

# Human Resource/Payroll Department-Responsibilities

<b>Kelly Lopez</b>	<b>Jennifer Henderson</b>
<b>Executive Director of Human Resources</b>	<b>Assistant Director of Payroll</b>
Oversight of HR/Payroll Department	Process monthly payroll
Certificated/Classified/Admin Hiring	
Certificated/Classified/Admin Staffing	
Certificate/Classified Evaluations	
Bargaining Lead	
Staff Complaints/Investigations	
<b>Katie Batson</b>	<b>Erin Scott</b>
<b>Human Resources Director</b>	<b>Assistant Director of Payroll</b>
Employee leave of absences	Health Benefits
Athletic Hiring/Staffing	Assist with monthly payroll prep
Operational (FS, Trans, M&O, Tech) Hiring/Staffing	Retirement/DRS
Student teacher placement	
Workers compensation- L&I	
Assist with Bargaining	
Para Training	
<b>Andrea Komro</b>	<b>Angela Bush</b>
<b>Human Resources Specialist- Last names A-K</b>	<b>Payroll Clerk</b>
New hire processing (A-K)	Process Timesheets and Absence Reports
Employee salary placement and personnel records	
Talented Job postings	
Professional Growth Reimbursement	
<b>Kami Fidler</b>	<b>Michelle Valentine</b>
<b>Human Resources Specialist- Last names L-Z</b>	<b>Human Resource/Payroll Secretary</b>
New hire processing (L-Z)	Red Rover
Employee salary placement and personnel records	Substitute
Talented Job postings	Safeschools
Professional Growth Reimbursement	Admin support for HR/Payroll
Process Transportation Timesheets	