

PERSONNEL SERVICES DIVISION OFFICE

Affirmative Action Officer  
Affirmative Action Statistics  
Leadership Development Program  
Performance Evaluation Forms (Cert. and Mgmt.)

George H. Russell	8185
Betty Spaeth	8533
Betty Spaeth	8533
Judy Freedman	8561

PERSONNEL ADMINISTRATION DEPARTMENT

## Assignment Authorization Forms

Certificated Elementary  
Certificated Secondary  
Classified Elementary  
Classified Secondary  
Classified Miscellaneous

Credentials - Elementary & Children's Centers  
Credentials - Secondary and Other  
Dismissal Procedures - Certificated  
Dismissal Procedures - Classified  
Employment Information - Certificated  
Employment Information - Classified  
Employment Processing - Certificated  
Employment Processing - Classified  
Employment Verification (phone)  
Interviews - Certificated  
Job "Hotline"  
Leaves of Absence - Certificated  
                                - Classified  
Management Vacancies - Certificated  
                                - Classified  
Medical Exam Scheduling  
Merit System Rules  
New Teacher Information  
Paraprofessionals - IA's, TA's, Hourly  
Performance Evaluation Forms - Classified  
Placement and Transfer - Certificated Elementary  
  - Certificated Secondary  
  - Classified  
Resignation Procedures - Certificated  
  - Classified  
Review of Personnel Folder by Employee or Manager

Certificated Elementary  
Certificated Secondary  
Classified  
Management

Room Reservations (meetings)  
Secretarial/Clerical Formula  
Service Awards (classified)

Shirley Giles	8534
Mary Lou Ruane	8192
Nancy West	8451
Felicia Avery	8240
LaDonna Chase	8189
Florence Ungab	8158
Cynthia Williams	8197
George Flanigan	8156
James Rhetta	8153
Pat Davis	8190
Katrina Frontiero	8150
Gloria Macias	8188
Ann Trisler	8155
Beverly Riley	8160
Pat Davis	8190
	8002
Pat Davis	8190
Brenda Bense	8191
Glenda Rogers	8156
Brenda Bense	8191
Billie Wion	8155
James Rhetta	8153
Gloria Macias	8188
Jane Davis	8187
Ann Trisler	8155
Peggy Eddy	8534
Bob Atterbury	8192
Willie Schetter	8189
Pat Davis	8190
Brenda Bense	8191
Peggy Eddy	8534
Bob Atterbury	8192
Personnel Analyst	8196
George Flanigan	8156
Beverly Thomas	8150
Willie Schetter	8198
Billie Wion	8155

(continued)



PERSONNEL ADMINISTRATION DEPARTMENT (continued)

Substitute Service - Certificated Elementary  
                               - Certificated Secondary  
                               - Classified  
 Testing - Classified  
 Transfers - Certificated Elementary  
                               - Certificated Secondary  
                               - Classified

Lillian Cole 8184  
 Bobbie Belknap 8183  
 Jane Davis 8187  
 Cathy Nunez 8195  
 Peggy Eddy 8534  
 Bob Atterbury 8192  
 Willie Schetter 8198

COMPENSATION ADMINISTRATION DEPARTMENTA. WAGE AND SALARY SECTION

Bilingual Pay Eligibility  
 Position Classification Studies  
 Position Descriptions (copies)  
 Salary Credits, Teachers  
 Salary Placement, Managers  
 Salary Schedules  
 Salary Surveys  
 Transcript Information, Teachers

Bob Jones 8288  
 Bob Jones 8288  
 Ann Marquez 8286  
 Fran Thompson 8257  
 Dick McNeil 8285  
 Cecile Ganem 8256  
 Bob Jones 8288  
 Fran Thompson 8257

B. EMPLOYEE BENEFITS SECTION

Insurance (Dental, Medical, Life)  
 Retirement  
 Tax Sheltered Annuities  
 Unemployment Compensation  
 Workers' Compensation

8130  
 Betty Ormsbee 8130  
 Gay Yeakle 8130  
 Harlan Price 8247  
 Mickie Cochran 8116

C. PERSONNEL/PAYROLL SECTIONCertificated Payroll Information\*

Additional Assignments  
 Extended Day Pay  
 Forms/Time Sheets/Time Cards  
 Hourly and Substitute Time Sheets/Time Cards

