



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

Maribel Ceja
Certificated HR Tech

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

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 Villegas
Classified HR Tech II

Dianna De La Mora
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