

HUMAN RESOURCES ROLES & RESPONSIBILITIES:

EXECUTIVE DIRECTOR, DIRECTOR, ASSOCIATE DIRECTORS

Sean Barham Executive Director	Cindy Donnelly Director	Terri Pinedo Associate Director	Annette Rodriguez Associate Director	Jesse Pareo Associate Director	Michael Phillips 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

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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 Committee Chair	Juvenile Drug Court Board Member	School Safety Plans – Compliance & Support		
Policy and Regulation Updates	Safety Committee	Safety Committee		
District Crisis Committee Member				

