

Human Resources Directory

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Melissa J. Railey	Human Resources Analyst	(310) 419-2761 melissa.railey@inglewoodusd.com
Elisa Miller	Credential Analyst	(310) 419-2791 elisa.miller@inglewoodusd.com
Jameer Ali	Lead Classified Personnel-Data Processing	(310) 419-2749 jameer.ali@inglewoodusd.com
Donya Bearden	Certificated Personnel-Data Processing	(310) 680-4803 donya.bearden@inglewoodusd.com
Jackie Lee	PBX Receptionist (IUSD)	(310) 419-2700 jackie.lee@inglewoodusd.com
Natusha Patterson	Human Resources Technician	(310) 419-2753 natusha.patterson@inglewoodusd.com
Vacant	Office Manager	(310) 419-2749
Ofa Tuuholoaki	Administrative Assistant – Confidential	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
Audrey Velasco	Employee Benefits Specialist	(310) 419-2760 audrey.velasco@inglewoodusd.com

You have a question? Please contact...

Subject	Contact Person	Phone/Email
Benefits	Audrey Velasco	(310) 419-2760 audrey.velasco@inglewoodusd.com
Credentialing	Elisa Miller	(310) 419-2791 elisa.miller@inglewoodusd.com
E.D.D. (unemployment insurance inquiries)	Jameer Ali	(310) 419-2749 jameer.ali@inglewoodusd.com
Employment Eligibility Documents – Certificated	Elisa Miller	(310) 419-2791 elisa.miller@inglewoodusd.com
Employment Eligibility Documents – Classified	Melissa Railey	(310) 419-2759 melissa.railey@inglewoodusd.com
Employment Verification – Certificated	Donya Bearden	(310) 680-4803 donya.bearden@inglewoodusd.com
Employment Verification – Classified	Jameer Ali	(310) 419-2749 jameer.ali@inglewoodusd.com
First Aid/CPR Certificates – Coaches	Melissa Railey	(310) 419-2759 melissa.railey@inglewoodusd.com
Leaves of Absence – Certificated	Ofa Tuuholoaki	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
Leaves of Absence – Classified	Ofa Tuuholoaki	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
Mandated Reporter Training – Certificated	Ofa Tuuholoaki	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
Mandated Reporter Training – Classified	Melissa Railey	(310) 419-2759 melissa.railey@inglewoodusd.com
CalPERS (California Public Employees Retirement System)		(888) 225-7377 https://www.calpers.ca.gov/
Personnel Requisitions – Certificated	Ofa Tuuholoaki	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com

Personnel Requisitions – Certificated (Cont'd)	Elisa Miller Donya Bearden	(310) 419-2791 elisa.miller@inglewoodusd.com (310) 680-4803 donya.bearden@inglewoodusd.com
Personnel Requisitions – Classified	Melissa Railey Jameer Ali	(310) 419-2761 melissa.railey@inglewoodusd.com (310) 419-2749 jameer.ali@inglewoodusd.com
Professional Growth – Certificated	Elisa Miller	(310) 419-2791 elisa.miller@inglewoodusd.com
Professional Growth – Classified	Melissa Railey	(310) 419-2761 melissa.railey@inglewoodusd.com
Recruitment/Hiring – Certificated	Elisa Miller Natasha Patterson	(310) 419-2791 elisa.miller@inglewoodusd.com (310) 419-2753 natasha.patterson@inglewoodusd.com
Recruitment/Hiring – Classified	Melissa Railey	(310) 419-2759 melissa.railey@inglewoodusd.com
Retirement – Certificated	Donya Bearden Ofa Tuuholoaki	(310) 680-4803 donya.bearden@inglewoodusd.com (310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
Retirement – Classified	Jameer Ali Melissa Railey	(310) 419-2749 jameer.ali@inglewoodusd.com (310) 419-2759 melissa.railey@inglewoodusd.com
Risk Management – Employee/Student	Tiffany Egan	(310) 680-4828 tiffany.egan@inglewoodusd.com
Risk Management – Property	Tiffany Egan	(310) 680-4828 tiffany.egan@inglewoodusd.com
CalSTRS (California State Teachers Retirement System)		(714) 966-4251 https://www.calstrs.com/
Substitute Requests and Substitute Hiring Information (The following Departments schedule substitutes: Food Services, Early Childhood Education [classified], and Transportation.)	AESOP Natasha Patterson Elisa Miller	(800) 942-3767 Web: www.aesoponline.com (310) 419-2753 natasha.patterson@inglewoodusd.com (310) 419-2791 elisa.miller@inglewoodusd.com
T.B. Test Renewal – Certificated	Ofa Tuuholoaki	(310) 419-2751 ofa.tuuholoaki@inglewoodusd.com
T.B. Test Renewal – Classified	Melissa Railey	(310) 419-2759 melissa.railey@inglewoodusd.com
Transfer Requests – Certificated	Elisa Miller	(310) 419-2791 elisa.miller@inglewoodusd.com
Transfer Requests – Classified	Melissa Railey	(310) 419-2761 melissa.railey@inglewoodusd.com
Vacation & Sick Leave Balance	Payroll Dept.	(310) 419-2746 payroll@inglewoodusd.com
Workers' Compensation (injury on the job)	Audrey Velasco Tiffany Egan	(310) 419-2760 audrey.velasco@inglewoodusd.com (310) 680-4828 tiffany.egan@inglewoodusd.com