

SCCS HUMAN RESOURCES DIVISION 2016-2017

Molly Parks

Assistant Superintendent

8:00am to 5:00pm
831/429-3410 ext 235

- Coordinate all Personnel Activities
- Supervise Site Principals and H.R. Staff
- Coordinate/Oversee Athletic Directors/Athletics
- Contract Management & Interpretation
- Certificated and Classified Evaluations
- Employee Discipline
- Salary Schedule Administration
- Offers of Employment
- Staffing
- NCLB Compliance
- Affirmative Action Officer
- Sexual Harassment Officer
- Worker's Compensation
- Peer Assistance and Review
- Safety Program Chair
- Lead Negotiator for all Bargaining Units

Dahria Kianpour

Administrative Assistant, Confidential

8:00am to 4:30pm
831/429-3410 ext 233

- Confidential Secretary to Assistant Superintendent
- Athletics/Co-Curricular Recruitment
- Worker's Compensation Administration
- Drug/Alcohol Testing Program Administration
- Fingerprint Program Administration
- Coordinates Retirement Reception

Desiree Dominguez

Human Resources Manager 8:30am to 5:30pm
831/429-3410 ext 231

- Oversee Management of the H.R. Department
- Credentials Analyst
- Information Resource - Employment Policies and Procedures
- Certificated Recruitment
- Coordinate Teacher Evaluations
- Certificated and Admin. Leaves, Resignations and Retirement
- Establish and Maintain Certificated Personnel Records
- New Certificated and Admin. Employee Orientation
- Issue Annual Salary Entitlements
- Salary Placement/ Yearly Update of Units/Salary Placement
- Certificated Position Control

Michelle Greenwood

Personnel Technician II

8:00am to 5:00pm
831/429-3410 ext 234

- Classified Position Control
- Classified Leaves, Resignations and Retirement
- EWA Processing
- Volunteers
- Unemployment
- Assists with Enrichment Program Providers
- In-Process Student Workers

Christina Butler

Substitute Coordinator/Personnel Technician II

6:45am to 3:15pm
831/429-3410 ext 232

- Print & distribute the Daily Substitute Report
- Administer AESOP Program
- Monitor employee TB tests
- Maintain substitute records/files
- Interview coordinator for certificated teacher openings
- Assist Human Resources Manager
- EWA Processing

Yolanda Gomez

Personnel Technician II

12:00 noon to 5:00pm
831/429-3410 ext 236

- Safety Program Secretary
- Online Safety Training Modules
- Coordinate Certificated Pre-Retirement Program
- Assist Human Resources Manager
- Employee Services

SCCS PERSONNEL COMMISSION STAFF 2016-2017

Kenee Houser
Director, Classified
Personnel
8:30am to 5:30pm 831/429-3410 ext 239

- Personnel Commission Administration
- Classified Recruitment
- Professional Growth/Development
- Job Classifications
- Interpretation/Clarification
 - Merit Rules
 - Policies
 - Procedures
 - Education Code

Jory Berdan
Personnel Assistant
8:00am to 5:00pm
831/429-3410 ext 238

- Classified New Employee Orientation
- Coordinate Recruitment Process
- Classified New Employee Orientation
- Personnel File Management
- Maintain Eligibility Lists/Records/Files
- Classified Correspondence
- Classified Seniority List
- Classified Re-employment List
- Monitor Classified Evaluation Cycles
- Substitutes - Classified