HUMAN RESOURCES ROLES & RESPONSIBILITIES: EXECUTIVE DIRECTOR, DIRECTOR, ASSOCIATE DIRECTORS

Sean Barham Executive	Cindy Donnelly	Terri Pinedo	Annette Rodriguez	Jesse Pareo	Michael Phillips	
Director	Director	Associate Director	Associate Director	Associate Director	Associate Director	
Chief Bargaining Negotiator Oversight of Division	Employee Relations Professional Development Policies & Regulations Bargaining	Compensation Contracts Staffing HR Operations	Classified Employees Benefits Leaves ADA Self Pay	Certified Employees Substitutes Elevate Data & Reporting Licensure	Frontline Recruiting & Hiring Retirement HR Operations	
Supervises Directors: Todd Gregory Cindy Donnelly Specialist Candy Maldonado	Supervises Associate Directors: T. Pinedo M. Phillips J. Pareo A. Rodriguez	Supervises Carolyn Vigil, Kristen Stevens. Jamie Silva & Stephanie Benavidez	Supervises Sonia Montes, Annemarie Ramirez, Teresa Monreal, Cynthia Avila, Monica Sells & Edwina Tapia	Supervises Jackie Sanchez, Stacey Sanchez, Lilia Aranda, Vanessa Robles	Supervises Anisa Schomburg, Yolanda Ponce, Audrey Abeyta	
Employee Relations	Employee Relations	Employee Contracts	Employee Relations - Classified Staff	Employee Relations – Certified Staff	Employee Relations	
Talent Management - Attract, Recruit & Retain	Talent Management Attract, Recruit & Retain	Salary Schedules	Talent Management Attract, Recruit & Retain	Talent Management - Attract, Recruit & Retain	Talent Management Attract, Recruit & Retain	
Bargaining	Bargaining	Increments	Classified Job Offer	Certified Job Offers	Coaches Job Offers	
HR Public Relations	Legal Matters -Point of Contact	Resignation Data	Licensure - Classified	Licensure - Certified	Retirements	
Superintendent's Executive Cabinet	Administrator Professional Development - HR Policies/Regulations/Protocols	Administrator Professional Development - HR Policies/Regulations/Protocols	Benefits Oversight	Substitute Services Oversight	Volunteer Oversight	
HR Policies/Regulations	HR Policies/Regulations	HR Data Reporting	HR Policies/Regulations	HR Policies/Regulations	Job Descriptions Oversight	
IPRA Requests	Staffing	Staffing	Finance Reporting	STARS Data & Reporting	Temporary Employee Oversight	
Administrator Professional Development - HR Policies/Regulations/ Protocols	HR Liaison with Universities - Coordination of Field Experience & Student Teachers	HR Department Operations	Administrator Professional Development on HR Policies/Regulations/Protocols	Administrator Professional Development - HR Policies/Regulations/Protocols	Coaches Oversight	
Principal Interviews - Secondary	Principal Interviews - Elementary	Visions Support	ADA	Educator Evaluation System Support	Workforce Connections Liaison	
District Evaluations	In-District Job Fair Oversight	HR Data Reconciliation	Employee Leaves Oversight	Dossier - Strands D & E Administrator Support	Out of District Job Fair Oversight	

HUMAN RESOURCES ROLES & RESPONSIBILITIES: COORDINATORS

Carolyn Vigil	Teresa Monreal	Jackie Sanchez	Anisa Schomburg
Coordinator	Coordinator	Coordinator	Coordinator
Compensation, Stipends, Increments, Sub-Supplementals, Extended FTEs	FMLA	Substitute Services: Recruiting, Hiring, Training, Placement & Disciplinary Action	Appli track System Management Postings & Screenings
Classified Contracts	ADA	Frontline Absence Management	Job Descriptions
HR Operations, Audits, Salary Schedules, Data & Reporting	Leaves	Safe Schools Management	Volunteers & Contractors: Applications, Processing and Tracking
HB 128 Background Management	Sick Bank Management		
I-9 Reverifications, E-Verify, & I-9 Procedures & Management			
Click Scan Management & Oversight			

