



Human Resource Services

Responsibility Matrix

Effective July 1, 2024

Responsibility	Elementary Team	Secondary Team	Department Team
Absence Reports for HRS Unassigned Locations 0001, 0002	Kristina Reyes 643-7474 Monica Garland 643-7452	Kristina Reyes 643-7474 Monica Garland 643-7452	Kristina Reyes 643-7474 Monica Garland 643-7452
Address Changes (Escape)	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
Address Changes (Frontline)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
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	Shera Butler 643-7458 Adriana Avitia 643-7489	Michelle Heredia 643-7486 Maritza Blumberg 643-7495	Andrew Thomas 643-7454 Gareatha "Geri" Davila 643-7490
Americans With Disabilities (ADA) Human Resources Liaison With Risk Management	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Annual Employee Notifications	Monica Garland 643-7452 Jake Hansen 643-7492 Phillip McMillian 643-9491	Monica Garland 643-7452 Jake Hansen 643-7492 Phillip McMillian 643-9491	Monica Garland 643-7452 Jake Hansen 643-7492 Phillip McMillian 643-9491
Annual Employee Notifications Data Management	Christina Villegas 643-7496 Phillip McMillan 643-9491	Christina Villegas 643-7496 Phillip McMillan 643-9491	Christina Villegas 643-7496 Phillip McMillan 643-9491
Applicant Tracking: Day-to- Day Classified and Certificated Substitutes	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Applicant Tracking: Management, Non- Represented Supervisor, Confidential	Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Kiki Trujillo 643-7482 Jonathan Griggs 643-7472	Kiki Trujillo 643-7482 Jonathan Griggs 643-7472

Responsibility	Elementary Team	Secondary Team	Department Team
Applicant Tracking: Non-Management Certificated and Represented Classified	Shera Butler 643-7458 Adriana Avitia 643-7489	Michelle Heredia 643-7486 Maritza Blumberg 643-7495	Andrew Thomas 643-7454 Gareatha "Geri" Davila 643-7490
Arbitration	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Assignment – Misassignment Monitoring of Certificated	Kristina Pena 643-2152	Kristina Pena 643-2152	Kristina Pena 643-2152
Athletic Coaches: New Hiring and Audit Packets	Jonathan Griggs 643-7472	Jonathan Griggs 643-7472	Jonathan Griggs 643-7472
Authorized Position Reports	Adriana Avitia 643-7489 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jake Hansen 643-7495
Automated Substitute Finder System (ASF)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Automated Substitute Placement and Management	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Board Agenda Report: Personnel Transactions for Board Approval	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 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 Gareatha "Geri" Davila 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
Board of Education Personnel Transactions: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Gareatha "Geri" Davila 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 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493

Responsibility	Elementary Team	Secondary Team	Department Team
Budget Development	Jake Hansen 643-7492 Stacey Shorey 643-7433 Adriana Avitia 643-7489	Jake Hansen 643-7492 Christina Villegas 643-7496 Maritza Blumberg 643-7495	Jake Hansen 643-7492 Karla Joseph 643-7490 Gareatha “Geri” Davila 643-7490
Budget Monitoring (HR)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
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	Kristin Reyes 643-7474	Kristin Reyes 643-7474	Kristin Reyes 643-7474
Calendar: Duty Year Development/Input (Escape)	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Calendar: Pupil Progress Reporting	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Calendar: School Calendar Summary for Elementary and Secondary	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Calendar: Spring Break Memo	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Calendar: Traditional Attendance Calendar	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Calendar: Waivers for Credentials	Kristina Pena 643-2152	Kristina Pena 643-2152	Kristina Pena 643-2152
Calendar: Winter Break Memo	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Calendar: Spring Break Memo	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Calendar: Traditional Attendance Calendar	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Calendar: Waivers for Credentials	Kristina Pena 643-2152	Kristina Pena 643-2152	Kristina Pena 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	Juans Galvan 643-7477 Kelly Woolstehulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440

