



Human Resource Services

Responsibility Matrix

Effective September 20, 2012

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
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	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488
Address Changes (Escape)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Address Changes (SubFinder)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Administrative Regulations	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Administrator Reassignment	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Adult Education Salary Placement Evaluation	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Adult Hourly Absences	Christina Villegas 643-7488	Christina Villegas 643-7488	Christina Villegas 643-7488
Americans With Disabilities (ADA) Human Resources Liaison With Risk Management	Roxanne Findlay 643-9046 Joyce Compton 643-7492	Cancy McArn 643-7496 Joyce Compton 643-7492	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492
Annual Employee Notifications	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473
Annual Employee Notifications Data Management	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Applicant Tracking: Day-to- Day Classified and Certificated Substitutes	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Applicant Tracking: Management, Non- Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Applicant Tracking: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Arbitration	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Assignment – Misassignment Monitoring of Certificated	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Athletic Coaches: New Hiring and Audit Packets	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Authorized Position Reports	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Automated Substitute Finder System (ASF)	Bobbie Jo Argo 643-9493 CRS	Bobbie Jo Argo 643-9493 CRS	Bobbie Jo Argo 643-9493 CRS
Automated Substitute Placement and Management	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 CRS Vendor	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 CRS Vendor	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 CRS Vendor
Bargaining Agreements	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Bargaining Unit Requests	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Vacant 643-7473	Cancy McArn 643-7496 Joyce Compton 643-7492 Vacant 643-7473	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Vacant 643-7473
Beginning Teacher Support and Assessment (BTSA)	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152
Board Agenda Report: Personnel Transactions for Board Approval	Barbara Valdez 643-7479	Barbara Valdez 643-7479	Barbara Valdez 643-7479
Board of Education Items Preparation	Vacant 643-7473 Kim Hebert 643-7474 Edith Sun-Rudolph 643-7490	Vacant 643-7473 Kim Hebert 643-7474 Jake Hansen 643-7495	Vacant 643-7473 Kim Hebert 643-7474 Cindy Nguyen 643-7489
Board of Education Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Board of Education Personnel Transactions: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Board of Education Personnel Transactions: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Board Policies	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Budget Code Verification Confirmation for Substitutes With Budget Services	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Budget Development	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Budget Monitoring	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Budget Processing (Human Resources)	Monica Garland 643-9024	Monica Garland 643-9024	Monica Garland 643-9024
Calendar: Beginning and End of School Year Memo	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Calendar: Duty Year Development/Input (Escape)	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Calendar: Pupil Progress Reporting	Area Asst. Superintendents Jess Serna 643-7474 Vacant 643-7473	Area Asst. Superintendents Jess Serna 643-7474 Vacant 643-7473	Area Asst. Superintendents Jess Serna 643-7474 Vacant 643-7473
Calendar: School Calendar Summary for Elementary and Secondary	Jess Serna 643-7474 Vacant 643-7473 Committee	Jess Serna 643-7474 Vacant 643-7473 Committee	Jess Serna 643-7474 Vacant 643-7473 Committee
Calendar: Spring Break Memo	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Calendar: Traditional Attendance Calendar	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473
Calendar: Waivers for Credentials	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Calendar: Winter Break Memo	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Career Lattice	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Catastrophic Illness	Christina Villegas 643-7488	Christina Villegas 643-7488	Christina Villegas 643-7488
CBED's: Human Resource Services Requests for Information	Jess Serna 643-7474 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Joyce Compton 643-7492 Cindy Nguyen 643-7489

