

Receptionist

Barbara Bennett

4338

1. Name/Address Changes
2. Work Permits
3. Conference Room Assignments
4. Work Orders
5. Mail Distribution
6. District Supplies

Office Specialist II

Melissa Sano

4322

1. Hiring Case Management
2. Maintain employee files
3. Monitor employee job postings on Edjoin.org
4. Interview packets
5. Coordinate Keenan trainings for all staff
6. Pre-Employment Testing
7. Reference Checks

H.R. Technician(Classified)

Gina Aquino

4344

1. Hiring Case Management
2. Maintain employee files
3. Monitor employee job postings on Edjoin.org
4. Interview packets
5. Coordinate Keenan trainings for all staff

H.R. Technician(Risk Safety/Benefits/Leaves/Worker's Comp)

Shiobhan McCord

462-5500 x4136

1. Maintain employee files
2. EDD (Unemployment Forms)
3. Hiring Case Management

4. Direct Assistance to Risk Safety/Benefits/Leaves Coordinator II
5. Process Benefit changes

HR Support Technician

Sofia Ordonez

4324

1. Employee of the Year
2. Salute to Service
3. Hire Substitutes
4. Obtain Substitutes Classified/Certificated/Management
5. Liaison to sites regarding substitute needs

Analyst (Certificated)

Antoinette Cardenas

4331

1. Evaluations
2. Credentials
3. Salary Advancement
4. Seniority List
5. Status Changes
6. State Reporting
7. Union Reporting
8. Assignment Letters
9. Assignment Changes (Increase/Decrease, Site Change)
10. Transcript Review
11. Job Shares
12. 39-month rehire list

Analyst (Classified)

Jennifer Esparza

4320

1. Evaluations
2. Longevity
3. Certifications
4. Salary Advancement
5. Shift Differential
6. Seniority List
7. Status Changes

8. State Reporting
9. Union Reporting
10. Assurance Letters
11. Assignment Changes (Increase/Decrease, Site Changes)
12. Transcript Review
13. 39-Month Rehire

Administrative Assistant

Lisa Hansen
4326

1. Administrative Support to Assistant Superintendent and Director
2. Board Document

Coordinator II-Risk Safety/Benefits/Leaves/Worker's Comp

Nancy Bronzini
4327

1. Safe Schools Mandated Trainings
 - a. Child Abuse
 - b. Sexual Harassment
 - c. Bloodborne Pathogens
 - d. IPP- Pest Management
2. Leaves
 - a. Fidelity Correspondence/Forms
 - b. Letters/Calendars
3. Worker's Compensation
4. Manage Benefits-changes
5. Develops and Implements Risk and Safety Plan to reduce Claims and Costs
6. Supervises HR Technician(Worker's Compensation) and Receptionist

Coordinator I

Andi Antypas
4329

1. Professional Development (Dir/Coor)
2. Student Teacher Placement

3. University MOUs
4. Supervises Certificated Analyst, HR Support Technician, HR Technician(Certificated) and Office Specialist II
5. Oversees the Hiring Process
6. Member of the District Negotiations Team
7. Janus Case Management- AB 119 and SB 866
8. Credentials
9. Salary Advancement
10. Status Changes
11. Job Shares
12. 39 month rehire list

Director

Mike Williams

1. Professional Development (Dir/Coor)
2. Interactive Process
3. Reclassification
4. Layoffs
5. PAR
6. Copy of Master Schedules
7. Calendars
8. Oversees Management Hiring Process
9. Manages Coordinator I, Coordinator II, Classified Analyst
10. Oversees Complaints Title IX, Complaints on Employees
11. Reviews Board Policies and Administrative Regulations
12. Oversees District Wide Athletic Programs
13. Liaison with Unions and Administrative Team
14. Member of the District Negotiations Team