Section 2

SERVICES DIRECTORY

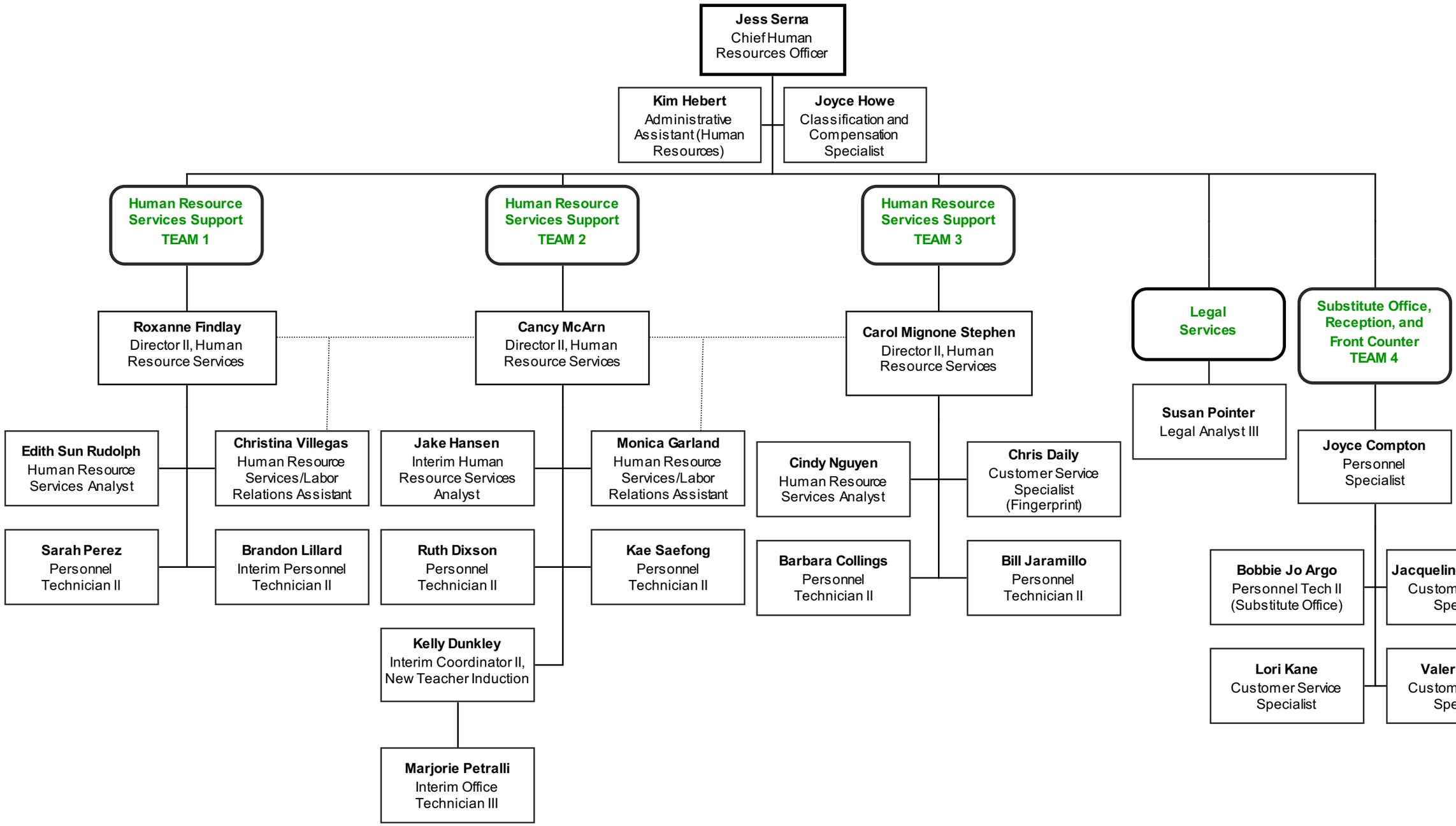
Reference Guide: Name, Responsibility, Team Listings