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Changes (Automated SubFinder)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Chief Negotiator	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
CLAD/BCLAD/LDS/ELA/SB 1969	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Classification and Compensation Studies	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Classification Review Board	Jess Serna 643-7474 Roxanne Findlay 643-9046 Vacant 643-7473	Jess Serna 643-7474 Cancy McArn 643-7496 Vacant 643-7473	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Vacant 643-7473
Classified Employee Nominate for Awards: Classified Champion	Roxanne Findlay 643-9046 Christina Villegas 643-7488	Roxanne Findlay 643-9046 Christina Villegas 643-7488	Roxanne Findlay 643-9046 Christina Villegas 643-7488
Complaints	Roxanne Findlay 643-9046 Christina Villegas 643-7488	Roxanne Findlay 643-9046 Christina Villegas 643-7488	Roxanne Findlay 643-9046 Christina Villegas 643-7488
Confidential Employee Recruitment/Selection	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Confidential Employees Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Conflict Resolution	Jess Serna 643-7474 Roxanne Findlay 643-9046	Jess Serna 643-7474 Cancy McArn 643-7496	Jess Serna 643-7474 Carol Mignone Stephen 643-9058
Contract Interpretation	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Copy Machine Repairs and Requests	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488
Credentials	Edith Sun-Rudolph 643-7490 Kim Hebert (Management) 643-7474	Jake Hansen 643-7495 Kim Hebert (Management) 643-7474	Cindy Nguyen 643-7489 Kim Hebert (Management) 643-7474
CRS Substitute Management System: Automated SubFinder System and Sub Pay/Monthly Payroll	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
CSA Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Custodian Shift Changes	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Custodian Shift Changes for Substitutes in Automated SubFinder	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Customer Service Reception and HR Front Counters	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Data Management Team-HR Liaison with Assessment, Research, and Evaluation and Technology Services	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Data Report Monitoring and Compliance	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Declaration of Need (Credential Certificated)	Jess Serna 643-7474 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Edith Sun-Rudolph 643-7490
Department of Fair Employment and Housing (DFEH) Investigations	Jess Serna 643-7474 Roxanne Findlay 643-9046 Susan Pointer 643-9097	Jess Serna 643-7474 Cancy McArn 643-7496 Susan Pointer 643-9097	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Susan Pointer 643-9097
Desk Audits and Reports	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Differential Pay Eligibility and Monitoring for Formal Leave of Absence	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Discipline	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Display Ads	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Drug/Alcohol Assistance	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Elementary Special Subjects (Prep) Teachers: Centralized Listing	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Employee Entrance Evaluation (EEE) <u>Referrals</u> (Lift Test)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Employee Entrance Evaluation (EEE) <u>Results</u> (Lift Test)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Employee Records Request (PSL-F085)	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Christina Villegas 643-7488 Monica Garland 643-9024	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Christina Villegas 643-7488 Monica Garland 643-9024	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Christina Villegas 643-7488 Monica Garland 643-9024
Employee Relations	Jess Serna 643-7474 Christina Villegas 643-7488	Jess Serna 643-7474 Monica Garland 643-9024	Jess Serna 643-7474 Monica Garland 643-9024 Christina Villegas 643-7488
Employee/Student Gay/Lesbian Issues	Roxanne Findlay 643-9046	Roxanne Findlay 643-9046	Roxanne Findlay 643-9046
Employee-Employer Relations: Chief Negotiator	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Employment Development Department (EDD) Claims, Appeals, and Hearings	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Employment Development Department (EDD) Human Resources Liaison	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Employment Experience Letters	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Equal Employment Opportunity	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Escape Liaison for Personnel	Roxanne Findlay 643-9046 Edith Sun-Rudolph 643-7490 Committee	Cancy McArn 643-7496 Jake Hansen 643-7495 Committee	Carol Mignone Stephen 643-9058 Cindy Nguyen 643-7489 Committee
Escape Liaison: Job Class Code Set-Up by Technology Services	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Escape Liaison: Salary Schedules Set-Up by Technology Services	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Escape Procedures for Personnel	Roxanne Findlay 643-9046 Edith Sun-Rudolph 643-7490 Joyce Compton 643-7492 Committee	Cancy McArn 643-7496 Jake Hansen 643-7495 Joyce Compton 643-7492 Committee	Carol Mignone Stephen 643-9058 Cindy Nguyen 643-7489 Joyce Compton 643-7492 Committee
Escape Reports: Staffing, Position Control, Bargaining Units	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Evaluation Input in Escape	Roxanne Findlay 643-9046 Christina Villegas 643-7488 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Cancy McArn 643-7496 Monica Garland 643-9024 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Carol Mignone Stephen 643-9058 Monica Garland 643-9024 Christina Villegas 643-7488 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Evaluation Procedures: Management	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Evaluation Procedures: Non-Management Certificated and Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Evaluations	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Evaluations: Substitutes	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492
Experience Evaluation	Edith Sun-Rudolph 643-7490 Sarah Perez 643-7440 Brandon Lillard 643-9257	Jake Hansen 643-7495 Jonathan Griggs 643-7477 Kae Saefong 643-7480	Cindy Nguyen 643-7489 Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Extra Help: Certificated/ Classified Substitute Requests	Jess Serna 643-7474 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Jess Serna 643-7474 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Jess Serna 643-7474 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Fact Finding	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Fingerprint Clearance, Email, Troubleshoot	Monica Garland (Troubleshooting) 643-9024 Christina Villegas (Email) 643-7488	Monica Garland (Troubleshooting) 643-9024 Christina Villegas (Email) 643-7488	Monica Garland (Troubleshooting) 643-9024 Christina Villegas (Email) 643-7488

