



Human Resource Services

School Assignments by Team

Jess Serna, Chief Human Resources Officer (643-7474)

(Payroll Services/Benefits are included below; however, the departments report to Administrative Services.)

WEST – TEAM AREA ❶		CENTRAL – TEAM AREA ❷		EAST – TEAM AREA ❸	
Roxanne Findlay Director II	643-9046	Cancy McArn Director II	643-7496	Carol Mignone Stephen Director II	643-9058
Edith Sun-Rudolph HR Analyst	643-7490	Jake Hansen HR Analyst	643-7495	Cindy Nguyen HR Analyst	643-7489
Sarah Perez (SP) Personnel Tech II	643-7440	Jonathan Griggs (JG) Personnel Tech II	643-7477	Barbara Valdez (BV) Personnel Tech II	643-7479
Brandon Lillard (BL) Personnel Tech II	643-9257	Kae Saefong (KS) Personnel Tech II	643-7480	Bill Jaramillo (BJ) Personnel Tech II	643-7481
Gabe Estrada Lead Payroll Tech	643-7469	Sandy Kiser-Stodden Lead Payroll Tech	643-2331	Aleksandr Spitsyn Lead Payroll Tech	643-7466
Tiffany Snowdon Fiscal Tech I	643-7470	Emily Hanisits Fiscal Tech I	643-7468	Tami Mora Fiscal Tech I	643-7467
Billie Johnson Employee Benefits Tech	643-7906	Phyllis Fogg Employee Benefits Tech	643-7907	Michelle Du Paty Lead Payroll/Benefits	643-9064
Elementary Schools • Caroline Wenzel (0037) • Collis P. Huntington (0043) • Crocker/Riverside (0300) • H. W. Harkness (0139) • Hollywood Park (0142) • John Bidwell (0153) • John Cabrillo (0163) • John D. Sloat Basic (0168) • Mark Hopkins (0229) • Matsuyama (0242) • Pony Express (0285) • Sutterville (0354) • Washington (0379) • William Land (0384) • Woodbine (0390) K-8 Schools • Genevieve Didion (K-8) (0350) • Martin Luther King, Jr. (K-8) (0138) Middle Schools • California (0415) • Sam Brannan (0480) High Schools • C. K. McClatchy (0510) • John F. Kennedy (0525) Small High Schools • New Technology (Charter-D) (0535) • School of Engineering and Science (0557)		Elementary Schools • Bear Flag (Special Ed Preschool) • Bowling Green/Chacon (Charter-D) (0025) • Bowling Green/McCoy (Charter-D) (0024) • Bret Harte (0029) • Cesar E. Chavez (4-6) (0098) • Clayton B. Wire (0040) • Edward Kemble (K-3) (0100) • Ethel Phillips (0110) • Fruit Ridge (0122) • James Marshall (Special Ed Preschool) • John Still (K-6) (0150) • Maple (0223) • Mark Twain (0235) • Nicholas (0262) • Pacific (0269) • Parkway (0272) • Susan B. Anthony (0101) • Theodore Judah (0363) K-8 School • California Montessori Project (K-8) (0210) • Language Academy (K-8) (located at Marian Anderson) (0200) • Leonardo da Vinci (K-8) (0151) Middle Schools • John Still (7-8) (0445) • Sutter (0490) High Schools • Luther Burbank (0530) • West Campus (0521) Small High Schools • Arthur A. Benjamin Health Professions (0517)		Elementary Schools • A. M. Winn (0010) • Abraham Lincoln (0097) • Camellia Basic (0035) • David Lubin (0059) • Earl Warren (0095) • Elder Creek (0104) • Ethel I. Baker (0108) • Golden Empire (0130) • Hubert Bancroft (0144) • Isador Cohen (0146) • James W. Marshall (0305) • Joseph Bonnheim (0183) • O. W. Erlewine (0267) • Peter Burnett (0277) • Phoebe Hearst Basic (0282) • Sequoia (0327) • Tahoe (0359) K-8 School • Alice Birney Waldorf-Inspired (K-8) (0173) • Caleb Greenwood (K-8) (0032) • Therapeutic Center (Special Education) (0111) Middle Schools • Albert Einstein (0410) • Kit Carson (0450) High Schools • Rosemont (0540) Small High Schools • George Washington Carver School of Arts and Science (Charter-D) (0505) • The MET (Charter-D) (0560)	
Adult Schools ❹ • A. Warren McClaskey (0594) • Charles A. Jones (0593)				Priority Schools ❺ • Father Keith B. Kenny Elementary (0117) • Jedediah Smith Elementary (0148) • Oak Ridge Elementary (0265) • Fern Bacon Middle (7-8) (0431) • Rosa Parks Middle (0420) • Will C. Wood Middle (0495) • Hiram W. Johnson High (0520) Alternative Education ❷ • Accelerated Academy (0562)/ Success (0178) (Genesis location) • American Legion (0570) • Capital City (K-12) (0571)	
TEAM - AREA ❹ (All Schools/Dept’s) Personnel Specialist: Joyce Compton , 643-7492 Substitute Office: Bobbie Jo Argo , 643-9493 Customer Service: HR Front Counter/Reception: Lori-Kane , 643-7455, Linda Leavelle , 643-7456/7400, Valerie Levin , 643-7400 / 7456					
Credentials and NCLB Compliance:HR Analysts (see above)			Payroll Supervisor (Admin Svc): Tanisha Turner , 643-7465		
Legal Services: Susan Pointer , 643-9097			STRS/PERS: Michelle Du Paty , 643-9064, Keyshawn Marshall , 643-7901		
Leave of Absence: HR Analysts Above OR Kim Hebert			Sick Leave/Vacation Questions: Assigned Lead Payroll Technician		
Management, Confidential, Non-Represented Supervisor Positions: Kim Hebert , 643-7474					
BTSA: Kelly Dunkley , 643-2156 and Marjorie Petralli , 643-2152			Fingerprinting: Chris Daily , 643-7449		
Employee Relations, Fingerprint Clearance, NCLB Testing: Christina Villegas (A/C), 643-7488, Monica Garland (B/C), 643-9024					



