643-7451
Interview Packets: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482
Interview Packets: Non-Management Certificated	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490
Interview Packets: Represented Classified	Vacant 643-7458	Valerie Levin 643-7486	Katie Heu 643-7454
Interview Packets: Substitutes - Classified	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Interview Panel Facilitator: Management, Non-Represented Supervisor, Confidential	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Interview Process	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Interview Process for Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Interview Process: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482
Interview Process: Non-Management Certificated and Represented Classified	Vacant 643-7458	Valerie Levin 643-7486	Katie Heu 643-7454
Investigations	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
ISO Personnel Forms Liaison (PSL)	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
ISO Personnel Procedures and Work Instructions Liaison	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Job Class Code Assignment (Escape)	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154

Responsibility	Elementary Team	Secondary Team	Department Team
Job Postings Approval and Entering Data: Non-Management Certificated and Represented Classified	Vacant 643-7458 Adriana Avitia 643-7489	Valerie Levin 643-7486 Maritza Blumberg 643-7495	Katie Heu 643-7454 Karla Joseph 643-7490
Job Postings Approval: Certificated and Classified Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Job Postings: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496
Layoff Procedures: Certificated	Cancy McArn 643-7474 Jake Hansen 643-7495 Adriana Avitia 643-7489	Cancy McArn 643-7474 Jake Hansen 643-7495 Maritza Blumberg 643-7495	Cancy McArn 643-7474 Jake Hansen 643-7495 Karla Joseph 643-7490
Layoff Procedures: Classified	Cancy McArn 643-7474 Jake Hansen 643-7495 Adriana Avitia 643-7489	Cancy McArn 643-7474 Jake Hansen 643-7495 Maritza Blumberg 643-7495	Cancy McArn 643-7474 Jake Hansen 643-7495 Karla Joseph 643-7490
Layoff Teacher Priority Substitute Coordination and Notification per Education Code	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Leave Accrual and Balance Research	Payroll	Payroll	Payroll
Leave Balance Data Input and Questions	Payroll Services Refer to School/Dept List	Payroll Services Refer to School/Dept List	Payroll Services Refer to School/Dept List
Leave Counseling, Eligibility, and Approval: Management, Non-Management Certificated and Represented Classified, Non-Represented Management, UPE, Confidential, Non-Represented Supervisor	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Leave of Absence Data Input	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473

Responsibility	Elementary Team	Secondary Team	Department Team
Legal Requests	Cancy McArn 643-7474 Nanci Rose 643-7488 Monica Garland 643-7452	Cancy McArn 643-7474 David Van Natten 643-9046 Monica Garland 643-7452	Cancy McArn 643-7474 Christina Villegas 643-7496 Monica Garland 643-7452
Lifting Test: Referral Schedule (EEE)	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Lock Sub Pay for Monthly Payroll Export With Technology Services	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Long Term (195 FY Day) Monitoring/Tracking for Classified Per Diem Employees	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Long Term (195 FY Day) Monitoring/Tracking for Classified Substitute Termination	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Long Term (195 FY Day) Notification for Classified Substitutes/Per Diem Employees	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Longevity	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Long-Term Certificated Substitute Report for Team PT II Analysis (Monthly)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Mail Intake and Distribution for all HRS Staff	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Management Employee Liaison	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Master Teacher Stipend	Kelly Dunkley 643-2156	Kelly Dunkley 643-2156	Kelly Dunkley 643-2156
Mediation	Cancy McArn 643-7474 Nanci Rose 643-7488	Cancy McArn 643-7474 David Van Natten 643-9046	Cancy McArn 643-7474 Christina Villegas 643-7496

Responsibility	Elementary Team	Secondary Team	Department Team
Name Changes (Escape)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Name Changes (Substitutes in Automated SubFinder)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
NCLB Compliance for Certificated	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
NCLB Compliance Monitoring for Classified	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
NCLB Scheduling and Testing for Classified	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
NCLB Test Grading for Classified and Classified Substitutes	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452
New Employee Data Entry (M1, M2, M3, S1 Payrolls)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
New Employee Data Entry (Sub Payrolls for Escape and Sub Pay)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
New Employee Orientation Part I: Customer Service Support Specialists Part II: Substitute Office	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452 Angee Gonzalez 643-9492 Gareatha Davila 643-949	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452 Angee Gonzalez 643-9492 Gareatha Davila 643-949	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452 Angee Gonzalez 643-9492 Gareatha Davila 643-949
New Employee Orientation Online Implementation	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
New Teacher Support and Staff Development	Kelly Dunkley 643-2156	Kelly Dunkley 643-2156	Kelly Dunkley 643-2156