HUMAN RESOURCES ROLES & RESPONSIBILITIES: SPECIALISTS & CLERKS

Candy Maldonado Administrative Assistant (Barham)	Kristen Stevens Specialist (Pinedo)	Stephanie Benavidez Clerk (Pinedo)	Jamie Silva HR Tech (Pinedo	Stacey Sanchez Specialist (Pareo)	Erica Tellez Specialist (Pareo)	Vanessa Robles Specialist (Pareo)	Lilia Aranda Specialist (Pareo)	Sonia Montez Specialist (Rodriguez)	Annemarie Ramirez Specialist (Rodriguez)	Monica Sells Specialist (Rodriguez)	Cynthia Avila Specialist (Rodriguez)	Edwina Tapia Specialist (Rodriguez)	Yolanda Ponce (Phillips)	Audrey Abeyta Clerk (Phillips)
Administrative Assistant to Executive Director of Human Resources	HR Operations	Visions Support	Temporary Employees – Onboarding, Processing & File Maintenance	Certified Employee Licensure	Certified Employees Onboarding & Processing	Substitute Teacher/EA Placement Support	Onboarding & Processing: Substitute Teachers	Educational Assistants Onboarding, Processing & Licensure	Onboarding & Processing: Food Services, Secretaries, Custodians, Security Guards	Benefits Processing & Support	FFCRA (COVID Leave)	Benefits Processing &. Support	Verification of Income, Employment & Years of Service	HR Receptionist
Incoming & Outgoing Correspondence for Executive Director	Administrative Interviews	Contract Support	TEA & Supplemental ePar Processing & Creation	Alternative Licensure Monitoring & Compliance	Certified ePARs Transfer Notifications	Absence Management Employee Support	Substitute Licensure	EA e PARs Transfer Notifications	Substitute Onboarding & Processing: Secretaries, Custodians, Food Services Security Guards		Extended Medical Leave		Retirement	Volunteer Onboarding & Processing
Monthly Employment Report	Archive School Calendars & Salary Schedules	Maintain I-9s for all Employees	End of Year close out TEA & Supplemental e Pars	STARS Data & Reporting	Prepare Employee files for Review	Absence Management Systems	Substitute Exiting	Name Changes & Address Changes	Name Changes & Address Changes		FMLA		Employee Evaluations – except ELEVATE	ID Badges
Onboarding, Processing, Licensure & Contracts: Coaches & Volunteer Coaches	Reporting & Compensation	Background Check Reconciliation	Enters & verifies coding in Time Clock	Certified Name & Address Changes	Close All Certified Files	Summer Screenings & Onboarding Assistance	Substitute Teacher File Maintenance	File Maintenance	Professional Non-Admin Onboarding, Processing & Name Changes		Sick Bank			Para pro Employee Support
NMSU Work Study Students	Audits	Personnel File Audits & Maintenance	Monitors EHA payments & reporting				Names & Address Changes – Substitute Teachers	Close All EA Files	File Maintenance					Inventory
Travel Accommodations	Assist with Visions Data Entry	HR Operations Support	Annual Audit payroll requests				Absence Management Backup	Educator Fellow Onboarding & Processing	E PARs Transfer Notifications					Appli track Login & PW Support
HR Budget	Employee Work Calendars	Click Scan File Creation & Maintenance	Group e Pars Processing & Auditing						Close All Classified Files					
Administrative Interviews - Backup	Workflows													
Drug/Alcohol Testing Paperwork	HR Operation Procedure Manuals													

RISK MANAGEMENT AND LEGAL SUPPORT SERVICES ROLES & RESPONSIBILITIES

Todd Gregory Director (SeanBarham)	Dolores Polanco Associate Director (Todd Gregory)	Analicia Valles Coordinator (Todd Gregory)	Jacqueline Mejia Specialist (Todd Gregory)	Melinda Sanchez Receptionist (Dolores Polanco)
Memos of Understanding	Title IX District Coordinator	Unemployment	Workers' Compensation	LCPS Administration Building Receptionist
School Safety Plans – Compliance & Support	Section 504 District Coordinator	Legal Matters: Lawsuits & Tort Claims	Risk Management - Legal Assistance	
Title IX Investigations	High School Equivalency Reviews	Insurance Claims: Property, Auto, General Liability, Student Injuries	Unemployment	
Post-Accident Investigations	Long-Term Suspension- Designee	Workers' Compensation	Student Injuries	
Employee Investigations	LCPS Liaison Every Student Succeeds Act (ESSA)/ CYFD	Safety: Fire, Life, and Playground Safety	Section 504 Tracking and Uploading	
Safety Investigations/Playground Investigations	Memos of Understanding	Title IX Investigations – Student/Student	Safety Commitee	
Safety Commitee Chair	Juvenile Drug Court Board Member	School Safety Plans – Compliance & Support		
Policy and Regulation Updates	Safety Committee	Safety Commitee		
District Crisis Committee Member				