



Certificated Human Resources

Organizational Chart

2024-2025

Superintendent
Dr. Clara Finneran

Assistant Superintendent
Paul Bommersbach

Lea Holloway
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

Cynthia Carrillo
Director, Classified HR

Carmen Jaramillo
Classified HR Analyst

Rosalia Trejo
Classified HR Tech II

Open
Classified HR Tech I

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