

# SCCS HUMAN RESOURCES DIVISION 2018-2019



**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



**Jory Berdan**  
**Administrative Assistant,  
 Confidential**  
 8:00am to 4:30pm  
 831/429-3410 ext 233

- Confidential Assistant to Assistant Superintendent
- Athletics/Co-Curricular Recruitment
- Workers Compensation Claims
- Drug/Alcohol Testing Program
- Background Checks
- Coordinate Ergonomic Evaluations
- Maintain Safety Training Modules



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

- Direct Daily Operations of Department
- Certificated Recruitment
- Offers of Employment and Salary Placement
- New Hire Orientations
- Credentials Analyst
- Implement and Maintain HRIS/Finance Database
- Position Control
- Coordinate Certificated Evaluations
- Manage Leaves of Absence and Healthy Families Act (AB1522)
- Administer Pre-Retiree Program
- Maintain Professional Growth Records
- Annual Notices of Employment



**Michelle Greenwood**  
**Personnel Technician II**  
 8:00am to 5:00pm  
 831/429-3410 ext 234

- Process Unemployment Claims
- Issue and Track Reasonable Insurance
- Letters
- Manage Classified Resignations and Retirements
- Maintain HRIS/Finance Database
- Process Student Hires



**Christina Butler**  
**Substitute Coordinator/  
 Personnel Technician II**  
 6:45am to 3:15pm  
 831/429-3410 ext 232

- Substitute Coordinator
- Administer AESOP Program
- Enrichment Provider Recruitment
- Employee TB Testing and Records
- Maintain HRIS/Finance Database
- Certificated New Hire Orientations
- Schedule and Coordinate Interviews



**Amy Walker**  
**Office Assistant District Office**  
 8:00 5:00pm  
 831/429-3410 ext 236

- Maintain Employee Files and Laserfiche Records
- Data Entry
- Employee Verifications
- Office Supplies
- Volunteer Processing
- Greeting and Directing Visitors
- Answer District Phones

# SCCS PERSONNEL COMMISSION STAFF 2018-2019



**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



**Denice Grogan**  
**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