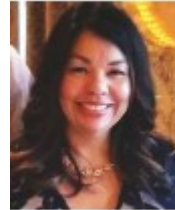


SCCS HUMAN RESOURCES DIVISION 2022-2023



Molly Parks
Asst. Superintendent
8:00am to 5:00pm
831-429-3410
Ext. 48235

- *Coordinate all Personnel Activities
- *Supervise Site Principals and Human Resource Staff
- *Coord. /Oversee Athletic Directors
- *Contract Management & Interpret.
- *Employee Discipline
- *Salary Schedule Administration



Desiree Dominguez
Director/Human Res.
8:30am to 5:30pm
831-429-3410
Ext. 48231

- *Oversee management of HR dept.
- *Credentials Analyst
- *Employment Policies/ Procedures
- *Certificated Recruitment
- *Certificated Seniority List
- *Administer Pre-Retirement Program
- *Salary Placement



Jory Berdan
Covid-19 Compliance
Manager
831-429-3410
X48233

- *Drug/Alcohol Testing Program
- *Fingerprint Program Administrator
- *Manage Covid-19 Compliance documents & reports



Wednesday Manners
Executive Assistant
Confidential/
831-429-3410
X48254

- *Confidential Secretary to Asst. Sup.
- *Process H/R Accounts Payable documents
- *Support all Management
- *Worker's Compensation admin.



Christina Butler
Human Resources
Technician
6:45am to 3:15pm
831-429-3410
Ext. 48232

- *For Employees A-H:
 - New Hire Processing
 - Employee Changes
 - Leave of Absences
 - Resignations/Retirements
- *Volunteers
- *Student Workers
- *Fingerprinting
- *Substitute Coordinator
- *AB 1522 Monitoring
- *Certificated Interview Scheduling - Elementary



Cindy Bautista
Human Resources
8:00am to 4:30pm
831-429-3410
Ext. 48236

- *For Employees I-P:
 - New Hire Processing
 - Employee Changes
 - Leave of Absences
 - Resignations/Retirements
- *Volunteers
- *Student Workers
- *Fingerprinting
- *Unemployment Claims
- *Enrichment & Recruitment Processing
- *Certificated Interview Scheduling - High School



Ally Strutzman
Human Resources
Technician
8:30 am to 5:00pm
831-429-3410
Ext. 48234

- *For Employees Q-Z:
 - New Hire Processing
 - Employee Changes
 - Leave of Absences
 - Resignations/Retirements
- *Volunteers
- *Student Workers
- *Fingerprinting
- *Athletics Recruitment & Processing
- *Assist with Worker's Compensation Claims
- *Certificated Interview Scheduling - Middle Schools & Departments



Helena Carranza
Office Assistant /
District Office
Support
8:00am to 4:30pm
831-429-3410
Ext. 48274

- *Maintain Employee Records
- *Monitor Employee TB Testing
- *Monitor Employee Safety Training
- *Safety Committee Secretary
- *Process Ergonomic Evaluation Requests
- *Employment & Income verifications
- *Assistant Human Resources District Office

SCCS PERSONNEL COMMISSION DIVISION 2022-2023



Keneé Houser
Director / Classified
Personnel
8:30am to 5:30pm
831-429-3410
Ext. 48239

- *Personnel Commission Administration
- *Classified Recruitment
- *Professional Growth & Development
- *Job Classifications
- *Interpretation / Clarification
 - Merit Rules
 - Policies
 - Procedures
 - Education Code
- *Classified Seniority List
- *Classified 39-month Re-employment list



Denice M. Grogan
Human Resources
Specialist - Personnel
8:30am to 5:30pm
831-429-3410
Ext. 48238

- *Classified Recruitment
- *Classified New Employee Orientation
- *Coordinate Recruitment Process
- *Maintain Eligibility Lists / Records / Files
- *Classified Correspondence
- *Monitor Classified Evaluation Cycles
- *Classified Substitute Recruitment
- *Classified Personnel File Management