

Oxnard School District HR Responsibilities



Dr. Scott Carroll

Assistant Superintendent, HR
Paulina Pierce, Executive Asst. (x2051)

- **Certificated Human Resources Department**
- **Classified HR Non-Personnel Commission**
- **Risk Management Department**
- **Chief District Negotiator (OEA, CSEA, OSSA)**
- **Title IX Coordinator/Compliance**
- **UCP Complaint Officer**

Dr. Adalberto Fuentes

Director, Classified HR
Mireya Rosales, Administrative Asst. (x2072)

- **Secretary to personnel commission**
 - **PC Rules and Regulations Compliance**
 - **PC Meetings and Budget**
- **Classified HR Department**
 - **Merit System Provisions**
- **Classified Staff**
 - **Recruitment and Testing**
 - **Classification and Compensation**
 - **Employment Services**
 - **Evaluations**
 - **Development and Testing**

Allison Cordes

Director, Certificated HR
Ginny Whitt, Confidential Administrative Asst. (x2056)

- **Certificated Recruitment and Hiring**
- **Substitutes, Intervention Teachers**
- **Non Re-Elects**
- **Discipline**
- **Investigations**
- **Negotiations Team Member**
- **Interactive Meetings**
- **Teacher Induction/Residency Program and Admin Induction**
- **New Teacher Orientation with Educational Services**
- **Evaluation. Transfers. Enrollment. and Staffing**

Mayra Magaña

HR Manager (x2049)

- **Leave Management Systems**
- **Non-Industrial Reasonable Accommodations**
- **Substitute Management System Administrator**
- **DOJ Custodian of Records**
- **Volunteer Program Administration**

Norma Magaña

Risk Manager (x2443)

- **Risk Management and Benefits**
- **Safety Programs and Training**
- **Health Benefits Open Enrollment**
- **Section 125**
- **Employee Assistance Program**
- **Liability and Property Program**
- **Emergency Operations Plan**
- **Ergonomics Program**
- **TPA Claims Review**
- **Workers' Compensation**
- **Hazardous Waste Program**