Sacramento City Unified School District

Sacramento City Unified School District

Human Resource Services

January 9, 2012



Human Resource Services

School Assignments by Team

Jess Serna, Chief Human Resources Officer (643-7474)
(Payroll Services is included below; however, the department reports 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 Interim HR Analyst	643-7495	Cindy Nguyen HR Analyst	643-7489
Sarah Perez (SP) Personnel Tech II	643-7440	Ruth Dixson (RD) Personnel Tech II	643-7477	Barbara Collings (BC) Personnel Tech II	643-7479
Brandon Lillard (BL) Interim 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

Elementary Schools
- Caroline Wenzel (0037)
- Collis P. Huntington (0043)
- Crocker/Riverside (0300)
- Freeport (0114)
- 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
- 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 ❺
- A. Warren McClaskey (0594)
- Charles A. Jones (0593)
- Fremont (0580)

Priority Schools ❻
- 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 (9520)

Alternative Education ❼
- Accelerated Academy/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: **Valerie Levin**, 643-7400 / 7456, **Jacqueline Cervantes**, 643-7456 / 7400; **Lori-Kane**, 643-7455

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, **Keyshun Marshall**, 643-7895
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

HR Supports: ❶ Lisa Allen ❷ Sara Noguchi ❸ Mary Hardin Young ❹ All ❺ Sue Gilmore ❻ Mary Shelton ❼ Stephan Brown (Rev. 01-09-12)

Human Resource Services

Department Assignments by Team

Jess Serna, Chief Human Resources Officer (643-7474)
(Payroll Services is included below; however, the department reports to Administrative Services.)

AREA ❶		AREA ❷		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** Interim HR Analyst	643-7495	**Cindy Nguyen** HR Analyst	643-7489
Sarah Perez (SP) Personnel Tech II	643-7440	**Ruth Dixson (RD)** Personnel Tech II	643-7477	**Barbara Collings (BC)** Personnel Tech II	643-7479
Brandon Lillard (BL) Interim 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

Accountability Office (0718)

- **Adult/Vocational Education (0713)**
- **Area Assistant Superintendent (0720)**
- **Assessment, Research, and Evaluation Services (0780)**
- **Enrollment Center (0740**
- **Student and Family Support Services (0760)**
- **Student Services/Records (0756)**
- **Safe Schools (0821) and Police Services (823, 821)**

Family and Community Engagement (0733, 0735)

- **After School Services (755)**
- **Child Welfare/Records (0768)**
- **Community Health and Education Support Services (CHESS) (0758)**
- **Foster Youth Services (0763)**
- **Health Services (0764)**
- **Hearing Office (0761)**
- **Integrated Community Services (0708)**
- **Parent Engagement (0733)**
- **Youth Development (767)**

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/RD; M-Z/KS**)
- **Children's Centers (Various Loc)** (**A-L/RD; M-Z/KS**)
- **Curriculum and Professional Development (0737)**
- **Early HeadStart (581A)**
- **Education Center (0825)**
- **Equity, Access, and Excellence (0723)**
- **GATE (754)**
- **Library and Media Services (0726)**
- **Linked Learning (0739)**
- **Multilingual Education (0727)**
- **Multiple Pathways (0739)**
- **Psychological and Social Work Services (0766)**
- **Special Education (0750)** (**A-L/RD**; **M-Z/KS**)
- **Staff Development Services (0776)**
- **State and Federal Programs (0725)**
- **Summer School (730)** (**A-L/RD**; **M-Z/KS**)
- **Targeted Instruction Improvement Program (729)**

Area Assistant Superintendent (0712)

Music Section (0724)

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/BC; 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/ BC**; **M-Z/ BJ**)

Substitutes (0771) (Payroll R-Z)

Unassigned (Both) (0001, 0002)

Unassigned Workers' Comp (Both) (0899)

