



## 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>
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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> ..... Veronica
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> ..... Veronica
Fingerprinting -	<i>Certificated</i> ..... Debi <i>Classified-AFSCME</i> ..... Elisabeth <i>Classified-CSEA</i> ..... Yolanda <i>Substitutes</i> ..... Veronica <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) .....	Veronica
Verifications of Employment-	<i>Certificated/Administrative</i> ..... Debi/Donna <i>Classified</i> ..... Elisabeth
Workplace Injury .....	Sylvia/Veronica