Connie Melendez Marcelina Lopez Lillian Ohnmacht **Glendaly Gascot-Rios** Sr. Office Assistant Sr. Office Assistant **Front Desk** Front Desk Assistant Superintendent, HR Leticia Burrise Rawlen Davis Maria Valadez-Munoz, **Operations Manager Director Risk** Claudia Agnos Director, HR Management and Executive Nancy Munoz **Benefits** Assistant II Kristina Bragonje Coordinator, HR Senior HR Analyst Operations Vacant Vacancy Coordinator Marcela Lane Crystal Aguilar **Human Resources** Personnel Analyst **Operations Specialist** Personnel Analyst **Breanne Maas** Adelita Valadez Zahra Bibi Chelsey Berry Sr. Benefits Analyst May Vang Taina Butler Risk Analyst Personnel Analyst Personnel Analyst Sarie Chan Christine Carnahan **Benefits Analyst** Sr. Insurance Tech Tanya Sigman Rita Bogarin Personnel Analyst Personnel Analyst Alex Anderson Felicitas Kotez **Benefits Analyst** Sr. Insurance Tech **Sherry Simons** Leslie Armstrong Personnel Analyst Personnel Analyst **Aracely Harris** Amanda Sarisky **Benefits Analyst** Sr. Insurance Tech Alicia Mattes **Angel Yang** Personnel Analyst Personnel Assistant Joseph Perez Cathy Gutierrez Personnel Assistant Personnel Assistant Joanne Castillo **Stephanie Jaimes** Director, Personnel Assistant **Constituent Services** 

Tammy Rose

Administrator,

Investigations

Sherry Jackson

Director, HR

Ramona Soto

Director, HR

Vacancy

Senior Specialist

Jake Hurley

Director,

**Labor Relations** 

Mary Aguilar

Coordinator Labor

Relations

Talisha Teague

Personnel Analyst

**Labor Relations** 

Angelica Acevedo

Personnel Analyst

**Labor Relations** 

Erika Peraza Personnel Assistant

#### Glendaly Gascot-Rios Assistant Superintendent

## Tina Franco Executive Assistant III (209) 933-7065 ext. 2102 tmfranco@stocktonusd.net

- Agreements initiate/monitor
- Attendance Track/Record/create monthly Credit Leave Report
- BoardDocs creator and approver
- Budget control
- ePA's create/monitor the HR Staff items
- Equipment ordering and maintenance
- Hire Retired Consultants
- Order office supplies fro HR
- Reimbursements expense claims form processing
- Requisitions/Purchase Orders
- Site Deposits
- Vacation payout email/form creation for Mgmt./Conf
- Work Orders initiate/monitor

Lillian Ohnmacht
Executive Assistant III
(209) 933-7065 ext. 2108
Johnmahct@stocktonusd.net

- Admin Support for HR Directors & HR Operations Manage
- Recruitment Event Support Timesheets, EPA's & Supply Ordering & Room/Space Reservations
- Closed Session Board Agenda Items -Classified/Certificated
- Personnel File Upkeep Laserfiche and Hard Copy Filing System
- Retirement Event -List Management & Event Suppor
- Requisitions/Purchase Orders
- Google Calendar Updates for Interviews set by Personnel Analysts
- Management of End of Year and Mid Year AP and Principal Evaluations
- Special Projects as Assigned by Asst. Superintendent of HR
- Evaluations
- Discipline Assistance for Directors

#### **Classified Personnel Analyst:**

Classified Staffing, Recruitment, Onboarding, NCLB, Seniority, Reclassification, Professional Growth, Verification of Experience

Crystal Aguilar
Personnel Analyst

<a href="mailto:@stocktonusd.net">@stocktonusd.net</a>

CSEA 821 (sites, depts. H-I, Edison High) CSEA 318 - Special Ed. Assistants (All) PARA by site A-M (excluding Preschool/TK Assistants

Sherry Simons

CSEA 821 (sites, depts. R-Z, Stagg High) CSEA 318 - Para by site N-Z (excluding Spec. Ed, Preschool and TK Assistants) Facilities, Grounds, Maintenance & Operations

SUSU

**Leslie Armstrong** 

**Personnel Analyst** 

larmstrong@stocktonusd.net

Personnel Analyst
ssimons@stocktonusd.net

Tanya Sigman

Personnel Analyst

tsigman@stocktonusd.net

CSEA 821 (sites, depts. J-P,

CSEA 318- Preschool and TK

Stagg High)