TEAM - AREA ❹ (All Schools/Dept's) Personnel Specialist: **Joyce Compton**, 643-7492 Substitute Office: **Bobbie Jo Argo**, 643-9493
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Legal Services: **Susan Pointer**, 643-9097
STRS/PERS: **Michelle Du Paty**, 643-9064, **Keyshun Marshall**, 643-7895
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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

Above Department Assignments Are Based on Human Resource Services Assignments by Team (Rev. 01-09-12)

Human Resource Services

Personnel in Alpha Order

Effective January 9, 2012

Name	Position Title	Phone #	E-mail @sac-city.k12.ca.us
Bobbie Jo Argo	Personnel Tech II (Substitute Office)	643-9493	Bobbie-Jo-Argo
Jacqueline Cervantes	Customer Service Specialist	643-7456/643-7400	Jacqueline-Cervantes
Barbara Collings	Personnel Technician II, Team C	643-7479	Barbara-Collings
Joyce Compton	Personnel Specialist	643-7492	joycec
Chris Daily	Customer Service Specialist	643-7449	Chris-Daily
Ruth Dixson	Personnel Technician II, Team B	643-7477	DixsonR
Kelly Dunkley	Interim Coor II, New Teacher Induction	643-2156	Kelly-Dunkley
Roxanne Findlay	Director II, Human Resource Svc, Team A	643-9046	Roxannfi
Monica Garland	HR/Labor Relations Assistant, Team B/C	643-9024	MonicaGa
Jake Hansen	Interim HRS Analyst, Team B	643-7495	Jake-Hansen
Kim Hebert	Administrative Assistant	643-7474	Kimh
Joyce Howe	Classification/Compensation Specialist	643-7473	Joyceh
Bill Jaramillo	Personnel Technician II, Team C	643-7481	JaramilW
Lori Kane	Customer Service Specialist	643-7455	Lori-Kane
Valerie Levin	Customer Service Specialist	643-7400 / 643-7456	Valerie Levin
Brandon Lillard	Interim Personnel Technician II, Team A	643-9257	Brandon-Lillard
Cancy McArn	Director II, Human Resource Svc, Team B	643-7496	Cancy-McArn
Carol Mignone Stephen	Director II, Human Resources	643-9058	CarolM
Cindy Nguyen	Human Resource Svcs Analyst, Team C	643-7489	Cindy-Nguyen
Sarah Perez	Personnel Technician II, Team A	643-7440	Sarahp
Marjorie Petralli	Interim Office Technician III, BTSA	643-2152	Marjorie-Petralli
Susan Pointer	Legal Analyst III	643-9097	Susan-Pointer
Kae Saefong	Personnel Technician II, Team B	643-7480	Kae-Saefong
Jess Serna	Chief Human Resources Officer	643-7474	Jess-Serna
Edith Sun-Rudolph	Human Resource Svcs Analyst, Team A	643-7490	Ediths
Christina Villegas	HR/Labor Relations Assistant, Team A/C	643-7488	Chrisvi