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Fingerprinting (LiveScan)	Carol Mignone Stephen 643-9058 Chris Daily 643-7449	Carol Mignone Stephen 643-9058 Chris Daily 643-7449	Carol Mignone Stephen 643-9058 Chris Daily 643-7449
FMLA Employee Notification	Roxanne Findlay 643-9046 Edith Sun-Rudolph 643-7490 Christina Villegas 643-7488	Cancy McArn 643-7496 Jake Hansen 643-7495 Monica Garland 643-9024	Carol Mignone Stephen 643-9058 Cindy Nguyen 643-7489 Monica Garland 643-9024 Christina Villegas 643-7488
Frequently Asked Questions: Fingerprinting	Carol Mignone Stephen 643-9058 Monica Garland 643-9024	Carol Mignone Stephen 643-9058 Monica Garland 643-9024	Carol Mignone Stephen 643-9058 Monica Garland 643-9024
Frequently Asked Questions: Substitute Office	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Grievance Tracking	Monica Garland 643-9024	Monica Garland 643-9024	Monica Garland 643-9024
Grievances	Jess Serna 643-7474 Roxanne Findlay 643-9046	Jess Serna 643-7474 Cancy McArn 643-7496	Jess Serna 643-7474 Carol Mignone Stephen 643-9058
Hiring Process	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Hiring Process: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Hiring Process: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Hiring Process: Substitutes (Certificated/Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
HR Training Development/Documentation on Internet/Intranet	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473
Human Resource Services Liaison to Chief Officers/Area Assistant Superintendents	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Kim Hebert 643-7474	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Kim Hebert 643-7474
Human Resource Services Training Manual	Committee Joyce Compton 643-7492 Vacant 643-7473	Committee Joyce Compton 643-7492 Vacant 643-7473	Committee Joyce Compton 643-7492 Vacant 643-7473

