



Department of Human Resources

2024-2025 School Year

Name/Email	Title	Summary of Area(s) of Responsibility	Phone Number
Ernesto Diaz	Director of Human Resources	<ul style="list-style-type: none">• Leadership and Oversight	410-751-3078
Kim Mahle	Supervisor of Human Resources	<ul style="list-style-type: none">• Certification/Licensure Support• Certificated/Licensed, Supervisory Hiring• Employee Relations• HR Information Systems• Master Agreement Management• Risk Management• Staffing Oversight	410-751-3076
Stephanie Rauen	Employee Benefits & Insurance Administrator	<ul style="list-style-type: none">• Benefits• Leave of Absence• Master Agreement Management• Position Control Oversight• Retirement Coordinator	410-751-3074
Jessica Bailey	Human Resources Specialist	<ul style="list-style-type: none">• Employee Relations• Hourly Management, Non-Special Education• Master Agreement Management• Non-Certificated/Licensed, Non-Supervisory Hiring and Transfer/Intention Process• Substitute System Oversight (Frontline/Absence Management)• Volunteer Management	410-751-3077

Name	Title	Area(s) of Responsibility	Phone Number
Alix Hahn	Human Resources Specialist	<ul style="list-style-type: none"> • Athletics/Coaching Hiring • Employee Relations • Hourly Applicant Hiring, Special Education • Information Systems (Frontline and Vector/Safe Schools) • Master Agreement Management • Online Application (Frontline/Recruiting & Hiring) • Reasonable Accommodations • Retirement Coordinator 	410-751-3331
Kelly Keith	Human Resources Specialist	<ul style="list-style-type: none"> • Certificated/Licensed, Non-Supervisory Hiring and Transfer/Intention Process • Certification/Licensure • Employee Relations • Master Agreement Management • Retirement Coordinator 	410-751-3333
Kristi Reppe	Human Resources Specialist	<ul style="list-style-type: none"> • Certification/Licensure Support • Employee Recruiting and Hiring • Employee Relations • Extra Duty • Hourly Applicant Hiring, Special Education • Master Agreement Management • New Teacher Orientation (NTO) • Tuition Reimbursement and Related Reclassification 	410-751-3071
Cindy Ringley	Risk Manager	<ul style="list-style-type: none"> • Insurance Risk Management • Unemployment • Workers' Compensation 	410-751-3035

Name	Title	Area(s) of Responsibility	Phone Number
Trish Rose	Cabinet Secretary	<ul style="list-style-type: none"> • Cabinet and HR Director Support • Non-Certificated/Licensed, Non-Supervisory Evaluation Support • Hourly Applicant Vacancy Posting and Hiring, Non-Special Education • Employee Badging 	410-751-3048
Stephanie Smith	Human Resources Associate	<ul style="list-style-type: none"> • Benefits • Position Control 	410-751-3132
Wendy Ruch	Human Resources Associate	<ul style="list-style-type: none"> • 486 Forms • Employment, Financial, and Mortgage Verifications • Substitute System Administrator (Frontline/Absence Management) • Non-Certificated/Licensed, Non-Supervisory Staffing Support 	410-751-3176
Brenda Six	Human Resources/Front Desk Receptionist	<ul style="list-style-type: none"> • Main Front Desk Operations 	410-751-3000
Wendy Hofmann	Support Personnel	<ul style="list-style-type: none"> • HR Front Desk Operations • Employee Badging • Employee Onboarding 	410-751-3070
Gail Martin	Support Personnel	<ul style="list-style-type: none"> • HR Front Desk Operations • Employee Badging • Employee Onboarding 	410-751-3070
HRForms@carrollk12.org		<ul style="list-style-type: none"> • Verifications of Employment • 486 Forms from Other School Systems 	