

# Oxnard School District

## Human Resources Department

### Dr. Scott Carroll

Director, Certificated HR

**Ginny Whitt, Conf. Admin. Asst. (x2056)**

- Certificated HR Department
- Certificated Recruitment & Hiring
- Substitutes, Intervention Support Teachers
- Non Re-Elects
- Discipline
- Investigations
- UCP, OCR, DFEH, Williams
- Negotiations Team Member
- Interactive Meeting Oversight
- Teacher Induction/Residency Program
- New Teacher Orientation w/ Ed Services
- VCOE Teacher & Admin Induction
- Evaluations, Transfers, Enrollment, and Staffing

### Natalia Torres, Ed.D.

Assistant Superintendent, HR

**Paulina Pierce, Executive Asst. (x2051)**

- Certificated Human Resources Department
- Classified HR Non-Personnel Commission
- Risk Management Department
- Chief District Negotiator
  - CSEA
  - OEA
  - OSSA
- Title IX Complaint Officer
- UCP Complaint Officer

### Dr. Adalberto Fuentes

Director, Classified HR

**Fabian Lopez-Rivera, Admin. Asst. (x2072)**

- Secretary to Personnel Commission
  - PC Rules & Regulations Compliance
  - PC Meetings & Budget
- Classified HR Department
  - Merit System Provisions
- Classified Staff:
  - Recruitment & Testing
  - Classification & Compensation
  - Employment Services
  - Evaluations
  - Development & Training

### Mayra Magaña

HR Manager

**Erica Mata, HR Technician (x2053)**

- Leave Management Systems
- Non-Industrial Reasonable Accommodations
- Substitute Management System Administrator
- Frontline Administrator
- DOJ Custodian of Records
- Reasonable Accommodations
- Volunteer Program Administrator

### Norma Magaña

Risk Manager

**(x2440)**

- Risk Management & Benefits
- COVID-19 Staff Exposure Program
- Safety Programs & Training
- Health Benefits Open Enrollment
- Section 125
- Employee Assistance Programs
- Liability & Property Program
- Emergency Operations Plan
- Ergonomics Program
- TPA Claims Review
- Workers' Compensation
- Hazardous Waste Program