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Accountability Office (0718) • Adult/Vocational Education (0713) • Area Assistant Superintendent (0720) • Assessment, Research, and Evaluation Services (0780) • Enrollment Center (0740) • Safe Schools Office (0821) and Security Services (823) • Student and Family Support Services (0760) • Student Services/Records (0756) Family and Community Engagement (0735) and School/Family & Comm Partners (0733) • After School Services (755) (A-L/BL; M-Z/SP) • Child Welfare/Records (0768) • Community Health and Education Support Services (CHESS) (0758)) (A-L/BL; M-Z/SP) • Foster Youth Services (0763) • Health Services (0764) • Hearing Office (0761) • Integrated Support Services (0708) • Parent Engagement (0733) • Youth Development (767)) (A-L/BL; M-Z/SP) Human Resource Services (Personnel) (0770) Matriculation and Orientation Center (745) Nutrition Services (0810) (A-L/BL; M-Z/SP) Substitutes (0771) (Payroll A-H) Transportation Services (0844) (A-L/BL; M-Z/SP) Unassigned (Both) (0001, 0002) Unassigned Workers' Comp (Both) (0899)		Academic Office (0721) • American Indian Education (731) • Career and Technical Prep (732) • Child Development (0715) (A-L/JG; M-Z/KS) • Children's Centers (Various Loc) (A-L/JG; M-Z/KS) • Curriculum and Professional Development (0737) • Early HeadStart (581A) • Education Center (Serna Ctr) (0825) • Equity, Access, and Excellence (0723) • GATE (754) • Library/Textbook Services (0726) • Linked Learning (Multiple Pathways) (0739) • Multilingual Education (0727) • Psychological and Social Work Services (0766) • Special Education (0750) (A-L/JG; M-Z/KS) • Staff Development Services (0776) • State and Federal Programs (0725) • Summer School (730) (A-L/JG; M-Z/KS) • Targeted Instruction Improvement Program (729) Area Assistant Superintendent (0712) Substitutes (0771) (Payroll I-Q) Unassigned (Both) (0001, 0002) Unassigned Workers' Comp (Both) (0899)		Administrative Services (800) • Accounting Services (0802) • Budget Services (0804) • Employee Compensation (Payroll) (772) and Risk Management (0840) • Purchasing Services (0830) Area Assistant Superintendent (0716) Board of Education (0701) Capital Asset Management Services (0822) • Buildings and Grounds (Facilities Maintenance) (0822) (A-L/BV; M-Z/BJ) • District Operations (0807) • Facilities Planning (0806) • Operations Services (0824) Communications Office (0704) Distribution Services (0835) • Central Printing Services (0842) Information Services (0808) Legal Counsel (0717) Superintendent's Office (0703) Substitutes (0771) (A-L/ BV; M-Z/ BJ) Substitutes (0771) (Payroll R-Z) Unassigned (Both) (0001, 0002) Unassigned Workers' Comp (Both) (0899)	

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