JH: 01-09-12

Human Resource Services

Responsibility Matrix

Effective January 9, 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473
Annual Employee Notifications Data Management	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 – Misassign-ment 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 Joyce Howe 643-7473	Cancy McArn 643-7496 Joyce Compton 643-7492 Joyce Howe 643-7473	Carol Mignone Stephen 643-9058 Joyce Compton 643-7492 Joyce Howe 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 Collings 643-7479	Barbara Collings 643-7479	Barbara Collings 643-7479
Board of Education Items Preparation	Joyce Howe 643-7473 Kim Hebert 643-7474 Edith Sun-Rudolph 643-7490	Joyce Howe 643-7473 Kim Hebert 643-7474 Jake Hansen 643-7495	Joyce Howe 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 Joyce Howe 643-7473	Area Asst. Superintendents Jess Serna 643-7474 Joyce Howe 643-7473	Area Asst. Superintendents Jess Serna 643-7474 Joyce Howe 643-7473
Calendar: School Calendar Summary for Elementary and Secondary	Jess Serna 643-7474 Joyce Howe 643-7473 Committee	Jess Serna 643-7474 Joyce Howe 643-7473 Committee	Jess Serna 643-7474 Joyce Howe 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 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
Classification Review Board	Jess Serna 643-7474 Roxanne Findlay 643-9046 Joyce Howe 643-7473	Jess Serna 643-7474 Cancy McArn 643-7496 Joyce Howe 643-7473	Jess Serna 643-7474 Carol Mignone Stephen 643-9058 Joyce Howe 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 Manage-ment 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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) Referrals (Lift Test)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400
Employee Entrance Evaluation (EEE) Results (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 Jacqueline Cervantes 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 Jacqueline Cervantes 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 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
Escape Liaison: Salary Schedules Set-Up by Technology Services	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Jacqueline Cervantes 643-7456/643-7400	Cancy McArn 643-7496 Monica Garland 643-9024 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Jacqueline Cervantes 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 Ruth Dixson 643-7477 Kae Saefong 643-7480	Cindy Nguyen 643-7489 Barbara Collings 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 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 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 Joyce Howe 643-7473	Committee Joyce Compton 643-7492 Joyce Howe 643-7473	Committee Joyce Compton 643-7492 Joyce Howe 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 643-7479 Bill Jaramillo 643-7481
Internet and Intranet Human Resource Services Liaison and Page Master	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Collings 643-7479 Monica Garland 643-9024	Barbara Collings 643-7479 Monica Garland 643-9024	Barbara Collings 643-7479 Monica Garland 643-9024
ISO BTSA Forms Liaison	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
ISO Personnel Forms Liaison	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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)	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Joyce Howe 643-7473	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474 Joyce Howe 643-7473	Roxanne Findlay 643-9046 Joyce Compton 643-7492 Kim Hebert 643-7474 Joyce Howe 643-7473
Lifting Test: Referral Schedule (EEE)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Jacqueline Cervantes 643-7456/643-7400 Joyce Compton 643-7492	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400 Joyce Compton 643-7492	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Scheduling and Testing for Classified	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400
NCLB Test Grading 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 643-7473
New Employee Orientation Part I: Customer Service Support Specialists Part II: Substitute Office	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400 Bobbie Jo Argo 643-9493	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473
Organization Charts for the District (Management)	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 643-7479 Bill Jaramillo 643-7481
Personnel Customer Services Counters	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400
Personnel File Review	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473
Position Descriptions: Maintenance	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
Position Descriptions: Salary Schedule Revisions	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Certificated 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 Jacqueline Cervantes 643-7456/643-7400 Bobbie Jo Argo 643-9493	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400 Bobbie Jo Argo 643-9493	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 643-7479 Bill Jaramillo 643-7481
Professional Improvement Evaluation and Data Entry (Certificated)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 643-7473	Joyce Compton 643-7492 Joyce Howe 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Howe 643-7473
Requests for Information (RFI) From Collective Bargaining Unit Representatives	Jess Serna 643-7474 Joyce Compton 643-7492 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Compton 643-7492 Joyce Howe 643-7473	Jess Serna 643-7474 Joyce Compton 643-7492 Joyce Howe 643-7473
Requisition Vacancy Data Input (Other Than New Employee) (Position Number Changes, Transfers, Reassignments, etc.)	Sarah Perez 643-7440 Brandon Lillard 643-9257	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Joyce Howe 643-7473 Barbara Collings 643-7479 Ruth Dixson 643-7477	Jess Serna 643-7474 Joyce Howe 643-7473 Barbara Collings 643-7479 Ruth Dixson 643-7477	Jess Serna 643-7474 Joyce Howe 643-7473 Barbara Collings 643-7479 Ruth Dixson 643-7477
Salary Schedule Development and Maintenance	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
Salary Schedules and Stipend Tables Calculations	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Joyce Howe 643-7473	Committee Joyce Compton 643-7492 Joyce Howe 643-7473	Committee Joyce Compton 643-7492 Joyce Howe 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 Classified Only Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Jake Hansen 643-7495 Classified Only Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Cindy Nguyen 643-7489 Classified Only Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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)	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
SearchSoft Application: Reset User Name and Password (Telephone)	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400
SearchSoft Application: Social Security Revisions	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
SearchSoft: Applicant Tracking Vendor Liaison	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 643-7473
Skills Testing Vendor Liaison	Joyce Howe 643-7473	Joyce Howe 643-7473	Joyce Howe 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 Ruth Dixson 643-7477 Kae Saefong 643-7480	Bobbie Jo Argo 643-9493 Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Jacqueline Cervantes 643-7456/643-7400	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Joyce Compton 643-7492 Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 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 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 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 Jacqueline Cervantes 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 Jacqueline Cervantes 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 Jacqueline Cervantes 643-7456/643-7400
Verification of Experience for Former Employees	Sarah Perez 643-7440 Brandon Lillard 643-9257	Ruth Dixson 643-7477 Kae Saefong 643-7480	Barbara Collings 643-7479 Bill Jaramillo 643-7481