Responsibility	Elementary Team	Secondary Team	Department Team
News Organization Requests	Cancy McArn 643-7474 Nanci Rose 643-7488	Cancy McArn 643-7474 David Van Natten 643-9046	Cancy McArn 643-7474 Christina Villegas 643-7496
Non-Reelection of Certificated	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Non-Represented Supervisor Recruitment/Selection	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Non-Represented Supervisors Liaison	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Not Selected for Position Notification: Management, Confidential, Non-Represented Supervisor	Nanci Rose 643-7488 Monica Garland 643-7452	David Van Natten 643-9046 Monica Garland 643-7452	Christina Villegas 643-7496 Monica Garland 643-7452
Not Selected for Position Notification: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Not Selected for Position Notification: Substitutes (Certificated and Classified)	Angee Gonzalez 643-9492 Gareatha Davila 643-949	Angee Gonzalez 643-9492 Gareatha Davila 643-949	Angee Gonzalez 643-9492 Gareatha Davila 643-949
Notice of Vacancy Email for Management, Non-Represented Supervisor, and Confidential Positions	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472
Notice of Vacancy Email for Non-Management Certificated and Represented Classified Positions	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Notice of Vacancy Email for Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-949	Angee Gonzalez 643-9492 Gareatha Davila 643-949	Angee Gonzalez 643-9492 Gareatha Davila 643-949
Offers of Employment: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Offers of Employment: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
One-Stop Staffing and Over Enrollment Certificated Substitutes	Nanci Rose 643-7488 Adriana Avitia 643-7489	David Van Natten 643-9046 Maritza Blumberg 643-7495	Christina Villegas 643-7496 Karla Joseph 643-7490

Operation Supervisors (SPOM's/Custodians) Human Resources Liaison	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Organization Chart for Human Resource Services	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452
Organization Charts for the District (Management)	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Tami Mora 643-2154 Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Organization Development	Cancy McArn 643-7474 Nanci Rose 643-7488	Cancy McArn 643-7474 David Van Natten 643-9046	Cancy McArn 643-7474 Christina Villegas 643-7496
OSHA Custodial Training Sign Ups	Angee Gonzalez 643-9492 Gareatha Davila 643-949 Vacant 643-7458	Angee Gonzalez 643-9492 Gareatha Davila 643-949 Valerie Levin 643-7486	Angee Gonzalez 643-9492 Gareatha Davila 643-949 Katie Heu 643-7454
Payroll Docking-Leave Notification	Payroll Department	Payroll Department	Payroll Department
Per Diem Requisitions	InformedK12	InformedK12	InformedK12
HR Customer Services Counters	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Personnel File Review	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Jamilah Rhym 643-7451
Policies/Procedures	Cancy McArn 643-7474 Nanci Rose 643-7488	Cancy McArn 643-7474 David Van Natten 643-9046	Cancy McArn 643-7474 Christina Villegas 643-7496
Position Control Reports and Analysis	Jake Hansen 643-7495 Adriana Avitia 643-7489	Jake Hansen 643-7495 Maritza Blumberg 643-7495	Jake Hansen 643-7495 Karla Joseph 643-7490
Position Control Vacancy Report Liaison With Budget Services	Jake Hansen 643-7495 Monica Garland 643-7452	Jake Hansen 643-7495 Monica Garland 643-7452	Jake Hansen 643-7495 Monica Garland 643-7452
Position Descriptions: Development	Cancy McArn 643-7474 Regina Collins 643-7473	Cancy McArn 643-7474 Regina Collins 643-7473	Cancy McArn 643-7474 Regina Collins 643-7473
Position Descriptions: Maintenance	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Position Descriptions: Salary Schedule Revisions	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Position Number Changes: Management, Non-Represented Supervisors, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Position Number Changes: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
Pre-Employment Paperwork Distribution and Intake With Clearances and Audit	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Angee Gonzalez 643-9492 Gareatha Davila 643-949	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Angee Gonzalez 643-9492 Gareatha Davila 643-949	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-740 Angee Gonzalez 643-9492 Gareatha Davila 643-949
Pre-One Stop Staffing	Adriana Avitia 643-7489 Nanci Rose 643-7488	Maritza Blumberg 643-7495 David Van Natten 643-9046	Karla Joseph 643-7490 Christina Villegas 643-7496
Professional Development HR Annual Series for Classified	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Professional Development Seminars for Supervisors (In Progress)	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Professional Growth Approval (Classified)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Professional Improvement Evaluation and Data Entry (Certificated)	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Provisional Credentials: PIP's, STSP's, Waivers	Tami Mora 643-2152	Tami Mora 643-2152	Tami Mora 643-2152
Public Employment Relations Board (PERB) Liaison	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Reasonable Assurance Notification Letters for Classified and Certificated Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Reasonable Assurance Notification Letters for Regular Classified Employees (10/11 Month)	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Reassignment	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Reassignment: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Reassignment: Non-Management Certificated and Represented Classified	Nanci Rose 643-7488 Adriana Avitia	David Van Natten 643-9046 Maritza Blumberg	Christina Villegas 643-7496 Karla Joseph

