



# Certificated Human Resources

## Organizational Chart

### 2023-2024

**Superintendent**  
Dr. Clara Finneran

**Assistant Superintendent**  
Paul Bommersbach

**Lisa Smith**  
**Executive Assistant**

- Employee leaves
- Admin support
- Employee mandatory testing
- Mandated TB reporting
- Clerical support for Assistant Supt.

**Shanell Walters**  
**Credentials Analyst**

- Onboarding certificated employees
- Assignment change details
- Assignment monitoring for LUSD & Manzanita
- Credential auditing
- Agenda items

**Kathy Trevino**  
**Certificated HR Tech**

- Substitute teacher on boarding
- Coaches/volunteer
- Set up interviews
- Verifications – previous / current employment, student loans, name/ address changes
- Student teacher placement

**Patricia Lopez**  
**Front Receptionist/ Frontline System Manager**

- Operate/Manage Frontline Absence Reporting System
- Greet and direct Ed Center visitors
- Provide assistance to employees, parents, and community

**Personnel Commission**

**Lacy Gillespie**  
**Director, Classified HR**

**Carmen Jaramillo**  
**Classified HR Analyst**

**Rachel Sarot**  
**Classified HR Tech II**

**Rosalia Trejo**  
**Classified HR Tech**

### Department Phone Numbers

Asst. Supt. HR Office	805-742-3280
Certificated HR	805-742-3210
Classified HR	805-742-3220
Reception Desk	805-742-3300