Responsibility	Elementary Team	Secondary Team	Department Team
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 Kristina Pena 643-2152	Jake Hansen 643-7495 Kristina Pena 643-2152	Jake Hansen 643-7495 Kristina Pena 643-2152
Changes (Automated SubFinder)	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
CLAD/BCLAD/LDS/ELA/SB 1969	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Gareatha "Geri" Davila 643-7490
Classification and Compensation Studies	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Classification Review Board	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Classified Employee Nominate for Awards: Classified Champion	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
Complaints	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Confidential Employee Recruitment/Selection	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
Confidential Employees Liaison	Cancy McArn 643-7474	Cancy McArn 643-7474	Cancy McArn 643-7474
Conflict Resolution	Cancy McArn 643-7474 Stacey Shorey 643-7433	Cancy McArn 643-7474 Christina Villegas 643-7496	Cancy McArn 643-7474 Karla Joseph 643-7490
Contract Interpretation	Dan Schallock 643-9047	Dan Schallock 643-9047	Dan Schallock 643-9047
Copy Machine Repairs and Requests	Kristina Reyes 643-7474 Avis Howard 643-7486 Jamilah Rhym 643-7451	Kristina Reyes 643-7474 Avis Howard 643-7486 Jamilah Rhym 643-7451	Kristina Reyes 643-7474 Avis Howard 643-7486 Jamilah Rhym 643-7451
Credentials	Kristina Pena 643-2152 Adriana Avitia 643-7489	Kristina Pena 643-2152 Maritza Blumberg 643-7495	Kristina Pena 643-2152 Gareatha "Geri" Davila 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
CRS Substitute Management System: Automated SubFinder System and Sub Pay/Monthly Payroll	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
CSA Liaison	Labor Relations Unit	Labor Relations Unit	Labor Relations Unit
Custodian Shift Changes	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Custodian Shift Changes for Substitutes in Automated SubFinder	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Customer Service Reception and HR Front Counters	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 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 Phillip McMillan 643-9491	Jake Hansen 643-7495 Monica Garland 643-7452 Tami Mora 643-2154 Phillip McMillan 643-9491	Jake Hansen 643-7495 Monica Garland 643-7452 Tami Mora 643-2154 Phillip McMillan 643-9491
Data Report Monitoring and Compliance	Cancy McArn 643-7474 Stacy Shorey 643-7433 Jake Hansen 643-7495 Adriana Avitia 643-7489	Cancy McArn 643-7474 Christina Villegas 643-7496 Jake Hansen 643-7495 Maritza Blumberg 643-7495	Cancy McArn 643-7474 Karla Joseph 643-7490 Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490
Declaration of Need (Credential Certificated)	Jake Hansen 643-7495 Kristina Pena 643-2152	Jake Hansen 643-7495 Kristina Pena 643-2152	Jake Hansen 643-7495 Kristina Pena 643-2152
Department of Fair Employment and Housing (DFEH) Investigations	Nanci Rose 643-7488	Christina Villegas 643-7496	Karla Joseph 643-7490
Desk Audits and Reports	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154
Differential Pay Eligibility and Monitoring for Formal Leave of Absence	Tanisha Turner 643-7450	Tanisha Turner 643-7450	Tanisha Turner 643-7450
Discipline	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
Elementary Special Subjects (Prep) Teachers: Centralized Listing	Jake Hansen 643-7495 Adriana Avitia 643-7489	Jake Hansen 643-7495 Adriana Avitia 643-7489	Jake Hansen 643-7495 Adriana Avitia 643-7489
Employee Entrance Evaluation (EEE) Referrals (Lift Test)	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400
Employee Entrance Evaluation (EEE) <u>Results</u> (Lift Test)	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Shera Butler 643-7458	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Michelle Heredia 643-7485	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Andrew Thomas 643-7454
Employee Records Request (PSL-F085)	Monica Garland 643-7452 Jamilah Rhym 643-7451 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Monica Garland 643-7452 Jamilah Rhym 643-7451 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Monica Garland 643-7452 Jamilah Rhym 643-7451 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400
Employee/Student support Gay/Lesbian Issues	Stacey Shorey 643-74338	Christina Villegas 643-7496	Karla Joseph 643-7490
Employment Development Department (EDD) Claims, Appeals, and Hearings	Monica Garland 643-7452 Jamilah Rhym 643-7451 Stacey Shorey 643-7433	Monica Garland 643-7452 Jamilah Rhym 643-7451 Christina Villegas 643-7496	Monica Garland 643-7452 Jamilah Rhym 643-7451 Karla Joseph 643-7490
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	Kelly Woolstenhulme 643-7483 Juana Galvan 634-7477	Brenda Cheatham 643-7440 Marianne Tchang 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 Phillip McMillan 643-9491	Jake Hansen 643-7495 Phillip McMillan 643-9491	Jake Hansen 643-7495 Phillip McMillan 643-9491