	643-7489	643-7495	643-7490
Reclassification Requests	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Records Storage Liaison (BMI)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Recruitment: Management, Non-Represented Supervisor, Confidential	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496
Recruitment: Non-Management Certificated and Represented Classified	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488 Adriana Avitia 643-7489	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046 Maritza Blumberg 643-7495	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496 Karla Joseph 643-7490
Recruitment: Substitutes (Certificated/Classified)	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496 Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Referrals for Interview or Selection: Substitutes (Certificated/Classified)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Referrals for Interview: Management, Non-Represented Supervisor, Confidential	Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488 Monica Garland 643-7452	Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046 Monica Garland 643-7452	Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496 Monica Garland 643-7452
Referrals for Interview: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Release Time Coordination	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Report Requests Related to Human Resource Services Compliance, Monitoring, Interventions, Sanctions (CMIS)	Jake Hansen 643-7495 Tami Mora 643-2154	Jake Hansen 643-7495 Tami Mora 643-2154	Jake Hansen 643-7495 Tami Mora 643-2154

Request for Formal Classification Review (Classified Employees)	Regina Collins 643-7473	Regina Collins 643-7473	Regina Collins 643-7473
Requests for Information (RFI) From Collective Bargaining Unit Representatives	Cancy McArn 643-7474 Jake Hansen 643-7495 Labor Relations Unit 643-9047	Cancy McArn 643-7474 Jake Hansen 643-7495 Labor Relations Unit 643-9047	Cancy McArn 643-7474 Jake Hansen 643-7495 Labor Relations Unit 643-9047
Requisition Vacancy Data Input (Other Than New Employee) (Position Number Changes, Transfers, Reassignments, etc.)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Resignation Acceptance	Cancy McArn 643-7496 Monica Garland 643-7452 Jake Hansen 643-7492 Adriana Avitia 643-7489	Cancy McArn 643-7496 Monica Garland 643-7452 Jake Hansen 643-7492 Maritza Blumberg 643-7495	Cancy McArn 643-7496 Monica Garland 643-7452 Jake Hansen 643-7492 Karla Joseph 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
Restrict Substitute From School Site for Year	Nanci Rose 643-7488 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	David Van Natten 643-9046 Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Christina Villegas 643-7496 Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Salary Changes	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Salary Changes: Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Salary Placement: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Salary Placement: Non-Management Certificated	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Salary Placement: Non-Management Represented Classified	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Salary Questions	Adriana Avitia 643-7489 Vacant 643-7458 Monica Garland 643-7452	Maritza Blumberg 643-7495 Valerie Levin 643-7486 Monica Garland 643-7452	Karla Joseph 643-7490 Katie Heu 643-7454 Monica Garland 643-7452
Salary Questions: Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Salary Schedule Committee, Including Administrative Services and Technology Services	Cancy McArn 643-7474 Jake Hansen 643-7495 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Jake Hansen 643-7495 Tami Mora 643-2154 Monica Garland 643-7452	Cancy McArn 643-7474 Jake Hansen 643-7495 Tami Mora 643-2154 Monica Garland 643-7452
Salary Schedule Development and Maintenance	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Salary Schedules and Stipend Tables Calculations	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Salary/Experience Evaluation: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Salary/Experience Evaluation: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Kae Saefong 643-7480 Angela Ruelas	Maritza Blumberg 643-7495 Kristina Pena 643-7477 Kong Fang	Karla Joseph 643-7490 William Jaramillo 643-7481 Brenda Cheatham

	643-7478	643-7483	643-7440
Scanning Documents and Personnel Files	Jamilah Rhym 643-7451	Jamilah Rhym 643-7451	Jamilah Rhym 643-7451

