

Who to Call in Human Resources 100+Dial Extension Below



Andy Garcia, Asst. Superintendent	x289	agarcia@ogsd.net
Sylvia Alvarez, Coordinator	x287	salvarez@ogsd.net
Lani Gerszewski, Executive Confidential Sect'y	x290	lgerszew@ogsd.net
Debi Rivas-Klem, Confidential Admin. Sect'y	x282	dklem@ogsd.net
Yolanda Hernandez, Confidential Admin. Sect'y	x286	yhernandez@ogsd.net
Elisabeth Navarro, Admin. Sect'y	x280	enavarro@ogsd.net
Rhonda Wood, Admin. Sect'y	x223	rwood@ogsd.net
Rita Cartagena, Receptionist	x285	rcartagena@ogsd.net
Aesop (https://www.aesoponline.com/login2.asp)	x281	or 1-800-942-3767

Subject	Contact Person
Address/Name Change -	<i>Certificated</i>Debi <i>Classified</i>Elisabeth/Yolanda
Certificated/Administrative Personnel	Debi/Lani
Classified Personnel -	<i>AFSCME</i>Elisabeth <i>CSEA</i>Yolanda
Contract Management	Andy
Credentials	Debi
Disciplinary Issues -	<i>Certificated</i>Andy <i>Classified</i>Sylvia
Employee Counseling -	<i>Certificated</i>Andy <i>Classified</i>Sylvia
Employee Orientation -	<i>Administrative</i>Lani <i>Certificated</i>Debi <i>Classified-AFSCME</i>Elisabeth <i>Classified – CSEA</i>Yolanda <i>Substitutes</i>Rhonda
Evaluations -	<i>Certificated</i>Lani <i>Classified-AFSCME (3&6 mo)</i>Elisabeth <i>Classified-CSEA (3&6 mo.)</i>Yolanda <i>Classified AFSCME & CSEA (2yr)</i>Debi
Fingerprinting -	<i>Certificated</i>Debi <i>Classified-AFSCME</i>Elisabeth <i>Classified-CSEA</i>Yolanda <i>Substitutes</i> Rhonda <i>Noon Duty</i>Elisabeth
Job Descriptions -	<i>Administrative/Certificated</i>Lani/Debi <i>Classified-AFSCME</i>Elisabeth <i>Classified-CSEA</i>Yolanda
Leaves of Absence -	<i>Certificated</i>Lani/Debi <i>Classified</i>Debi
Legal Resources	Andy
No Child Left Behind (NCLB) -	<i>Certificated</i>Lani/Debi <i>Classified</i>Yolanda/Elisabeth
Professional Growth -	<i>Certificated</i>Debi <i>Classified</i>Yolanda
Reclassification Requests.....	Andy
Recruitment -	<i>Certificated/Administrative</i>Debi/Lani
AESOP (100281)	https://www.aesoponline.com/login2.asp
Verifications of Employment-	<i>Certificated/Administrative</i>Debi/Lani <i>Classified</i>Elisabeth