



Human Resource Services

Cancy McArn, Chief Human Resources Officer

Shawn Hadnot, Director II, Employee Relations, (916) 643-9047

Kristina Reyes, Administrative Assistant, (916) 643-7474

SCHOOL SITE ASSIGNMENTS BY TEAMS

ELEMENTARY SCHOOL SITES				SECONDARY SCHOOL SITES			
Tiffany Smith-Simmons, Ed.D. Director II, Human Resources		643-9058		Christina Villegas Director II, Human Resources		643-7496	
Brandon Lillard Human Resource Analyst		643-7489		Jake Hansen Human Resource Analyst		643-7492	
Tami Mora Credential Auditor		643-2152		Tami Mora Credential Auditor		643-2152	
Anna Esparza Personnel Technician I		643-7486		Anna Esparza Personnel Technician I		643-7486	
Angela Ruelas (AR) Personnel Technician II		643-7478		Maritza Blumberg (MB) Personnel Technician II		643-7479	
Kae Saefong (KS) Personnel Technician II		643-7480		Jonathan Griggs (JG) Personnel Technician II		643-7477	
ELEMENTARY SCHOOL SITES (K-6)				K-8 SCHOOLS			
0097	Abraham Lincoln	0163	John Cabrillo	0010	A. M. Winn	0445	John Still
0029	Bret Harte	0168	John D. Sloat Basic	0173	Alice Birney (Waldorf-Inspired)	0151	Leonardo da Vinci (LDV)
0032	Caleb Greenwood	0148	Leataata Floyd	0350	Genevieve Didion	0138	Martin Luther King, Jr.
0035	Camellia Basic	0235	Mark Twain	0111	John Morse, Therapeutic Center	0420	Rosa Parks
0037	Caroline Wenzel	0242	Matsuyama	MIDDLE SCHOOLS			
0098	Cesar E. Chavez	0262	Nicholas	0410	Albert Einstein	0480	Sam Brannan
0300	Crocker/ Riverside	0267	O.W. Erlewine	0415	California	0490	Sutter
0059	David Lubin	0265	Oak Ridge	0431	Fern Bacon	0495	Will C. Wood
0095	Earl Warren	0269	Pacific	MULTIPLE GRADE SCHOOLS			
0100	Edward Kemble (K-3)	0272	Parkway	0571	Capital City (K-12)	0557	School of Engineering and Science (SES)
0104	Elder Creek	0277	Peter Burnett	0450	Kit Carson International Academy, IB (7-12)	0178	Success Academy (4-8)
0108	Ethel I. Baker	0282	Phoebe Hearst Basic	HIGH SCHOOLS			
0110	Ethel Phillips	0285	Pony Express	0570	American Legion High	0530	Luther Burbank
0117	Father Keith B. Kenny	0327	Sequoia	0517	Arthur A. Benjamin, Health Professions	0540	Rosemont
0130	Golden Empire	0101	Susan B. Anthony	0510	C.K. McClatchy	0562	Sacramento Accelerated Academy
0139	H. W. Harkness	0354	Sutterville	0520	Hiram W. Johnson	0521	West Campus
0142	Hollywood Park	0359	Tahoe	0525	John F. Kennedy		
0144	Hubert Bancroft	0363	Theodore Judah	CHARTER SCHOOLS			
0146	Isador Cohen	0379	Washington	0210	California Montessori Project, K-8 - I (MB)		
0305	James W. Marshall	0384	William Land	0213	Capitol Collegiate Academy, K-8 - I (MB)		
0153	John Bidwell	0390	Woodbine	0505	George Washington Carver, 9-12 - D (JG)		
CHARTER SCHOOLS				0200	Language Academy of Sacramento, K-8 - I (MB)		
0025	Bowling Green Chacon, K-6 - D (AR)			0560	The MET, 9-12 - D (MB)		
0024	Bowling Green McCoy, K-6 - D (AR)			0555	Sacramento Charter High, 9-12 - I (JG)		
0215	Capitol Heights Academy - Aspire, K-5 - I (KS)			0535	Sacramento New Technology, 9-12 - D (MB)		
0185	New Joseph Bonnheim, K-6 - D (KS)			0190	Sol Aureus College Prep, K-8 - I (MB)		
0295	Yav Pem Suab Academy, K-6 - I (AR)			0290	St. Hope PS 7 Elem/Mid, K-8 - I (MB)		
				0270	St. Hope, Oak Park Prep, 7-8 - I (MB)		

CHARTER SCHOOLS - D = Dependent; I = Independent

Updated 1.7.2020



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DEPARTMENT ASSIGNMENTS BY TEAMS