Responsibility	Elementary Team	Secondary Team	Department Team
Escape Liaison for Personnel	Jake Hansen 643-7495 Phillip McMillan 643-9491	Jake Hansen 643-7495 Phillip McMillan 643-9491	Jake Hansen 643-7495 Phillip McMillan 643-9491
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
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 Gareatha "Geri" Davila 643-7490
Escape Reports: Staffing, Position Control, Bargaining Units	Jake Hansen 643-7495 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Evaluation Input in Escape	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486
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	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Evaluations: Substitutes	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Experience Evaluation	Monica Garland 643-7452 Angela Ruelas 643-7478 Kae Saefong 643-7480 Adriana Avitia 643-7489	Monica Garland 643-7452 Kelly Woolstenhulme 643-7483 Juana Galvan 643-7477 Maritza Blumberg 643-7495	Monica Garland 643-7452 Brenda Cheatham 643-7440 Marianne Tchang 643-7481 Gareatha "Geri" Davila 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
Extra Help: Certificated/ Classified Substitute Requests	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Stacey Shorey 643-7433	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Christina Villegas 643-7496	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Karla Joseph 643-7490
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
Fingerprinting (Live Scan)	Monica Garland 643-7452 Marina Gomez 643-7456/643-7400 Portia Ware 643-7455/643-7400 Alejandra Huerta 643-7400/643-7456	Monica Garland 643-7452 Marina Gomez 643-7456/643-7400 Portia Ware 643-7455/643-7400 Alejandra Huerta 643-7400/643-7456	Monica Garland 643-7452 Marina Gomez 643-7456/643-7400 Portia Ware 643-7455/643-7400 Alejandra Huerta 643-7400/643-7456
FMLA Employee Notification	Tanisha Turner 643-7450	Tanisha Turner 643-7450	Tanisha Turner 643-7450
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	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Stacey Shorey 643-7433	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Christina Villegas 643-7496	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Karla Joseph 643-7490
Grievance Tracking	Kristina Reyes 643-7474	Kristina Reyes 643-7474	Kristina Reyes 643-7474
Grievances	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Hiring Process	Jake Hansen 643-7495	Jake Hansen 643-7495	Jake Hansen 643-7495
Hiring Process: Management, Non- Represented Supervisor, Confidential	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
Hiring Process: Non- Management Certificated and Represented Classified	Shera Butler 643-7458 Adriana Avitia 643-7489	Michelle Heredia 643-7485 Maritza Blumberg 643-7495	Andrew Thomas 643-7454 Gareatha "Geri" Davila 643-7490
Hiring Process: Substitutes (Certificated/Classified)	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493

Responsibility	Elementary Team	Secondary Team	Department Team
HR Training Development/ Documentation on Internet/Intranet	Nanci Rose 643-7488 Jake Hansen 643-7495	Christina Villegas 643-7496 Jake Hansen 643-7495	Karla Joseph 643-7490 Jake Hansen 643-7495
Human Resource Services Liaison to Chief Officers/Instructional Assistant Superintendents	Cancy McArn 643-7496 Stacey Shorey 643-7433 Monica Garland 643-7452	Cancy McArn 643-7496 Stacey Shorey 643-7433 Monica Garland 643-7452	Cancy McArn 643-7496 Stacey Shorey 643-7433 Monica Garland 643-7452
Human Resource Services Training Manual/SOP	Jake Hansen 643-7495 Monica Garland 643-7452	Jake Hansen 643-7495 Monica Garland 643-7452	Jake Hansen 643-7495 Monica Garland 643-7452
In-Service Units – Classified Data Input	Monica Garland 643-7452 Kae Saefong 643-7480 Angela Ruelas 643-7478	Monica Garland 643-7452 Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Monica Garland 643-7452 Marianne Tchong 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	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
Interview Packets: Non- Management Certificated	Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Gareatha “Geri” Davila 643-7490 Jonathan Griggs 643-7472
Interview Packets: Represented Classified	Shera Butler 643-7458	Michelle Heredia 643-7486	Andrew Thomas 643-7454
Interview Packets: Substitutes - Classified	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Interview Panel Facilitator: Management, Non- Represented Supervisor, Confidential	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Interview Process Management	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Interview Process for Substitutes	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493