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
In-Service Units – Classified Data Input	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Internet and Intranet Human Resource Services Liaison and Page Master	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Interview Packets: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Interview Packets: Non-Management Certificated	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Interview Packets: Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Interview Packets: Substitutes - Classified	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Interview Panel Facilitator: Management, Non-Represented Supervisor, Confidential	Roxanne Findlay 643-9046 Kim Hebert 643-7474	Cancy McArn 643-7496 Kim Hebert 643-7474	Carol Mignone Stephen 643-9058 Kim Hebert 643-7474
Interview Process	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Interview Process for Substitutes	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Interview Process: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Interview Process: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Investigations	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
ISO Auditor (HR)	Barbara Valdez 643-7479 Monica Garland 643-9024	Barbara Valdez 643-7479 Monica Garland 643-9024	Barbara Valdez 643-7479 Monica Garland 643-9024
ISO BTSA Forms Liaison	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
ISO Personnel Forms Liaison	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
ISO Personnel Management Review Team (MRT) Member	Jess Serna 643-7474 Roxanne Findlay 643-9046	Jess Serna 643-7474 Roxanne Findlay 643-9046	Jess Serna 643-7474 Roxanne Findlay 643-9046
ISO Personnel Procedures and Work Instructions Liaison	Christina Villegas 643-7488	Christina Villegas 643-7488	Christina Villegas 643-7488
Job Class Code Assignment (Escape)	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Job Postings Approval and Entering Data: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Job Postings Approval: Certificated and Classified Substitutes	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Job Postings: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Layoff Procedures: Certificated	Jess Serna 643-7474 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Layoff Procedures: Classified	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Layoff Teacher Priority Substitute Coordination and Notification per Education Code	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Leave Accrual and Balance Research	Christina Villegas 643-7488	Monica Garland 643-9024	Monica Garland 643-9024 Christina Villegas 643-7488
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	Roxanne Findlay 643-9046 Kim Hebert 643-7474	Cancy McArn 643-7496 Kim Hebert 643-7474	Carol Mignone Stephen 643-9058 Kim Hebert 643-7474
Leave of Absence Counseling, Eligibility, and Approval: Non-Management Certificated and Represented Classified	Roxanne Findlay 643-9046 Edith Sun-Rudolph 643-7490	Cancy McArn 643-7496 Jake Hansen 643-7495	Carol Mignone Stephen 643-9058 Cindy Nguyen 643-7489
Leave of Absence Counseling: Non-Represented Management, UPE, Confidential, Non-Represented Supervisor	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Leave of Absence Data Input	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Legal Requests	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474 Vacant 643-7473	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474 Vacant 643-7473	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474 Vacant 643-7473
Lifting Test: Referral Schedule (EEE)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Lock Sub Pay for Monthly Payroll Export With Technology Services	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Long Term (195 FY Day) Monitoring/Tracking for Classified Per Diem Employees	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Long Term (195 FY Day) Monitoring/Tracking for Classified Substitute Termination	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492
Long Term (195 FY Day) Notification for Classified Substitutes/Per Diem Employees	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Longevity	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Long-Term Certificated Substitute Report for Team PT II Analysis (Monthly)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Mail Intake and Distribution for all HRS Staff	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Joyce Compton 643-7492	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Joyce Compton 643-7492	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Joyce Compton 643-7492
Management Employee Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Master Teacher Stipend	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Mediation	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Name Changes (Escape)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Name Changes (Substitutes in Automated SubFinder)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
NCLB Compliance for Certificated	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
NCLB Compliance Monitoring for Classified	Cancy McArn 643-7496	Cancy McArn 643-7496	Cancy McArn 643-7496
NCLB <u>Scheduling and Testing</u> for Classified	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
NCLB <u>Test Grading</u> for Classified and Classified Substitutes	Monica Garland 643-9024	Monica Garland 643-9024	Monica Garland 643-9024
Negotiations	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
New Employee Data Entry (M1, M2, M3, S1 Payrolls)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
New Employee Data Entry (Sub Payrolls for Escape and Sub Pay)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
New Employee Orientation Agenda and Implementation for All New Hires, Probationary, Per Diem, and Substitutes	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473
New Employee Orientation <u>Part I:</u> Customer Service Support Specialists <u>Part II:</u> Substitute Office	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493
New Employee Orientation Schedule	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
New Teacher Support and Staff Development	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152	Cancy Mc Arn 643-7496 Kelly Dunkley 643-2156 Marjorie Petralli 643-2152

