

HUMAN RESOURCES

(_) followed by hlpusd.k12.ca.us is the email address

John Lovato, Ed.D. x3830 (jlovato)

Assistant Superintendent

- ❖ Negotiations
- ❖ Risk Management & Title IX
- ❖ Evaluations, Hiring, & Recruitment
- ❖ Training & Processing of Grievances, Complaints, & Discipline
- ❖ Public Information Officer- Litigation
- ❖ Custodian of Employee Records

Kevin Maldonado x3837 (kmaldonado)

Director

- Certificated Recruitment & Hiring
- Certificated Leaves & Vacancies
- Certificated Staffing Database
- Student Teacher/University Contracts
- Certificated Complaints & Discipline

Joseph Zepeda x3838 (jzepeda)

Director

- Certificated & Classified Substitute Recruitment & Hiring
- Classified Complaints & Discipline
- Oversee Classified Leaves & Vacancies
- Oversee Classified Hiring
- Oversee Volunteers
- Mandated Employee Training

Ruby Lucero x3830 (rarevalo)

Administrative Assistant

(Assistant to Assistant Superintendent)

- Hiring- Administrators
- Conflict of Interest
- Union Release Time
- Certificated Resignations & Retirements
- DOJ Liaison

Raquel Flores x3844 (rafflores)

Credential Technician

Credential Desk

- Elementary & Middle School Coaches Onboarding
- Elementary & Middle School Extra Duty Assignments
- Master Schedules (Los Altos & Wilson Quads)
- Assignment Monitoring
- Hiring- Certificated Child Development

Regina Salcido x3845 (rsalcido)

Credential Technician

Credential Desk

- Master Schedules (La Puente & Workman Quads)
- Assignment Monitoring
- Certificated Name Changes
- Certificated Job Descriptions
- Certificated Column Changes

Krystal Giebel x3841 (kfiguera)

Senior HR Assistant

- Certificated Board Agenda
- Certificated Salary Schedules
- Certificated Stipends
- Certificated Seniority List
- EDD Liaison
- Certificated Early Retirees
- AB 119 UPK-12

Clarissa Guzman x3835 (clmeza)

Secretary II

(Secretary to Certificated Director)

- Hiring-
 - Certificated UPK-12
 - Certificated Summer
 - CTE Instructors

Natalie Figueroa x3843 (nfigueroa)

HR Assistant

- Hiring- Certificated Adult Ed
- High School Coach Processing
- High School Extra Duty Assignments

Rocio Caballero x3840 (rcaballero)

HR Assistant

- Helios Evaluation Platform
- EDJOIN Postings
- Absence Affidavits
- Jury Duty & Bereavement
- Certificated/Classified Change of Address

Marie Holloway x3842 (mholloway)

HR Assistant

Sub Desk

- Hiring- UPK-12 Substitute Teachers & Summer School Substitute Teachers
- Frontline Sub Management
- Certificated Workshops & Additional Assignment

Angelica Escalante x3849

HR Assistant

- All Leaves
- CSEA Longevity Stipends
- Performance Incentives
- Classified Step Increases

Carmen Flores x3809 (csperez)

HR Assistant

Reception Desk

- Switchboard Coverage
- Directory
- Verifications of Employment
- TB Test Renewals

Alejandra Galeana x3848 (agaleana)

HR Office Manager

(Supports Classified Director)

- Monitor Eligibility Lists
- Classified Salary Schedules
- Classified Stipends
- Seniority List
- AB 119 CSEA & SEIU

DeAnna Consiglio x3850 (dconsiglio)

HR Assistant

- Hiring-
 - Clerical
 - Transportation
 - Police & Safety
 - Network Computer Services
 - Personnel File Archives

Anthony Tran x3847 (antran)

HR Assistant

- Hiring-
 - Facilities
 - Site Supervision Aides
 - All Other Small Classified Recruitments
 - Classified Board Agenda
 - Classified Separations

Rosalia Maris Arias x3839

HR Assistant

Volunteers/Nutrition Desk

- Volunteers/Student Observations
- Hiring-
 - Nutrition Services
 - PERS 1000 Hours

Lisa Serrano x3846 (lserrano)

HR Assistant

Child Development Desk

- Hiring-
 - Classified Special Ed
 - Classified Child Development

Steven Wong x3852 (stewong)

HR Assistant

Other Employee Desk

- Hiring-
 - Other Employee
 - Student Workers
 - Job Shares