Responsibility	Elementary Team	Secondary Team	Department Team
Interview Process: Management, Non-Represented Supervisor, Confidential	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Interview Process: Non-Management Certificated and Represented Classified	Shera Butler 643-7458	Michelle Heredia 643-7486	Andrew Thomas 643-7454
Investigations	Nanci Rose 643-7488	Christina Villegas 643-7496	Karla Joseph 643-7490
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
Job Postings Approval and Entering Data: Non-Management Certificated and Represented Classified	Shera Butler 643-7458 Adriana Avitia 643-7489	Michelle Heredia 643-7486 Maritza Blumberg 643-7495	Andrew Thomas 643-7454 Gareatha "Geri" Davila 643-7490
Job Postings Approval: Certificated and Classified Substitutes	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Job Postings: Management, Non-Represented Supervisor, Confidential	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
Layoff Procedures: Certificated	Cancy McArn 643-7474 Jake Hansen 643-7495 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Cancy McArn 643-7474 Jake Hansen 643-7495 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Cancy McArn 643-7474 Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Layoff Procedures: Classified	Cancy McArn 643-7474 Jake Hansen 643-7495 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Cancy McArn 643-7474 Jake Hansen 643-7495 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Cancy McArn 643-7474 Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472

Responsibility	Elementary Team	Secondary Team	Department Team
Layoff Teacher Priority Substitute Coordination and Notification per Education Code	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Leave Accrual and Balance Research	Payroll 643-9400	Payroll 643-9400	Payroll 643-9400
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	Tanisha Turner 643-7450	Tanisha Turner 643-7450	Tanisha Turner 643-7450
Leave of Absence Data Input	Tanisha Turner 643-7450	Tanisha Turner 643-7450	Tanisha Turner 643-7450
Legal Requests	Cancy McArn 643-7474 Stacey Shorey 643-7433 Monica Garland 643-7452	Cancy McArn 643-7474 Christina Villegas 643-7496 Monica Garland 643-7452	Cancy McArn 643-7474 Karla Joseph 643-7490 Monica Garland 643-7452
Lifting Test: Referral Schedule (EEE)	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400
Lock Sub Pay for Monthly Payroll Export With Technology Services	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Long Term (195 FY Day) Monitoring/Tracking for Classified Per Diem Employees	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Long Term (195 FY Day) Monitoring/Tracking for Classified Substitute Termination	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Long Term (195 FY Day) Notification for Classified Substitutes/Per Diem Employees	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493

Responsibility	Elementary Team	Secondary Team	Department Team
Longevity	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Long-Term Certificated Substitute Report for Team PT II Analysis (Monthly)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Mail Intake and Distribution for all HRS Staff	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
Management Employee Liaison	Cancy McArn 643-7474 Monica Garland 643-7452	Cancy McArn 643-7474 Monica Garland 643-7452	Cancy McArn 643-7474 Monica Garland 643-7452
Mediation	Cancy McArn 643-7474 Stacey Shorey 643-7433	Cancy McArn 643-7474 Christina Villegas 643-7496	Cancy McArn 643-7474 Karla Joseph 643-7490
Name Changes (Escape)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Name Changes (Substitutes in Automated SubFinder)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
NCLB Compliance for Certificated	Kristina Pena 643-2152	Kristina Pena 643-2152	Kristina Pena 643-2152
NCLB Compliance Monitoring for Classified	Kristina Pena 643-2152	Kristina Pena 643-2152	Kristina Pena 643-2152
NCLB <u>Scheduling and Testing</u> for Classified	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
NCLB Test Grading for Classified and Classified Substitutes	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 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	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440