Assistants

Custodians

**CSFA 885** 

CSEA 821 (sites, depts. A-G, Chavez High) Board Confidential/HR Management Police Maria Valadez-Munoz Director, HR

mvaladezmunoz@stocktonusd.net

Staffing/Onboarding
Credentialing
Job Abandonment
Probationary Releases
Evaluations
Termination due to non-compliance: lack
of credentials, licenses, permits

Kristina Bragonje Senior Personnel Analyst

klbragonje@stocktonusd.ne

Frontline: Evaluations/Escape/Central
Credential Validation
Procedure Manuals/Training
Recruitment
Informedk12 Form Creator

<u>Certificated Personnel Analyst:</u>

Certificated Staffing, Recruitment, Onboarding, Credentials, Seniority, Transcripts, Verification of Teaching Experience

Taina Butler
Personnel Analyst
tbutler@stocktonusd.net

K-8 by Site Curriculum Instructional Coaches Preschool by site Alicia Mattes
Personnel Analyst
amattes@stocktonusd.net

K-8 by site Curriculum Language Development Office USA (K-8)

Rita Bogarin
Personnel Analyst
rbogarin@stocktonusd.net

K-8 by site Preschool (including High Schools) Marcela Lane
Personnel Analyst
mlane@stocktonusd.net

Special Educations (All sites) SPPA Counselors Health Services Walton May Vang
Personnel Analyst
mlvang@stocktonusd.net

High Schools (9-12 All) Preschool (at High Schools) Adult Education Management USA (High Schools)

Cathy Gutierrez
Personal Assistant
cgutierrez@stocktonusd.net

Classified Substitutes Last Names A-L General Classified Assistance Classified Personnel File Requests HR Help Ticket Angel Yang Personal Assistant ayang@stocktonusd.net

Classified Substitutes Last Names M-Z General Classified Assistance Classified Personnel File Requests HR Help Ticket

#### Joseph Perez

Personnel Assistant josephperez@stocktonusd.net

Certificated Substitutes A-L General Certificated Assistance Certificated Personnel File HR Help Ticket Sub Permits Stephanie Jaimes
Personnel Assistant
stephaniejaimes@stocktonusd.net

Certificated Substitutes M-Z General Certificated Assistance Certificated Personnel File HR Help Ticket Sub Permits

# Leticia Burrise Operations Manager 933-7065 x2109 Iburrise@stocktonusd.net

Nancy Munoz
Coordinator, HR Operations
933-7065 x2112
nmunoz@stocktonusd.net

Vacancy
Human Resources Operations Specialist

#### HR TECHNICIAN I:

Process substitute employees: Certificated and Classified in Busines system

Jennifer Perez (A-ER) 933-7065 x 2144 japerez@stocktonusd.net

HR TECHNICIAN II:

system, and leaves

Process district employee status, entering new personnel in Business

- Process Personnel Authorization forms: New Hires, transfers, promotions, terminations, and salary overpayments
- Processing of Leaves, vacation payouts, and docks
- Processing of stipends: longevity and degrees (new hires).

Chelsea Berry (ES-LEH) 933-7065 x 2138

#### CBerry@stocktonusd.net

- Process Personnel Authorizatio forms: New Hires, transfers, promotions, terminations, and salary overpayments
- Process leaves, vacatior payouts, and docks
- Process stipends: longevity and degrees (new hires).

Yesenia Arroyo (LEI-RIG) 933-7065 x 2132 yarroyo@stocktonusd.net

- Process Personnel Authorization forms: New Hires, transfers, promotions, terminations, and salary overpayments
- Process leaves, vacation payouts, and docks
- Process stipends: longevity and degrees (new hires).

Zahra Bibi (RIH-Z) 933-7065 x 2122 zbibi@stocktonusd.net

- Process Personnel Authorization forms: New Hires, transfers, promotions, terminations, and salary overpayments
- Process leaves, vacation payouts, and docks
- Process stipends: longevity and degrees (new hires).

Kamini Del Barba (A - GOM) 933-7065 x 2116

kdelbarba@stocktonus d.net

- Substitutes
- Sub sick leave
- Athletic Coaches
- Hourly pay
- Verification of employment

Alejandro Constantino
(GON - NOV)
933-7065 x2113
amconstantino@stock
tonusd.net

- Substitutes
- Sub sick leave
- Athletic Coaches
- Hourly pay
- Verification of employment

Marisela Ragonton (NOW - Z) 933-7065 x2130 mragonton@stockton

- <u>usd.net</u>
- Jubstitutes
- Sub sick leave
- Athletic Coaches
- Hourly pay
- Verification of employment