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
News Organization Requests	Roxanne Findlay 643-9046 Joyce Compton 643-7492	Cancy McArn 643-7496 Joyce Compton 643-7492	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492
Non-Reelection of Certificated	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Non-Represented Supervisor Recruitment/Selection	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Non-Represented Supervisors Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Not Selected for Position Notification: Management, Confidential, Non-Represented Supervisor	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Not Selected for Position Notification: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Not Selected for Position Notification: Substitutes (Certificated and Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Notice of Vacancy Email for Management, Non-Represented Supervisor, and Confidential Positions	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Notice of Vacancy Email for Non-Management Certificated and Represented Classified Positions	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Notice of Vacancy Email for Substitutes	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Offers of Employment: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Offers of Employment: Non-Management Certificated and Represented Classified	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
One-Stop Staffing and Over Enrollment Certificated Substitutes	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Operation Supervisors (SPOM's/Custodians) Human Resources Liaison	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Organization Chart for Human Resource Services	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473
Organization Charts for the District (Management)	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Organization Development	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
OSHA Custodial Training Sign Ups	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Payroll Docking-Leave Notification	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Per Diem Requisitions	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Personnel Customer Services Counters	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Personnel File Review	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Policies/Procedures	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Position Control Reports and Analysis	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Position Control Vacancy Report Liaison With Budget Services	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Position Descriptions: Development	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473
Position Descriptions: Maintenance	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Position Descriptions: Salary Schedule Revisions	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Position Number Changes: Management, Non- Represented Supervisors, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Position Number Changes: Non-Management Certifi- cated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Pre-Employment Paperwork Distribution and Intake With Clearances and Audit	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400 Bobbie Jo Argo 643-9493
Pre-One Stop Staffing	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Professional Development HR Annual Series for Classified	Joyce Compton 643-7492 Committee Representative From Each Employee Unit	Joyce Compton 643-7492 Committee Representative From Each Employee Unit	Joyce Compton 643-7492 Committee Representative From Each Employee Unit
Professional Development Seminars for Supervisors (In Progress)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Professional Growth Approval (Classified)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Professional Improvement Evaluation and Data Entry (Certificated)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Provisional Credentials: PIP's, STSP's, Waivers	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Public Employment Relations Board (PERB) Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Reasonable Assurance Notification Letters for Classified and Certificated Substitutes	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Reasonable Assurance Notification Letters for Regular Classified Employees (10/11 Month)	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473	Joyce Compton 643-7492 Vacant 643-7473
Reassignment	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Reassignment: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Reassignment: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Reclassification Requests	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Records Storage Liaison (BMI)	Christina Villegas 643-7488 Monica Garland 643-9024	Christina Villegas 643-7488 Monica Garland 643-9024	Christina Villegas 643-7488 Monica Garland 643-9024

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Recruitment: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Recruitment: Non-Management Certificated and Represented Classified	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Recruitment: Substitutes (Certificated/Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Referrals for Interview or Selection: Substitutes (Certificated/Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Referrals for Interview: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Referrals for Interview: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Release Time Coordination	Jess Serna 643-7474 Monica Garland 643-9024	Jess Serna 643-7474 Monica Garland 643-9024	Jess Serna 643-7474 Monica Garland 643-9024
Report Requests Related to Human Resource Services Compliance, Monitoring, Interventions, Sanctions (CMIS)	Roxanne Findlay 643-9046 Cancy Mc Arn 643-7496 Joyce Compton 643-7492	Cancy Mc Arn 643-7496 Joyce Compton 643-7492	Carol Mignone Stephen 643-9058 Cancy Mc Arn 643-7496 Joyce Compton 643-7492
Request for Formal Classification Review (Classified Employees)	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473	Jess Serna 643-7474 Vacant 643-7473
Requests for Information (RFI) From Collective Bargaining Unit Representatives	Jess Serna 643-7474 Joyce Compton 643-7492 Vacant 643-7473	Jess Serna 643-7474 Joyce Compton 643-7492 Vacant 643-7473	Jess Serna 643-7474 Joyce Compton 643-7492 Vacant 643-7473
Requisition Vacancy Data Input (Other Than New Employee) (Position Number Changes, Transfers, Reassignments, etc.)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Resignation Acceptance	Jess Serna 643-7474 Roxanne Findlay 643-9046	Jess Serna 643-7474 Cancy McArn 643-7496	Jess Serna 643-7474 Carol Mignone Stephen 643-9058

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Restrict Substitute From School Site for Year	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Cancy McArn 643-7496 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Salary Changes	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Salary Changes: Substitutes	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Salary Placement: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Salary Placement: Non-Management Certificated	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Salary Placement: Non-Management Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Salary Questions	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Salary Questions: Substitutes	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492	Bobbie Jo Argo 643-9493 Joyce Compton 643-7492
Salary Schedule Committee, Including Administrative Services and Technology Services	Jess Serna 643-7474 Vacant 643-7473 Barbara Valdez 643-7479 Jonathan Griggs 643-7477	Jess Serna 643-7474 Vacant 643-7473 Barbara Valdez 643-7479 Jonathan Griggs 643-7477	Jess Serna 643-7474 Vacant 643-7473 Barbara Valdez 643-7479 Jonathan Griggs 643-7477
Salary Schedule Development and Maintenance	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Salary Schedules and Stipend Tables Calculations	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Salary/Experience Evaluation: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Salary/Experience Evaluation: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Scanning Documents and Personnel Files	All	All	All