Roxanne Findlay Director II, Human Resources	643-9046	Barbara Valdez Human Resources Analyst	643-7495	Tami Mora Credential Auditor	643-2152
William Jaramillo (BJ) A - L Personnel Technician II	643-7481	Tobertha Weeks (TW) M - Z Personnel Technician II	643-7440	Anna Esparza Personnel Technician I	643-7486
0594	A. Warren McClaskey	0740	Enrollment Center	0766	Psychological & Social Work Services
0739	Academic Achievement: (BJ) (TW)	0762	Expanded Learning: (BJ) (TW)	0830	Purchasing Services
0721	Academic Office: (BJ) (TW)	0822	Facilities Maintenance: (BJ) (TW)	0765	Positive Youth Development (PYD): (BJ) (TW)
0802	Accounting Services	0807	Facilities Support	0845	Reassigned (Both): (BJ) (TW)
0713	Adult/Skill Center	0735	Family and Community Engagement	0840	Risk Management
0755	After School Services: (BJ) (TW)	0763	Foster Youth Services: (BJ) (TW)	0821	Safe Schools Office
0780	Assessment, Research, & Evaluation	0754	GATE	0831	School Climate: (BJ) (TW)
0742	Assistant Superintendent Student Support Services	0764	Health Services	0733	School/Family & Community Partners: (BJ) (TW)
0701	Board of Education	0761	Hearing Office (Capital City)	0823	Security Services
0804	Budget Services	0770	Human Resource Services (Personnel)	0825	Serna Center: (BJ) (TW)
0824	Building & Grounds/ Operations: (BJ) (TW)	0731	Indian Education	0750	Special Education: (BJ) (TW)
0800	Business Services	0808	Information Services	0776	Staff Development Services
0732	Career & Technical Prep	0712	Instructional Assistant Superintendent	0725	State & Federal Programs: (BJ) (TW)
0842	Central Printing Services	0714 0716 0720	Instructional Assistant Superintendent	0744	Strategy & Innovation Office
0593	Charles A. Jones, Career & Education Center	0708	Integrated Services	0760	Student and Family Support Services
0715	Child Development: (BJ) (TW)	0758	Integrated Support Services (ISS): (BJ) (TW)	0756	Student Services/Records
0768	Child Welfare/Records	0717	Legal Counsel	0771	Substitutes (General): (BJ) (TW)
0704	Communications Office	0726	Library/Textbook Services	0703	Superintendent's Office
0744	Continuous Improvement & Accountability: (BJ) (TW)	0855	Long Term Leaves: (BJ) (TW)	0729	Targeted Instruction Improvement Program
0746	Counseling Services: (BJ) (TW)	0745	Matriculation and Orientation Center	0844	Transportation Services: (BJ) (TW)
0737	Curriculum and Professional Development: (BJ) (TW)	0727	Multilingual Education: (BJ) (TW)	0899	Unassigned Workers Comp: (BJ) (TW)
0723	Deputy Superintendent	0724	Music Section	0855	Visiting Educators: (BJ) (TW)
0835	Distribution Services	0810	Nutrition Services: (Contract & Substitutes) (BJ) (TW)	0759	YES - 21st Century: (BJ) (TW)
0772	Employee Compensation (Payroll)	0733	Parent Engagement: (BJ) (TW)	0767	Youth Development: (BJ) (TW)
				0752	Youth Engagement: (BJ) (TW)

HUMAN RESOURCE SERVICES
 HR Main #: (916) 643-9050 • Fingerprinting #: (916) 643-7449

EMPLOYEE ON-BOARDING & CLEARANCE		LEAVE OF ABSENCE CLASSIFICATION & COMPENSATION	
Monica Garland Personnel Specialist	643-7452	Clarissa Ramirez Classification & Compensation Specialist	643-7473
Brenda Cheatham Customer Services Specialist	643-7458	SICK LEAVE & VACATION QUESTIONS Contact Payroll Services 916-643-9400	
Monica Cruz Customer Services Specialist	643-7456	COMPLAINTS & COMPLIANCE	
Valerie Levin Customer Services Specialist	643-7400	Christina Villegas Director II, Human Resources	643-7496
Tamara Warren Customer Services Specialist	643-7455	DATA RETENTION & WELLNESS	
SUBSTITUTE OFFICE		Roxanne Findlay Director II, Human Resources	643-9046
Tiffany Smith-Simmons, Ed.D. Director II, Human Resources	643-9058	RECRUITMENT	
Bobbie Jo Argo Personnel Technician Sub Srvs	643-9493	Tiffany Smith-Simmons, Ed.D. Director II, Human Resources	643-9058