Maria Alcaraz Personnel Tech 933-7069

subfinder@stocktonusd.net

Absence Management

Jhara Jimenez Personnel Tech I 933-7069

subfinder@stocktonusd.net

Absence Management

Angel Yang
Human Resources
Personnel Technician I
933-7065 x 2117

 $\underline{\mathsf{HROperationsStaffDL@stocktonusd.net}}$ 

\* HR OPS Help Des

#### Sherry Jackson Director, HR

sjackson@stocktonusd.net

\*STA, USA, SPPA, NUHW, SUSU, Management/Confidential

- Employee Discipline
- Investigations
- Interactive Process
- Attendance Verification
- Professional Development
- Recruitment

#### Ramona Soto Barajas Director, HR

rsotobaraias@stocktonusd.net

\*SPOA, 318, 821, 885

- Employee Discipline
- Investigations
- Interactive Process
- Attendance Verification
- Professional Development
- Recruitment

### Tammy Rose Administrator, Investigations <a href="mailto:trose@stocktonusd.net">trose@stocktonusd.net</a>

- HR Investigations
- Professional Development
- Subsequent Arrest interviews
- Complaint Investigations

#### Jake Hurley Director, Labor Relations

<u>rboyd@stocktonusd.net</u>

- Chief negotiator (9 unions)
- Oversee and respond to Grievances,
   Mediatio, Arbitration, EEOC, EFEH, Unfair
   Labor Practice charges.

# Mary Aguilar Coordinator, Labor Relations 209-933-7065 x2104 maguilar@stocktonusd.net

- Contract Management
- Return to Work Dates & Calendars
- Annual Notifications
- Assist w/ contract negotiations
- Oversee grievance logs and files
- Participate in Mediation

#### Talisha Teague

#### <u>Personnel Analyst, Labor Relations</u> tteague@stocktonusd.net

#### Certificated Unions

- Contract Management
- Assist in contract negotiations
- Approve/Monitor Union Release
- Oversee Director's calendar
- Track grievance timelines
- Track and prepare responses to RFIs
- Prepare weekly updates to board

#### Angelica Acevedo

#### <u>Personnel Analyst, Labor Relations</u>

#### AAcevedo@stocktonusd.net

#### **Classified Unions**

- Contract Management
- Assist in contract negotiations
- Approve/Monitor Union Release
- Oversee Director's calendar
- Track grievance timelines
- Track and prepare responses to RFIs
- Prepare weekly updates to board

### Joanne Castillo Director, Constituent Services

209-933-7037 x2195 constituentservices@stocktonusd.net imcastillo@stocktonusd.net

- Complaints Concerning District Employees (BP/AR 1312.1)
- UCP Complaints (BP/AR 1312.3)
- Williams Act Violations (BP/AR 1312.4)
- Discrimination Complaints (BP/AR 5145)
- Title IX Coordinator
- CA Public Records Act Requests (CPRA)

#### VACANT Compliance Specialist

constituentservices@stocktonusd.net

#### Erika Peraza Personnel Assistant

209-933-7037 x2106 constituentservices@stocktonusd.net eperaza@stocktonusd.net

- Constituent Services support
- Intake
- Referrals

### Rawlen Davis Director Risk Management and Benefits 209-933-7110 ext 2551

RJDavis@stocktonusd.net

Claudia Agnos Executive Assistant II 209-933-7110 ext. 2550

Riskmgt@stocktonusd.net

#### VACANT

Coordinator, Risk Management
Support Director with Risk Management
Tasks, Oversee Workers' Comp, Disability,
Return to work, and Reasonable
Accommodation Programs

Adelita Valadez
Risk Analyst
Support the Risk Manager and Disability
Coordinator
Liability and Property Claims,
Certificate of Insurance for
Disability and Workers' Comp,
(209) 933-7110 ext. 2570

Christine Carnahan
Sr. Insurance Tech
Process Workers' Comp, FMLA, PDL,
Personal disability
Alpha Spilt A-Gom
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Amanda Sarisky
(Acting) Sr. Insurance Tech
Process Workers' Comp, FMLA, PDL,
Personal disability
Alpha Split Gon-N
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asarisky@stocktonusd.net

Breanne Maas
Senior Benefits Analyst
Plan, organize and coordinate District's
employee health & welfare Ins. benefits
programs. Lead in the implementation
and mgmt of benefits mgmt information
systems.
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Alex Anderson Benefits Analyst Health Insurance

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STA, USA, POLICE.

Sarie Chan Benefits Analyst Health Insurance CSEA 821, SPPA, SUSU 209-933-7026 ext 2041

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Aracely Harris
Benefits Analyst
Health Insurance
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Felicitas Kotez
Sr. Insurance Tech
Process Workers' Comp, FMLA, PDL,
Personal disability
Alpha Split O-Z
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