



# Human Resource Services

## School Assignments by Team

**Carol Mignone Stephen**, Associate Superintendent, Human Resource Services

(Payroll Services is included below; however, the department reports to Administrative Services.)

TEAM A		TEAM B		TEAM C	
<a href="#">Roxanne Findlay</a> Director II	643-9046	<a href="#">Cancy McArn</a> Director II	643-7496	<a href="#">Stephan Brown</a> Director II	643-9047
<a href="#">Terri Lauzon</a> HR Analyst	643-7490	<a href="#">Janet Fong</a> HR Analyst	643-7495	<a href="#">Rhonda Calabrese</a> HR Analyst	643-9408
<a href="#">Megan Kor</a> Personnel Tech I	643-7491	<a href="#">Jake Hansen</a> Interim Personnel Tech I	643-7486	<a href="#">Scott Kaseman</a> Personnel Tech I	643-9025
<a href="#">Sarah Perez (SP)</a> Personnel Tech II	643-7440	<a href="#">Ruth Dixon (RD)</a> Personnel Tech II	643-7477	<a href="#">Barbara Collings (BC)</a> Personnel Tech II	643-7479
<a href="#">Bill Jaramillo (BJ)</a> Personnel Tech II	643-7485	<a href="#">Kae Saefong (KS)</a> Interim Personnel Tech II	643-7480	Vacant Personnel Tech II	643-7481
<a href="#">Gabe Estrada</a> Lead Payroll Tech	643-7469 <b>(PR-A)</b>	<a href="#">Sandy Kiser-Stodden</a> Lead Payroll Tech	643-2331 <b>(PR-B)</b>	<a href="#">Aleksandr Spitsyn</a> Lead Payroll Tech	643-7466 <b>(PR-C)</b>
<a href="#">Tiffany Snowdon</a> Fiscal Tech I	643-7470 <b>(PR-A)</b>	<a href="#">Emily Hanisits</a> Fiscal Tech I	643-7468 <b>(PR-B)</b>	<a href="#">Shannon Esparza</a> Fiscal Tech I	643-7467 <b>(PR-C)</b>
Elementary Schools <b>Bowling Green/McCoy (Charter-D)</b> <b>Bowling Green/Chicon (Charter-D)</b> <b>Camellia Basic</b> <b>Caroline Wenzel (HR B/KS)</b> <b>Cesar E. Chavez (4-6)</b> <b>Clayton B. Wire</b> <b>Collis P. Huntington (HR B/KS)</b> <b>Edward Kemble (K-3)</b> <b>Elder Creek (HR B/KS) (PR-C)</b> <b>Ethel I. Baker</b> <b>Freeport</b> <b>H. W. Harkness</b> <b>John Still (South Area) (K-6)</b> <b>Nicholas</b> <b>Pacific</b> <b>Parkway</b> <b>Peter Burnett</b> <b>Susan B. Anthony</b> K-8 Schools <b>Genevieve Didion (K-8) (HR B/KS) (PR-C)</b> <b>John Morse (K-8)</b> Middle Schools <b>Fern Bacon (7-8)</b> <b>John Still (7-8)</b> <b>Rosa Parks (HR B/KS) (PR-B)</b> High Schools <b>American Legion (HR B/KS) (PR-C)</b> <b>Luther Burbank</b> Adult School <b>Fremont</b> Small High Schools <b>George Washington Carver School of Arts and Science (Charter-D)</b> <b>New Technology (Charter-D)</b> <b>School of Engineering and Science (HR B/KS) (PR-C)</b> Independent Charter Schools: <b>PS7</b> <b>Sacramento Charter High School (St. Hope 9-12) (Class &amp; Cert Sp Ed)</b>	Elementary Schools <b>Bret Harte</b> <b>Crocker/Riverside</b> <b>David Lubin</b> <b>Ethel Phillips</b> <b>Father Keith B. Kenny</b> <b>Fruit Ridge</b> <b>Hollywood Park</b> <b>Jedediah Smith</b> <b>John Bidwell (PR-A)</b> <b>John Cabrillo</b> <b>John D. Sloat Basic</b> <b>Maple (HR A/SP)</b> <b>Marian Anderson (Special Educ Center)</b> <b>Oak Ridge</b> <b>Sutterville</b> <b>Theodore Judah (HR A/BJ)</b> <b>Washington</b> <b>William Land</b> K-8 School <b>Leonardo da Vinci (K-8)</b> <b>Martin Luther King, Jr. (K-8) (PR-A)</b> Middle Schools <b>California</b> <b>Sutter</b> High Schools <b>C. K. McClatchy</b> <b>Capital City (K-12) (HR A/SP) (PR-A)</b> <b>John F. Kennedy (PR-A)</b> <b>West Campus</b> Small High Schools <b>Arthur A. Benjamin Health Professions (HR A/BJ)</b> <b>Metropolitan Regional Career and Technical Center (MET) (Charter-D)</b> Adult School <b>A. Warren McClaskey</b> Independent Charter Schools <b>California Montessori Proj Capitol Campus</b> <b>Language Academy (Fruit Ridge)</b>	Elementary Schools <b>A. M. Winn</b> <b>Abraham Lincoln</b> <b>Earl Warren (HR B/KS)</b> <b>Golden Empire (HR B/KS)</b> <b>Hubert Bancroft</b> <b>Isador Cohen</b> <b>James W. Marshall (HR B/KS)</b> <b>Joseph Bonnheim (HR A/BJ)</b> <b>Mark Hopkins (HR A/BJ) (PR-A)</b> <b>Mark Twain</b> <b>Matsuyama (HR B/KS) (PR-B)</b> <b>O. W. Erlewine</b> <b>Phoebe Hearst Basic</b> <b>Pony Express (HR A/SP) (PR-A)</b> <b>Woodbine (HR B/KS) (PR-B)</b> <b>Sequoia (HR B/KS)</b> <b>Tahoe</b> K-8 School <b>Caleb Greenwood (K-8)</b> <b>Success Academy (4-8) (HR A/SP) (PR-B)</b> Middle Schools <b>Albert Einstein (HR B/KS)</b> <b>Kit Carson</b> <b>Sam Brannan (HR A/ SP)</b> <b>Will C. Wood</b> High Schools <b>Hiram W. Johnson</b> <b>Rosemont</b> Adult Schools <b>Charles A. Jones Skills Ctr (HR B/KS) (PR-B)</b> <b>Florin Technology</b> <b>Old Marshall</b> Independent Charter School <b>Capitol Heights Academy (PR-A)</b> <b>Sol Aureus College Preparatory Center</b>			
Credentials and NCLB Compliance (Interim): <a href="#">Cindy Nguyen</a> , 643-7489 Personnel Specialist: <a href="#">Joyce Compton</a> , 643-7492 Leave of Absence: HR Analysts above OR Kim Hebert Sick Leave/Vacation Questions: Assigned Lead Payroll Technician Employee Relations, Fingerprint Clearance, NCLB Testing: : <a href="#">Christina Villegas</a> (A), 643-7488, <a href="#">Monica Garland</a> (B), 643-9024, Vacant (C) Management, Confidential, Non-Rep Supervisor Positions: <a href="#">Kim Hebert</a> , Recruitment and Selection Specialist, 643-7474 Personnel Front Counter / Reception: <a href="#">Nick Koehler</a> , <a href="#">Valerie Levin</a> 643-9050/643-7400		Payroll Supervisor (Administrative Svcs): <a href="#">Tanisha Turner</a> , 643-7465 Personnel Supervisor (Personnel Tech II): <a href="#">Velma Cole</a> , 643-7494 STRS/PERS: <a href="#">Michelle Du Paty</a> , 643-9064/ <a href="#">Meuvy Saechin</a> , 643-9030 Substitute Office: <a href="#">Bobbie Jo Argo</a> , 643-9493 Legal Services: <a href="#">Susan Pointer</a> , 643-9097			