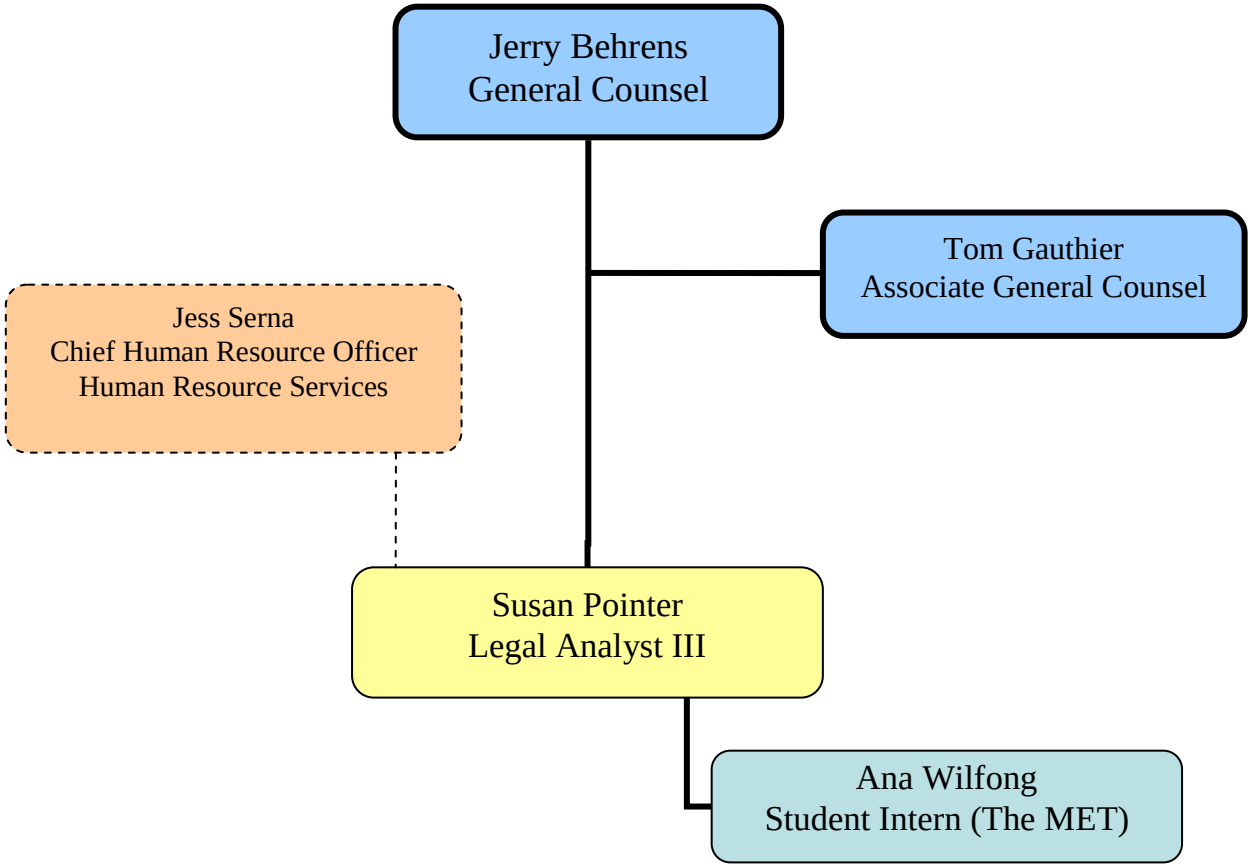
Responsibility	Supports Team Area 1	Supports Team Area 2	Supports Team Area 3
Volunteer Fingerprint Clearances	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin 643-7400/643-7456 Lori Kane 643-7455 Jacqueline Cervantes 643-7456/643-7400	Valerie Levin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

