



## Who to Call in Human Resources

### 100+Dial Extension Below

Dr. Ivan Chaidez, Asst. Superintendent	x289 <a href="mailto:ichaidez@ogsd.net">ichaidez@ogsd.net</a>
Sylvia Alvarez, Coordinator	x287 <a href="mailto:salvarez@ogsd.net">salvarez@ogsd.net</a>
Donna Taniguchi, Executive Confidential Secretary	x290 <a href="mailto:dtaniguchi@ogsd.net">dtaniguchi@ogsd.net</a>
Debi Rivas-Klem, Confidential Admin. Secretary	x282 <a href="mailto:dklem@ogsd.net">dklem@ogsd.net</a>
Yolanda Hernandez, Confidential Admin. Secretary	x286 <a href="mailto:yhernandez@ogsd.net">yhernandez@ogsd.net</a>
Cindy Pinheiro, HR Technician	x223 <a href="mailto:cpinheiro@ogsd.net">cpinheiro@ogsd.net</a>
Elisabeth Navarro, Administrative Secretary	x280 <a href="mailto:enavarro@ogsd.net">enavarro@ogsd.net</a>
Rita Cartagena, Receptionist/Account Clerk	x285 <a href="mailto:rcartagena@ogsd.net">rcartagena@ogsd.net</a>
Frontline ( <a href="https://www.aesonline.com/login2.asp">https://www.aesonline.com/login2.asp</a> )	x281 or 1-800-942-3767

Subject	Contact Person
Address/Name Change -	<i>Certificated</i> ..... Debi/ Donna
	<i>Classified</i> ..... Elisabeth/Yolanda
Certificated/Administrative Personnel .....	Debi/ Donna
Classified Personnel -	<i>AFSCME</i> ..... Elisabeth
	<i>CSEA</i> ..... Yolanda
Contract Management .....	Ivan
Credentials .....	Debi
Disciplinary Issues -	<i>Certificated</i> ..... Ivan
	<i>Classified</i> ..... Sylvia
Employee Counseling -	<i>Certificated</i> ..... Ivan
	<i>Classified</i> ..... Sylvia
Employee Orientation -	<i>Administrative</i> ..... Donna
	<i>Certificated</i> ..... Debi
	<i>Classified-AFSCME</i> ..... Elisabeth
	<i>Classified – CSEA</i> ..... Yolanda
	<i>Substitutes</i> ..... Cindy
Evaluations -	<i>Certificated</i> ..... Donna
	<i>Classified-AFSCME (3 &amp; 6 mo.)</i> ..... Elisabeth
	<i>Classified-CSEA (3 &amp; 6 mo.)</i> ..... Yolanda
	<i>Classified AFSCME &amp; CSEA (2yr)</i> ..... Debi
Every Student Succeeding Act (ESSA) - <i>Classified</i> .....	Yolanda/Elisabeth
	<i>Substitutes</i> ..... Cindy
Fingerprinting -	<i>Certificated</i> ..... Debi
	<i>Classified-AFSCME</i> ..... Elisabeth
	<i>Classified-CSEA</i> ..... Yolanda
	<i>Substitutes</i> ..... Cindy
	<i>Noon Duty/Volunteers</i> ..... Elisabeth
Job Descriptions -	<i>Certificated/ Administrative</i> ..... Debi/Donna
	<i>Classified-AFSCME</i> ..... Elisabeth
	<i>Classified-CSEA</i> ..... Yolanda
Leaves of Absence -	<i>Certificated</i> ..... Debi/Donna
	<i>Classified</i> ..... Debi
Legal Resources .....	Ivan
Professional Growth -	<i>Certificated</i> ..... Debi
	<i>Classified</i> ..... Yolanda
Recruitment .....	<a href="http://www.edjoin.org/ogsd">www.edjoin.org/ogsd</a>
Frontline Absences (100281) .....	Cindy
Verifications of Employment-	<i>Certificated/Administrative</i> ..... Debi/Donna
	<i>Classified</i> ..... Elisabeth
Workplace Injury .....	Sylvia/Cindy