Responsibility	Elementary Team	Secondary Team	Department Team
School Office Manager Training Manual	Nanci Rose 643-7488 Tiffany Smith-Simmons 643-9058	David Van Natten 643-9046 Tiffany Smith-Simmons 643-9058	Christina Villegas 643-7496 Tiffany Smith-Simmons 643-9058
Screening Applications: Management, Confidential, Non-Represented Supervisor	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Monica Garland 643-7452 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472
Screening Applications: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Screening Applications: Substitutes (Certificated and Classified)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
SCTA Liaison	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Edjoin.org Application: Reset User Name and Password (Substitutes)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Edjoin.org Application: Reset User Name and Pass- word (System Generated)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Edjoin Application: Social Security Revisions	Jamilah Rhym 643-7451	Jamilah Rhym 643-7451	Jamilah Rhym 643-7451
Edjoin : Applicant Tracking Vendor Liaison	Monica Garland 643-7452 Jake Hansen 643-7495	Monica Garland 643-7452 Jake Hansen 643-7495	Monica Garland 643-7452 Jake Hansen 643-7495
SEIU Liaison	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Seniority Lists	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Seniority Lists for Layoff Priority for Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Jake Hansen 643-7495	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Jake Hansen 643-7495	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Jake Hansen 643-7495
Seniority/Credential/ Address Letters	Adriana Avitia 643-7489 Jake Hansen 643-7495	Adriana Avitia 643-7489 Jake Hansen 643-7495	Adriana Avitia 643-7489 Jake Hansen 643-7495
Sex Offender Clearance (Volunteer)	Jamilah Rhym 643-7451 Monica Garland 643-7452	Jamilah Rhym 643-7451 Monica Garland 643-7452	Jamilah Rhym 643-7451 Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Sex Offender Clearances (Out of District)	Jamilah Rhym 643-7451 Monica Garland 643-7452	Jamilah Rhym 643-7451 Monica Garland 643-7452	Jamilah Rhym 643-7451 Monica Garland 643-7452
Sick Leave Balance Data Entry and Questions	Payroll Services refer to School/Dept List	Payroll Services refer to School/Dept List	Payroll Services refer to School/Dept List
Sick Leave Transfers: Other School Districts	Payroll	Payroll	Payroll
Skelly Hearings	Nanci Rose 643-7488 Legal Department	David Van Natten 643-9046 Legal Department	Christina Villegas 643-7496 Legal Department
Skills Testing Vendor Liaison	Monica Garland 643-7452 Jake Hansen 643-7495	Monica Garland 643-7452 Jake Hansen 643-7495	Monica Garland 643-7452 Jake Hansen 643-7495
Social Security Data Verification Letter	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Staff Change Reports	Jake Hansen 643-7495	Jake Hansen 643-7495	Jake Hansen 643-7495
Staff Training: Development, Implementation, and Facilitation	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Staffing: Management, Non-Represented Supervisor, Confidential	Cancy McArn 643-7474 Monica Garland 643-7452	Cancy McArn 643-7474 Monica Garland 643-7452	Cancy McArn 643-7474 Monica Garland 643-7452
Staffing: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Staffing: Substitutes (Certificated/Classified)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
State and Federal Report and Statistical Gathering	Adriana Avitia 643-7489 Jake Hansen 643-7495 Nanci Rose 643-7488	Maritza Blumberg 643-7495 Jake Hansen 643-7495 David Van Natten 643-9046	Karla Joseph 643-7490 Jake Hansen 643-7495 Christina Villegas 643-7496

Responsibility	Elementary Team	Secondary Team	Department Team
Status Changes: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Status Changes: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Karla Joseph 643-7490
STRS Emergency Earning Exemption Request	Payroll	Payroll	Payroll
Sub Pay Committee Meetings and Agenda	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Sub Pay Training for New Administrators, School Office Managers, Central Office Staff	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Sub Pay: HRS Essential Functions. HRS/ISO Essential Functions	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488 Tanisha Turner 643-7443	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046 Tanisha Turner 643-7443	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496 Tanisha Turner 643-7443
Subpoenas	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Substitute (Long-Term) Daily Rate Evaluation (PSL-F239)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Substitute (Long-Term) Daily Rate Evaluation (PSL- F239) Review and Reduction With Site Collaboration and Training	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Substitute Data Entry (Automated SubFinder)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Substitute Data Entry (Escape)	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Substitute Employee Warning Termination Conferencing	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496

Responsibility	Elementary Team	Secondary Team	Department Team
Substitute Office Back-Up Coverage as Personnel Technician II's	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493	Angee Gonzalez 643-9492 Gareatha Davila 643-9493
Substitute Personnel	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046
Substitute Teacher Pool	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496
Substitute Teacher Training	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Nanci Rose 643-7488	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 David Van Natten 643-9046	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Christina Villegas 643-7496
Substitutes for Summer School, K-3 CSR, Layoff Hearing Substitutes	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Nanci Rose 643-7488	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 David Van Natten 643-9046	Angee Gonzalez 643-9492 Gareatha Davila 643-9493 Christina Villegas 643-7496
Supervisor, HRS (Over Team HR Analyst)	Jake Hansen 643-7492	Jake Hansen 643-7492	Jake Hansen 643-7492
Supervisor, HRS (Over Team Customer Service Specialists Personnel Technicians I)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Supervisor, HRS (Over Team Personnel Technician II's)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Supervisor, HRS (Over Team Personnel Technician II, Sub statute Services)	David Van Natten 643-9046	David Van Natten 643-9046	David Van Natten 643-9046
Supply Ordering	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Surplus List - Centralized	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495