Responsibility	Elementary Team	Secondary Team	Department Team
New Employee Data Entry (Sub Payrolls for Escape and Sub Pay)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
New Employee Orientation <u>Part I</u> : Customer Service Support Specialists <u>Part II</u> : Substitute Office	Dan Schallock 643-9047 Tami Mora 643-2154 Tanisha Turner 643-7450 Kristina Reyes 643-7474	Dan Schallock 643-9047 Tami Mora 643-2154 Tanisha Turner 643-7450 Kristina Reyes 643-7474	Dan Schallock 643-9047 Tami Mora 643-2154 Tanisha Turner 643-7450 Kristina Reyes 643-7474
New Employee Orientation Online Implementation - Onboarding	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
News Organization Requests	Cancy McArn 643-7474 Stacey Shorey 643-7433	Cancy McArn 643-7474 Christina Villegas 643-7496	Cancy McArn 643-7474 Karla Joseph 643-7490
Non-Reelection of Certificated	Jake Hansen 643-7495 Stacey Shorey 643-7433	Jake Hansen 643-7495 Christina Villegas 643-7496	Jake Hansen 643-7495 Karla Joseph 643-7490
Non-Represented Supervisor Recruitment/Selection	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
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	Stacey Shorey 643-7433 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Christina Villegas 643-7496 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Karla Joseph 643-7490 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041
Not Selected for Position Notification: Non- Management Certificated and Represented Classified	Jake Hansen 643-7495 Adriana Avitia 643-7489 Shera Butler 643-7458	Jake Hansen 643-7495 Maritza Blumberg 643-7495 Michelle Heredia 643-7486	Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454
Not Selected for Position Notification: Substitutes (Certificated and Classified)	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-949	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-949	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-949

Responsibility	Elementary Team	Secondary Team	Department Team
Notice of Vacancy Email for Management, Non-Represented Supervisor, Confidential Positions, and Coaches	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 Shera Butler 643-7458 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Michelle Heredia 643-7486 Jonathan Griggs 643-7472	Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454 Jonathan Griggs 643-7472
Notice of Vacancy Email for Substitutes	Angee Gonzalez 643-9492 Erika Jaimez 643-949	Angee Gonzalez 643-9492 Erika Jaimez 643-949	Angee Gonzalez 643-9492 Erika Jaimez 643-949
Offers of Employment: Management, Non-Represented Supervisor, Confidential	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058
Offers of Employment: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Shera Butler 643-7458	Maritza Blumberg 643-7495 Michelle Heredia 643-7486	Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454
One-Stop Staffing and Over Enrollment Certificated Substitutes	Stacey Shorey 643-7433 Adriana Avitia 643-7489	Christina Villegas 643-7496 Maritza Blumberg 643-7495	Karla Joseph 643-7490 Gareatha "Geri" Davila 643-7490
Operation Supervisors (SPOM's/Custodians) Human Resources Liaison	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Organization Chart for Human Resource Services	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452
Organization Charts for the District (Management)	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452	Cancy McArn 643-7474 Kristina Pena 643-7477 Monica Garland 643-7452
Organization Development	Cancy McArn 643-7474 Stacey Shorey 643-7433	Cancy McArn 643-7474 Christina Villegas 643-7496	Cancy McArn 643-7474 Karla Joseph 643-7490
OSHA Custodial Training Sign Ups	Angee Gonzalez 643-9492 Erika Jaimez 643-949 Shera Butler 643-7458	Angee Gonzalez 643-9492 Erika Jaimez 643-949 Michelle Heredia 643-7486	Angee Gonzalez 643-9492 Erika Jaimez 643-949 Andrew Thomas 643-7454

Responsibility	Elementary Team	Secondary Team	Department Team
Per Diem Requisitions (Informedk12)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
HR Customer Services Counters	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Monica Garland 643-7452 Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
Personnel File Review	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451
Policies/Procedures	Cancy McArn 643-7474 Stacey Shorey 643-7433 Dan Schallock 643-9047 Jake Hansen 643-7495	Cancy McArn 643-7474 Stacey Shorey 643-7433 Dan Schallock 643-9047 Jake Hansen 643-7495	Cancy McArn 643-7474 Stacey Shorey 643-7433 Dan Schallock 643-9047 Jake Hansen 643-7495
Position Control Reports and Analysis	Jake Hansen 643-7495 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Position Control Vacancy Report Liaison With Budget Services	Jake Hansen 643-7495 Adriana Avitia 643-7489 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Jake Hansen 643-7495 Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Position Descriptions: Development	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Position Descriptions: Maintenance	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
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

