



## Department of Human Resources

### 2024-2025 School Year

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

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

Name	Title	Area(s) of Responsibility	Phone Number
<a href="#">Trish Rose</a>	Cabinet Secretary	<ul style="list-style-type: none"> <li>• Cabinet and HR Director Support</li> <li>• Non-Certificated/Licensed, Non-Supervisory Evaluation Support</li> <li>• Hourly Applicant Vacancy Posting and Hiring, Non-Special Education</li> <li>• Employee Badging</li> </ul>	410-751-3048
<a href="#">Stephanie Smith</a>	Human Resources Associate	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Position Control</li> </ul>	410-751-3132
<a href="#">Wendy Ruch</a>	Human Resources Associate	<ul style="list-style-type: none"> <li>• 486 Forms</li> <li>• Employment, Financial, and Mortgage Verifications</li> <li>• Substitute System Administrator (Frontline/Absence Management)</li> <li>• Non-Certificated/Licensed, Non-Supervisory Staffing Support</li> </ul>	410-751-3176
<a href="#">Erin Hogan</a>	Human Resources Associate	<ul style="list-style-type: none"> <li>• Certification/Licensure</li> <li>• Tuition Reimbursement</li> <li>• HR Front Desk Operations Support</li> <li>• Employee Badging Support</li> </ul>	410-751-3118
<a href="#">Brenda Six</a>	Human Resources/Front Desk Receptionist	<ul style="list-style-type: none"> <li>• Main Front Desk Operations</li> </ul>	410-751-3000
<a href="#">Wendy Hofmann</a>	Support Personnel	<ul style="list-style-type: none"> <li>• HR Front Desk Operations</li> <li>• Employee Badging</li> <li>• Employee Onboarding</li> </ul>	410-751-3070
<a href="#">Gail Martin</a>	Support Personnel	<ul style="list-style-type: none"> <li>• HR Front Desk Operations</li> <li>• Employee Badging</li> <li>• Employee Onboarding</li> </ul>	410-751-3070
<a href="mailto:HRForms@carrollk12.org">HRForms@carrollk12.org</a>		<ul style="list-style-type: none"> <li>• Verifications of Employment</li> <li>• 486 Forms from Other School Systems</li> </ul>	