**HR staff listed above support Education-Instruction Services Administrators (Mary Hardin Young-A; Susan Miller-B; Mary Shelton-C); schools listed are based on HR assignments by team and not necessarily the Education-Instruction Administrator.** (Revised: 08-07-09)



# Human Resource Services

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<p><b>Adult Education (0713)</b>  <b>After School Services (755) (PR-C)</b>  <b>Assessment, Research, and Evaluation Services (0780)</b>  <b>Career and Technical Preparation (0732)</b>  <b>Central Printing Services (0842)</b>  <b>Employee Compensation (Payroll) (0772)</b>  <b>Foster Youth Services (0763) (PR-C)</b>  <b>High School Curriculum (0737)</b>  <b>Human Resource Services (0770)</b>  <b>Information Services (0808)</b>  <b>Integrated Comm Svcs (0708) (PR-C)</b>  <b>Learning Support Unit A (0718)</b>  <b>Music Section (0724) (PR-B)</b>  <b>Police Department (0823)</b>  <b>Purchasing Services and Warehouse (0830)</b>  <b>Risk Management (0840)</b>  <b>Staff Development Services (0776)</b>  <b>Student and Family Support Services (0760) (PR-C)</b>            Substitutes (0771) (HR A/P-T/SP; U-Z/BJ)  <b>Substitutes (Payroll A-H) (0771)</b>            Transportation Services (0844)            (HR A/A-L/BJ; M-Z/SP)            Unassigned (Both) (0001, 0002)            Unassigned Workers' Comp (Both) (0899)</p>	<p><b>Administrative Services (0800)</b>  <b>Child Welfare/Attend (0768) (HR A/BJ) (PR-C)</b>  <b>Community Health and Student Support Services (0758) (HR A/BJ) (PR-C)</b>  <b>Instruction and Learning Support (0811)</b>  <b>Integrated Ed/Open Enroll (Magnet) (0709) (HR C/BC) (PR-A)</b>  <b>Learning Support Unit B (712)</b>  <b>Learning Support Unit D (0734) (HR A/SP)</b>  <b>Library Services (0726)</b>  <b>Multilingual Education (0727)</b>            Nutrition Services (0810)            (HR A/A-L/BJ; M-Z/SP) (PR-A)  <b>Parent Support Services (0733) (HR A/SP) (PR-C)</b>  <b>Psychological and Social Work Services (0766)</b>  <b>Special Education (0750)</b>  <b>Student Behavior and Placement (0761) (HR A/SP)</b>  <b>Student Records (0756) (HR A/BJ) (PR-C)</b>            Substitutes (F-J/RD; K-O/KS) (0771)  <b>Substitutes (Payroll I-Q) (0771)</b>  <b>Summer School Department (0730)</b>            Unassigned (Both) (0001, 0002)            Unassigned Workers' Comp (Both) (0899)  <b>Youth Development (767) (HR A/BJ) (PR-C)</b></p>	<p><b>Accounting Services (0802) (HR B/KS)</b>  <b>Board of Education (0701)</b>  <b>Budget Services (0804) (HR B/KS)</b>  <b>Buildings and Grounds (0824) (HR B/KS)</b>  <b>Center for Research and Educ. Teaching Excellence (0707)</b>  <b>Child Development (0715)</b>  <b>Children's Centers (Various Loc)</b>  <b>Communications Office (0704)</b>  <b>Consolidated Programs (0725)</b>  <b>Early HdStrt (581A)</b>  <b>Elementary Curriculum (0738)</b>  <b>Employee Relations (0705)</b>  <b>Facilities Maintenance (0822) (HR A/SP)</b>  <b>Facilities Planning and Construction (0806) (HR B/KS)</b>  <b>GATE (0754)</b>  <b>Health Services (0764) (HR B/KS)</b>  <b>Indian Education (731) (HR A/SP)</b>  <b>Internal Audit (0801)</b>  <b>Learning Support Unit C (0716)</b>  <b>Legal Counsel (0717)</b>  <b>Operations Support Svc (0807) (HR B/KS)</b>  <b>Safe Schools Office (0821) (HR A/SP)</b>  <b>Serna Center (0825)</b>  <b>Standards, Curriculum and Instruction (738) (PR-B)</b>            Substitutes (0771) (A-E)  <b>Substitutes (Payroll R-Z) (0771)</b>  <b>Superintendent's Office (0703)</b>            Unassigned (Both) (0001, 0002)            Unassigned Workers' Comp (Both) (0899)  <b>Voluntary Integration (729)</b></p>
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<p>Credentials and NCLB Compliance: <a href="#">Cindy Nguyen</a>, 643-7489            Personnel Specialist: <a href="#">Joyce Compton</a>, 643-7492            Leave of Absence: HR Analysts above <a href="#">OR Kim Hebert</a>            Sick Leave/Vacation Questions: Assigned Lead Payroll Technician            Employee Relations, Fingerprint Clearance, NCLB Testing: <a href="#">Christina Villegas</a> (A), 643-7488, <a href="#">Monica Garland</a> (B), 643-9024, Vacant (C)            Management, Confidential, Non-Rep Supervisor Positions: <a href="#">Kim Hebert</a>, Recruitment and Selection Specialist, 643-7474            Personnel Front Counter / Reception: <a href="#">Nick Koehler</a>, <a href="#">Valerie Levin</a> 643-9050/643-7400</p>	<p>Payroll Supervisor (Administrative Svcs): <a href="#">Tanisha Turner</a>, 643-7465            Personnel Supervisor (Personnel Tech II): <a href="#">Velma Cole</a>, 643-7494            STRS/PERS: <a href="#">Michelle Du Paty</a>, 643-9064/<a href="#">Meuy Saechin</a>, 643-9030            Substitute Office: <a href="#">Bobbie Jo Argo</a>, 643-9493            Legal Services: <a href="#">Susan Pointer</a>, 643-9097</p>
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