Responsibility	Elementary Team	Secondary Team	Department Team
Position Number Changes: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489	Maritza Blumberg 643-7495	Gareatha "Geri" Davila 643-7490
Pre-Employment Paperwork Distribution and Intake With Clearances and Audit	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-740 Angee Gonzalez 643-9492 Erika Jaimez 643-949	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-740 Angee Gonzalez 643-9492 Erika Jaimez 643-949	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-740 Angee Gonzalez 643-9492 Erika Jaimez 643-949
Pre-One Stop Staffing	Adriana Avitia 643-7489 Stacey Shorey 643-7433	Maritza Blumberg 643-7495 Christina Villegas 643-7496	Gareatha "Geri" Davila 643-7490 Karla Joseph 643-7490
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	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Professional Improvement Evaluation and Data Entry (Certificated)	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486	Monica Garland 643-7452 Jamilah Rhym 643-7451 Avis Howard 643-7486
Provisional Credentials: PIP's, STSP's, Waivers	Kristina Pena 643-7477	Kristina Pena 643-7477	Kristina Pena 643-7477
Reasonable Assurance Notification Letters for Classified and Certificated Substitutes	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Reasonable Assurance Notification Letters for Regular Classified Employees (10/11 Month)	Adriana Avitia 643-7489 Jake Hansen 643-7495 Monica Garland 643-7452 Jamilah Rhym 643-7451	Maritza Blumberg 643-7495 Jake Hansen 643-7495 Monica Garland 643-7452 Jamilah Rhym 643-7451	Gareatha "Geri" Davila 643-7490 Jake Hansen 643-7495 Monica Garland 643-7452 Jamilah Rhym 643-7451
Reassignment	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490

Responsibility	Elementary Team	Secondary Team	Department Team
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	Stacey Shorey 643-7433 Adriana Avitia 643-7489 Jake Hansen 643-7495	Christina Villegas 643-7496 Maritza Blumberg 643-7495 Jake Hansen 643-7495	Karla Joseph 643-7490 Gareatha "Geri" Davila 643-7490 Jake Hansen 643-7495
Reclassification Requests	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154	Dan Schallock 643-9047 Tami Mora 643-2154
Records Storage Liaison (BMI/Opentext)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Recruitment: Non-Management Certificated and Represented 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
Recruitment: Substitutes (Certificated/Classified)	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Referrals for Interview or Selection: Substitutes (Certificated/Classified)	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Referrals for Interview: Management, Non-Represented Supervisor, Confidential	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
Referrals for Interview: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Shera Butler 643-7458	Maritza Blumberg 643-7495 Michelle Heredia 643-7486	Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454
Report Requests Related to Human Resource Services Compliance, Monitoring, Interventions, Sanctions (CMIS)	Phillip McMillian 643-9491 Kristina Pena 643-7477	Phillip McMillian 643-9491 Kristina Pena 643-7477	Phillip McMillian 643-9491 Kristina Pena 643-7477
Request for Formal Classification Review (Classified Employees)	Tami Mora 643-2154	Tami Mora 643-2154	Tami Mora 643-2154

Responsibility	Elementary Team	Secondary Team	Department Team
Requests for Information (RFI) From Collective Bargaining Unit Representatives	Cancy McArn 643-7474 Jake Hansen 643-7495	Cancy McArn 643-7474 Jake Hansen 643-7495	Cancy McArn 643-7474 Jake Hansen 643-7495
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 Kelly Woolstenhulme 643-7483	Marianne Tchang 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 Gareatha "Geri" Davila 643-7490
Restrict Substitute From School Site	Monica Garland 643-7452 Stacey Shorey 643-7433 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Christina Villegas 643-7496 Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Monica Garland 643-7452 Karla Joseph 643-7490 Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Salary Changes	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Salary Changes: Substitutes	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Salary Placement: Management, Non-Represented Supervisor, Confidential	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058
Salary Placement: Non-Management Certificated	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Salary Questions	Adriana Avitia 643-7489 Shera Butler 643-7458 Monica Garland 643-7452 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Michelle Heredia 643-7486 Monica Garland 643-7452 Jonathan Griggs 643-7472	Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454 Monica Garland 643-7452 Jonathan Griggs 643-7472
Salary Questions: Substitutes	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Salary Placement: Non-Management Certificated	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
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	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058	Tiffany Smith-Simmons 643-9058
Salary/Experience Evaluation: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Kae Saefong 643-7480 Angela Ruelas 643-7478 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483 Jonathan Griggs 643-7472	Gareatha "Geri" Davila 643-7490 Marianne Tchang 643-7481 Brenda Cheatham 643-7440 Jonathan Griggs 643-7472
Scanning Documents and Personnel Files	Jamilah Rhym 643-7451 Avis Howard 643-7486	Jamilah Rhym 643-7451 Avis Howard 643-7486	Jamilah Rhym 643-7451 Avis Howard 643-7486
Screening Applications: Management, Confidential, Non-Represented Supervisor	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472	Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041 Jonathan Griggs 643-7472
Screening Applications: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Shera Butler 643-7458	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Michelle Heredia 643-7486	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Andrew Thomas 643-7454
Screening Applications: Substitutes (Certificated and Classified)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
Edjoin.org Application: Reset User Name and Pass- word (Substitutes)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Screening Applications: Management, Confidential, Non-Represented Supervisor	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
Edjoin.org Application: Reset User Name and Pass- word (System Generated)	Monica Garland 643-7452 Phillip McMillan 643-9491	Monica Garland 643-7452 Phillip McMillan 643-9491	Monica Garland 643-7452 Phillip McMillan 643-9491
Edjoin : Applicant Tracking Vendor Liaison	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491
Seniority Lists	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
Seniority Lists for Layoff Priority for Substitutes	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Jake Hansen 643-7495	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Jake Hansen 643-7495	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Jake Hansen 643-7495
Seniority/Credential/ Address Letters	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
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
Skelly Hearings	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Skills Testing Vendor Liaison	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491	Monica Garland 643-7452 Jake Hansen 643-7495 Phillip McMillan 643-9491
Social Security Data Verification Letter	Kae Saefong 643-7480 Angela Ruelas 643-7478	Juana Galvan 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440