Surplus Placement Process: Certificated	Adriana Avitia 643-7489 Jake Hansen 643-7495 Nanci Rose 643-7488	Maritza Blumberg 643-7495 Jake Hansen 643-7495 David Van Natten 643-9046	Karla Joseph 643-7490 Jake Hansen 643-7495 Christina Villegas 643-7496
TALX Work Number and TALX EDD Unemployment Insurance Notice Liaison	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
TB Requirements	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Teacher Contracts	Adriana Avitia 643-7489 Nanci Rose 643-7488 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Maritza Blumberg 643-7495 David Van Natten 643-9046 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Karla Joseph 643-7490 Christina Villegas 643-7496 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Teacher of the Year	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041

Responsibility	Elementary Team	Secondary Team	Department Team
Teamsters Liaison	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Termination/39-Month Reemployment and Rights Notification	Adriana Avitia 643-7489 Jake Hansen 643-7495 Nanci Rose 643-7488	Maritza Blumberg 643-7495 Jake Hansen 643-7495 David Van Natten 643-9046	Karla Joseph 643-7490 Jake Hansen 643-7495 Christina Villegas 643-7496
Terms of Employment: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Terms of Employment: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Testing – Employee Entrance Evaluation (EEE) Lifting Test Referral	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400
Testing Center: Scheduling and Testing for Clerical (Typing, Software Skills, Accounting Skills), NCLB (Classified), Bilingual, etc.	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452
Title IX Officer	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Transcript Review (New Employees, Certificated Long-Term Subs, and Salary Advancement)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440
Transcript Review (Relating to Credentials)	Tami Mora 643-2152	Tami Mora 643-2152	Tami Mora 643-2152
Transfer	Adriana Avitia 643-7489 Nanci Rose 643-7488	Maritza Blumberg 643-7495 David Van Natten 643-9046	Karla Joseph 643-7490 Christina Villegas 643-7496
U. S. Department of Labor Processing: Visa Application	Cancy McArn 643-7474 Tami Mora 643-2152	Cancy McArn 643-7474 Tami Mora 643-2152	Cancy McArn 643-7474 Tami Mora 643-2152

Responsibility	Elementary Team	Secondary Team	Department Team
Unemployment Inquiry/ Verification: TALX	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Monica Garland 643-7452
Unemployment Insurance Claims and Hearings With EDD	Nanci Rose 643-7488	David Van Natten 643-9046	Christina Villegas 643-7496
Uniform Complaint Procedures	Christina Villegas 643-7496	Christina Villegas 643-7496	Christina Villegas 643-7496
University Liaison for Student Teacher Recruitment for Sub Pool	Tiffany Smith-Simmons 643-9058 David Van Natten 643-9046	Tiffany Smith-Simmons 643-9058 David Van Natten 643-9046	Tiffany Smith-Simmons 643-9058 David Van Natten 643-9046
UPE Liaison	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047	Labor Relations Unit 643-9047
Vacancy List – Centralized	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Vacancy Requisition: Management, Non-Represented Supervisor, Confidential	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482	Monica Garland 643-7452 Kiki Trujillo 643-7482
Vacancy Requisition: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Vacant 643-7458	Maritza Blumberg 643-7495 Valerie Levin 643-7486	Karla Joseph 643-7490 Katie Heu 643-7454
Vacation Balance Data Entry and Questions	Payroll Department 643-9400	Payroll Department 643-9400	Payroll Department 643-9400
Verification of Employment (Special)	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451
Verification of Employment: TALX Work Number	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451	Michelle Heredia 643-7400/643-7456 Andrew Thomas 643-7455/643-7400 Aaron Moreno 643-7456/643-7400 Jamilah Rhym 643-7451
Verification of Experience for Former Employees	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kong Fang 643-7483	William Jaramillo 643-7481 Brenda Cheatham 643-7440

Responsibility	Elementary Team	Secondary Team	Department Team
Volunteer Fingerprint Clearances	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451	Monica Garland 643-7452 Jamilah Rhym 643-7451
Work Number (TALX) Vendor Liaison	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452

Responsibility Matrix rev 03/27/23