Responsibility Matrix JH 1/9/2012 12:25 PM

LEGAL SERVICES DEPARTMENT

ORGANIZATIONAL CHART

September 19, 2011



Blue/heavy-bordered boxes = Attorneys from Lozano Smith Law Firm
Peach/dotted box = Chief Human Resources Officer, Human Resource Services (Responsible for direct supervision and evaluation of the Legal Analyst)

Legal Services Department

Susan Pointer, Legal Analyst III

Phone 643-9097 ~ Fax 643-9090 ~ Box #717

District-wide Duties	Responsibilities
Provide legal support to Board members, Superintendent, General Counsel, Cabinet members, Central Office management staff, site principals and assistant principals, and SIA attorneys as needed.	▪ Act as liaison between departments, school sites, and assigned attorneys ▪ Legal research ▪ Assist General Counsel with legal opinions ▪ Interpret Brown Act, Board Policies and Administrative Regulations ▪ Monitor and assist with documenting employee performance/conduct issues ▪ Assist with investigating and/or responding to outside agency complaints. ▪ Assist with preparing for administrative hearings. ▪ Assist school sites with interpret custody issues ▪ Assist school sites with letters of Withdrawal of Consent as needed ▪ Seek Restraining Orders when needed ▪ Review Charter Petitions for adherence to applicable laws ▪ Assist with student expulsions as needed ▪ Review contract & MOU language as needed. ▪ Monitor ADA cases with related employee performance/conduct issues

Specific Assigned Duties	Responsibilities
Fair Political Practice Commission Filings	▪ Act as District's Filing Official/Officer ▪ Process Annual & Taking/Leaving Office Form 700 Filings ▪ Monitor and maintain BB 9270, Conflict of Interest ▪ Process Quarterly Lobbyist Filings
Public Records Act Requests	▪ Process PRA Requests ▪ Maintain PRA log and files ▪ Gather records and prepare response ▪ Process reimbursements
Subpoenas and Summons	▪ Maintain logs and files ▪ Receive & disseminate subpoenas & summons
Board Policies and Administrative Regulations	▪ Draft and/or revise Board Policies and Administrative Regulations as needed ▪ Review revisions submitted by Cabinet members ▪ Research applicable laws and regulations
SIA Litigation Matters	▪ Assist assigned attorney as needed ▪ Monitor and report status

General Departmental Duties	Responsibilities
Budget	▪ Maintain Legal Services budget ▪ Process supply, library & equipment orders ▪ Prepare service agreements & Blanket Orders ▪ Process monthly invoices and settlement agreement payments ▪ Prepare budget reports ▪ Maintain petty cash account
General Office	▪ Amicus Administrator responsibilities ▪ Maintain Legal Services web page ▪ Prepare Board packet for General Counsel ▪ Prepare Active file report as needed ▪ Prepare Timekeeping and attendance reports ▪ Maintain files ▪ Maintain I.M. storage files
Library and Research Files	▪ Post updates & monitor code books & reference materials ▪ Legal Alert distribution & filing ▪ Maintain research files & filing
ISO/ProMS	▪ Prepare, review, & revise procedures, work instructions, and forms ▪ Identify and monitor Lower Level Objectives ▪ Identify and track preventive actions ▪ Resolve corrective actions