Responsibility	Elementary Team	Secondary Team	Department Team
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	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: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
Staffing: Substitutes (Certificated/Classified)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
State and Federal Report and Statistical Gathering	Phillip McMillan 643-9491 Jake Hansen 643-7495 Nanci Rose 643-7488	Phillip McMillan 643-9491 Jake Hansen 643-7495 Christina Villegas 643-7496	Phillip McMillan 643-9491 Jake Hansen 643-7495 Karla Joseph 643-7490
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 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472
Status Changes: Management, Non- Represented Supervisor, Confidential	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Sub Pay Training for New Administrators, School Office Managers, Central Office Staff	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Sub Pay: HRS Essential Functions. HRS/ISO Essential Functions	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452

Responsibility	Elementary Team	Secondary Team	Department Team
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 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Substitute (Long-Term) Daily Rate Evaluation (PSL- F239) Review and Reduction With Site Collaboration and Training	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Substitute Data Entry (Automated SubFinder)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Substitute Data Entry (Escape)	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Substitute Employee Warning Termination Conferencing	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Substitute Office Back-Up Coverage as Personnel Technician II's	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493	Angee Gonzalez 643-9492 Erika Jaimez 643-9493
Substitute Personnel	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Substitute Teacher Pool	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452	Angee Gonzalez 643-9492 Erika Jaimez 643-9493 Monica Garland 643-7452
Supervisor, HRS (Over Team HR Analyst and Personnel Technicians I)	Jake Hansen 643-7492	Jake Hansen 643-7492	Jake Hansen 643-7492
Supervisor, HRS (Over Team Customer Service Specialists Personnel Technicians II and Substitute Services)	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
Supply Ordering	Monica Garland 643-7452 Kristina Reyes 643-7474 Jamilah Rhym 643-7451	Monica Garland 643-7452 Kristina Reyes 643-7474 Jamilah Rhym 643-7451	Monica Garland 643-7452 Kristina Reyes 643-7474 Jamilah Rhym 643-7451

Responsibility	Elementary Team	Secondary Team	Department Team
Surplus List - Centralized	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
Surplus Placement Process: Certificated	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha "Geri" Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
TALX Work Number and TALX EDD Unemployment Insurance Notice Liaison	Monica Garland 643-7452	Monica Garland 643-7452	Monica Garland 643-7452
TB Requirements	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
Teacher Contracts	Adriana Avitia 643-7489 Jake Hansen 643-7495 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Maritza Blumberg 643-7495 Jake Hansen 643-7495 Tiffany Smith-Simmons 643-9058 Kiki Trujillo 643-7482 Jesus Galvan 643-9041	Gareatha "Geri" Davila 643-7490 Jake Hansen 643-7495 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
Termination/39-Month Reemployment and Rights Notification	Adriana Avitia 643-7489 Jake Hansen 643-7495 Tanisha Turner 643-7450 Dan Schallock 643-9047	Maritza Blumberg 643-7495 Jake Hansen 643-7495 Tanisha Turner 643-7450 Dan Schallock 643-9047	Gareatha "Geri" Davila 643-7490 Jake Hansen 643-7495 Tanisha Turner 643-7450 Dan Schallock 643-9047
Terms of Employment: Management, Non- Represented Supervisor, Confidential	Monica Garland 643-7452 Tiffany Smith-Simmons 643-9058	Monica Garland 643-7452 Tiffany Smith-Simmons 643-9058	Monica Garland 643-7452 Tiffany Smith-Simmons 643-9058
Terms of Employment: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Shera Butler 643-7458 Jonathan Griggs 643-7472	Maritza Blumberg 643-7495 Michelle Heredia 643-7486 Jonathan Griggs 643-7472	Gareatha "Geri" Davila 643-7490 Andrew Thomas 643-7454 Jonathan Griggs 643-7472