Helen Young 8248  
 Betty Kulani 8318  
 Chris Powers 8162

Loc. 001 - 311 sheets and A-K cards  
       312 - 998 sheets and L-Z cards  
 Management Hourly  
 Personnel input to data base

Margie McCullar 8045  
 Marie Broyles 8045  
 Betty Kulani 8318  
 Helen Young 8248

Monthly Time Sheets

Loc. 001 - 167  
       169 - 312  
       313 - 352  
       353 - 998  
 Personnel input to data base

Sam Culverson 8290  
 Marietta Norman 8250  
 Evelyn Sam 8249  
 Trish Pye 8248  
 Barbara O'Dell 8067

(continued)



Certificated Payroll Information\* (continued)

293-

Retirement Membership Qualification  
Supervision Pay  
Supervisor

Betty Kulani	8318
Betty Kulani	8318
Carol Hinton	8251

Classified Payroll Information \*

Forms/Time Sheets/Time Cards  
Hourly Time Sheets/Cards

Barbara DeSanto 8162

Loc. 000-357 sheets and A-L cards  
358-996 sheets and M-Z cards  
and all food service  
Personnel input to data base

Arlene Gallo	8480
Flora Rivera	8480

Cynthia Dandridge 8577

## Monthly Time Sheets

Loc. 001-199  
201-355  
356-621  
650-966 and Food Services  
Personnel input to data base

Lisa Otta	8244
Mary Ann Qualls	8242
Elaine Parker	8243
Lauri Ballantyne	8577
Marilyn Moore	8577

Retirement Membership Qualification (monthly)  
Retirement Membership Qualification (hourly)  
Supervisor

Cynthia Dandridge	8577
Marilyn Moore	8577
Jan Gonzalez	8291

### Consultant Service Requests

Pat McCree	8291
------------	------

Tuberculosis Test Information

Billie Morris 8252

Verification of Employment (written) Certificated

d Chris Powers 8162

Verification of Employment (written) Classified

Barbara DeSanto	8162
-----------------	------

W-2 Forms (annual earnings)

Billie Morris	8252
---------------	------

W-4 Forms (withholding tax)

Billie Morris	8252
---------------	------

\*Includes information on time worked, pay rate, voluntary deductions, sick leave, personal emergency leave, short-term leave, vacation, special compensation, name/address change, and personnel action forms.

## EMPLOYEE RELATIONS DEPARTMENT

Collective Bargaining Contract Negotiations  
Contract Administrations  
Grievance Resolution  
Negotiations Research/Analysis

Ann Stombs	8193
Ann Stombs	8193
Ann Stombs	8193
Bill Hoover	8193

## STAFF DEVELOPMENT AND TRAINING DEPARTMENT

"Discover (Staff Development Newsletter)  
District Inservice Course Information  
Management Training  
Master Calendar  
Performance Evaluation  
Proposals for Funding  
Staff Development/Training - Certificated  
- Classified  
Staff Recognition Program  
Substitutes (inservice)  
Transcripts (district inservice courses)

John Callahan	8264
Yvonne Ladd	8597
Mary Hopper	8579
Nancy Brant	8597
Mary Hopper	8579
Vivian Brown	8265
John Callahan	8264
Mary Hopper	8579
Vivian Brown	8265
Nancy Brant	8597
Yvonne Ladd	8597



DATA SYSTEMS DEPARTMENT

Administrative Systems	Don Hay	8350
Computer/Data Entry Operations	Bill Holt	8388
Financial Systems Control		8387
Personnel Systems Control		8386
Student Systems Control		8385
Instructional Support Systems	John Marsteller	8350
Technical Support	Howard Buxbaum	8384
User Support	Ann Tompkins	8379
Student Records		8380
Elementary School Services	Phyllis McFarland	8380
Secondary School Services	Dorothy Robinson	8381
	Amada Balles	8382

SCHOOL POLICE SERVICES DEPARTMENT

Crime Reports (24-Hour line)		291-7678
General Information	Alex Rascon	293-8050

GHR:BMS:  
ra

Issued: August 30, 1983