2022-2023 Business Services Organizational Chart

Dinah Felix
Assistant Superintendent, Business Services

Karen Waltman
Executive Director
Fiscal Services
- Organize, direct, and control activities related to accounting, budget, and finance
- Purchasing, accounts payable, accounts receivable, payroll
- Prepare, monitor, and adjust budget
- Current and projected cash flow
- Preparation of financial reports
- Communicates with Sites/Departments regarding budget and operational issues
- Regulatory Compliance

Executive Director
Facilities & Project Management
- Assignment and scheduling of maintenance, grounds, and custodial personnel
- Preventative maintenance program
- Departmental budget monitoring and management
- Community use of District facilities
- Supervision, training, and insERVicing of staff
- Minor construction and repair
- Supervision of outside construction, maintenance, and repair contractors
- Monitor and recommend material, stock, and equipment needs
- Monitor and recommend capital projects for grounds and facility needs

Kristin Robinson
Director
Nutrition Services
- Federal, state, and local sanitation laws and regulations
- Food standards, selection, preservation, and preparation
- Departmental budget monitoring and management
- Food procurement, warehousing, and distribution
- Supervision, training, and staff development

Margaret Ortiz
Director’s Secretary
- Analysis & recommendations regarding allocation of resources
- Analysis & presentation of financial reports
- Risk management – Liability
- Administration of workers’ compensation program
- Oversight of employee & retiree benefit programs
- Administration of Recreational Assessment District (RAD)
- Negotiations support
- Regulatory Compliance
- Oversight of District budget and finances
- Current & long-range financial planning
- Risk management – Liability
- Administration of workers’ compensation program
- Oversight of employee & retiree benefit programs
- Administration of Recreational Assessment District (RAD)
- Negotiations support
- Regulatory Compliance
- Attendance oversight and reporting

Angela Young
Staff Accountant

Lisa Delvasto
Accounts Payable

Ginny Stewart
Purchasing Coordinator

Jaimee David-Collado
Certificated Payroll

Melissa Gonzalez
Classified Payroll

Michael Johnson
Accounting Analyst

Terryl Noreen
Senior Coordinator
Custodial Operations, Facilities & Project Management

Cathy Burke
Director’s Secretary

Barbi Hilt
Administrative Secretary

Brittany Marrugi
Attendance/Enrollment Specialist

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