Responsibility	Elementary Team	Secondary Team	Department Team
Testing – Employee Entrance Evaluation (EEE) Lifting Test Referral	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Beverly Gish 643-7401/7400
Testing Center: Scheduling and Testing for Clerical (Typing, Software Skills, Accounting Skills), NCLB (Classified), Bilingual, etc.	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452
Title IX Officer	Nanci Rose 643-7488 Melinda Iremonger 643-7446	Nanci Rose 643-7488 Melinda Iremonger 643-7446	Nanci Rose 643-7488 Melinda Iremonger 643-7446
Transcript Review (New Employees, Certificated Long-Term Subs, and Salary Advancement)	Kae Saefong 643-7480 Angela Ruelas 643-7478	Kristina Pena 643-7477 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
Transcript Review (Relating to Credentials)	Kristina Pena 643-7477	Kristina Pena 643-7477	Kristina Pena 643-7477
Transfer (Classified and Certificated)	Adriana Avitia 643-7489 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs 643-7472 Jake Hansen 643-7495	Gareatha “Geri” Davila 643-7490 Jonathan Griggs 643-7472 Jake Hansen 643-7495
U. S. Department of Labor Processing: Visa Application	Jake Hansen 643-7495 Kristina Pena 643-7477	Jake Hansen 643-7495 Kristina Pena 643-7477	Jake Hansen 643-7495 Kristina Pena 643-7477
Unemployment Inquiry/ Verification: TALX	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Monica Garland 643-7452 Jamilah Rhym 643-7451
Unemployment Insurance Claims and Hearings With EDD	Stacey Shorey 643-7433	Christina Villegas 643-7496	Karla Joseph 643-7490
Uniform Complaint Procedures	Nanci Rose 643-7488 Melinda Iremonger 643-7446	Nanci Rose 643-7488 Melinda Iremonger 643-7446	Nanci Rose 643-7488 Melinda Iremonger 643-7446

Responsibility	Elementary Team	Secondary Team	Department Team
University Liaison for Student Teacher Recruitment for Sub Pool	Tiffany Smith-Simmons 643-9058 Monica Garland 643-7452	Tiffany Smith-Simmons 643-9058 Monica Garland 643-7452	Tiffany Smith-Simmons 643-9058 Monica Garland 643-7452
Vacancy List – Centralized	Adriana Avitia 643-7489 Jonathan Griggs (SACC) 643-7472 Jake Hansen 643-7495	Maritza Blumberg 643-7495 Jonathan Griggs (SACC) 643-7472 Jake Hansen 643-7495	Gareatha “Geri” Davila 643-7490 Jonathan Griggs (SACC) 643-7472 Jake Hansen 643-7495
Vacancy Requisition: Management, Non-Represented Supervisor, Confidential	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
Vacancy Requisition: Non-Management Certificated and Represented Classified	Adriana Avitia 643-7489 Shera Butler 643-7458	Maritza Blumberg 643-7495 Michelle Heredia 643-7486	Gareatha “Geri” Davila 643-7490 Andrew Thomas 643-7454
Verification of Employment (Special)	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451
Verification of Employment: TALX Work Number	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 643-7456/643-7400 Jamilah Rhym 643-7451	Alejandra Huerta 643-7400/643-7456 Portia Ware 643-7455/643-7400 Marina Gomez 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 Kelly Woolstenhulme 643-7483	Marianne Tchang 643-7481 Brenda Cheatham 643-7440
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 04/01/25