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
School Office Manager Training Manual	Committee Joyce Compton 643-7492 Vacant 643-7473	Committee Joyce Compton 643-7492 Vacant 643-7473	Committee Joyce Compton 643-7492 Vacant 643-7473
Screening Applications: Management, Confidential, Non-Represented Supervisor	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Screening Applications: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490 <u>Classified Only</u> Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Jake Hansen 643-7495 <u>Classified Only</u> Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Cindy Nguyen 643-7489 <u>Classified Only</u> Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Screening Applications: Substitutes (Certificated and Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
SCTA Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
SearchSoft Application: Reset User Name and Password (Substitutes)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
SearchSoft Application: Reset User Name and Password (System Generated)	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
SearchSoft Application: Reset User Name and Password (Telephone)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
SearchSoft Application: Social Security Revisions	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
SearchSoft: Applicant Tracking Vendor Liaison	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
SEIU Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Seniority Lists	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Seniority Lists for Layoff Priority for Substitutes	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Seniority/Credential/Address Letters	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Sex Offender Clearance (Volunteer)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Sex Offender Clearances (Out of District)	Monica Garland 643-9024	Monica Garland 643-9024	Monica Garland 643-9024
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	Christina Villegas 643-7488 Monica Garland 643-9024	Christina Villegas 643-7488 Monica Garland 643-9024	Christina Villegas 643-7488 Monica Garland 643-9024
Skelly Hearings	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Susan Pointer 643-9097	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Susan Pointer 643-9097	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Susan Pointer 643-9097
Skills Testing Daily Report	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Skills Testing Vendor Liaison	Vacant 643-7473	Vacant 643-7473	Vacant 643-7473
Social Security Data Verification Letter	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Staff Change Reports	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Staff Training: Development, Implementation, and Facilitation	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
Staffing: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Staffing: Non-Management Certificated and Represented Classified	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Staffing: Substitutes (Certificated/Classified)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
State and Federal Report and Statistical Gathering	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Status Changes: Management, Non-Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Status Changes: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
STRS Emergency Earning Exemption Request	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Sub Pay Committee Meetings and Agenda	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 Payroll Services Budget Services Technology Services CRS	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 Payroll Services Budget Services Technology Services CRS	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493 Payroll Services Budget Services Technology Services CRS
Sub Pay Training for New Administrators, School Office Managers, Central Office Staff	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Sub Pay: HRS Essential Functions	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Sub Pay: HRS/ISO Essential Functions	Bobbie Jo Argo 643-9493 Sarah Perez 643-7440 Brandon Lillard 643-9257	Bobbie Jo Argo 643-9493 Jonathan Griggs 643-7477 Kae Saefong 643-7480	Bobbie Jo Argo 643-9493 Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Subpoenas	Christina Villegas 643-7488	Monica Garland 643-9024	Monica Garland 643-9024 Christina Villegas 643-7488
Substitute (Long-Term) Daily Rate Evaluation (PSL-F239)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Substitute (Long-Term) Daily Rate Evaluation (PSL-F239) Review and Reduction With Site Collaboration and Training	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Substitute Data Entry (Automated SubFinder)	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Substitute Data Entry (Escape)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Substitute Employee Warning Termination Conferencing	Carol Mignone Stephen (Cert) Joyce Compton (Class) 643-7492	Carol Mignone Stephen (Cert) Joyce Compton (Class) 643-7492	Carol Mignone Stephen (Cert) 643-9058 Joyce Compton (Class) 643-7492

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Substitute Office Back-Up Coverage as Personnel Technician II's	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Substitute Personnel	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Substitute Teacher Pool	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Substitute Teacher Training	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Substitutes for Summer School, K-3 CSR, Layoff Hearing Substitutes	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Bobbie Jo Argo 643-9493
Supervisor, HRS (Over Customer Service Specialists and Substitute Services)	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Supervisor, HRS (Over Team Personnel Technician II's)	Roxanne Findlay 643-9046	Cancy McArn 643-7496	Carol Mignone Stephen 643-9058
Supply Ordering	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488	Monica Garland 643-9024 Christina Villegas 643-7488
Surplus List - Centralized	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Surplus Placement Process: Certificated	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Cancy McArn 643-7496 Joyce Compton 643-7492 Jake Hansen 643-7495	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Cindy Nguyen 643-7489
TALX Work Number and TALX EDD Unemployment Insurance Notice Liaison	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
TB Requirements	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Teacher Contracts	Joyce Compton 643-7492 Edith Sun-Rudolph 643-7490	Joyce Compton 643-7492 Jake Hansen 643-7495	Joyce Compton 643-7492 Cindy Nguyen 643-7489
Teacher of the Year	Cancy McArn 643-7496 Monica Garland 643-9024	Cancy McArn 643-7496 Monica Garland 643-9024	Cancy McArn 643-7496 Monica Garland 643-9024

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Teamsters Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Termination/39-Month Reemployment and Rights Notification	Roxanne Findlay 643-9046 Monica Garland 643-9024 Christina Villegas 643-7488	Cancy McArn 643-7496 Monica Garland 643-9024 Christina Villegas 643-7488	Carol Mignone Stephen 643-9058 Monica Garland 643-9024 Christina Villegas 643-7488
Terms of Employment: Management, Non- Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Terms of Employment: Non-Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Testing – Employee Entrance Evaluation (EEE) Lifting Test Referral	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Testing – Employee Entrance Evaluation (EEE) Lifting Test Results	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493	Bobbie Jo Argo 643-9493
Testing Center: Scheduling and Testing for Clerical (Typing, Software Skills, Accounting Skills), NCLB (Classified), Bilingual, etc.	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Title IX Officer	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Transcript Review (New Employees, Certificated Long-Term Subs, and Salary Advancement)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481
Transcript Review (Relating to Credentials)	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Transfer	Roxanne Findlay 643-9046 Edith Sun-Rudolph 643-7490	Cancy McArn 643-7496 Jake Hansen 643-7495	Carol Mignone Stephen 643-9058 Cindy Nguyen 643-7489
U. S. Department of Labor Processing: Visa Application	Jess Serna 643-7474 Joyce Compton 643-7492 Christina Villegas 643-7488	Jess Serna 643-7474 Joyce Compton 643-7492 Christina Villegas 643-7488	Jess Serna 643-7474 Joyce Compton 643-7492 Christina Villegas 643-7488

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Unemployment Inquiry/ Verification: TALX	Joyce Compton with TALX Express Valerie Levin 643-7400/643-7456 Lori Kane 643-7455	Joyce Compton with TALX Express Valerie Levin 643-7400/643-7456 Lori Kane 643-7455	Joyce Compton with TALX Express Valerie Levin 643-7400/643-7456 Lori Kane 643-7455
Unemployment Insurance Claims and Hearings With EDD	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
Uniform Complaint Procedures	Jess Serna 643-7474 Cancy McArn 643-7496	Jess Serna 643-7474 Cancy McArn 643-7496	Jess Serna 643-7474 Cancy McArn 643-7496
University Liaison for Student Teacher Recruitment for Sub Pool	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492
UPE Liaison	Jess Serna 643-7474	Jess Serna 643-7474	Jess Serna 643-7474
Vacancy List – Centralized	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Vacancy Requisition: Management, Non- Represented Supervisor, Confidential	Kim Hebert 643-7474	Kim Hebert 643-7474	Kim Hebert 643-7474
Vacancy Requisition: Non- Management Certificated and Represented Classified	Edith Sun-Rudolph 643-7490	Jake Hansen 643-7495	Cindy Nguyen 643-7489
Vacation 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
Verification of Employment (Special)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Verification of Employment: TALX Work Number	Joyce Compton with the Technology Department and The Work Number 1-800-367-5690 www.theworknumber.com Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Joyce Compton with the Technology Department and The Work Number 1-800-367-5690 www.theworknumber.com Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Joyce Compton with the Technology Department and The Work Number 1-800-367-5690 www.theworknumber.com Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Verification of Experience for Former Employees	Sarah Perez 643-7440 Brandon Lillard 643-9257	Jonathan Griggs 643-7477 Kae Saefong 643-7480	Barbara Valdez 643-7479 Bill Jaramillo 643-7481

Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Volunteer Fingerprint Clearances	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Linda Leavelle 643-7456/643-7400
Work Number (TALX) Vendor Liaison	Joyce Compton 643-7492	Joyce Compton 643-7492	Joyce Compton 643-7492

Responsibility Matrix