

# WHO DO YOU CALL IN HUMAN RESOURCES...

BillieJo Hogan

Executive Director  
of Human Resources

- Responsible for HR and Risk Management strategic planning and operations
- Talent management: recruitment, selection and retention
- Supports school's employees and administrators
- Negotiations
- Employee evaluations
- Employee issues/concerns
- Contract adjudication
- Employee Grievances and Complaints
- NERC/EEOC/EMRB hearings
- Class Size Reduction approval

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Blake Smith

Safety and Benefits  
Risk Manager

- Coordinates with Deputy Superintendent on Risk Management and Emergency Operations
- School safety and safety walks
- Manages and supports health and voluntary benefits for employees and retirees
- Oversees COBRA
- Manages FMLA process compliance
- Manages workers' comp and OSHA
- ADAA coordinator
- Manages E-Learning

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Shannon Nelson

HR Administrative  
Secretary

- Sub Applications & Hiring
- Absence Management for substitutes
- DOT Pre-employment & Quarterly Random Drug Testing
- Workers Comp Claims/Reports & Database (iCE)
- FMLA & Employee Leave assistance
- Unemployment Claims
- Assists with health benefits & open enrollment
- Volunteers/Coaches Applications
- OSHA reporting

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Krystal Roberts

HR Administrative  
Assistant

- Employee files
- Transcript and VOE verification
- Salary/wage placement
- Absence Management for employees
- R&H job openings
- DMV checks
- New hire orientations
- License notifications
- Certified contracts
- Extra Duty contracts
- Probationary status
- Seniority status
- Job Descriptions

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Angela Madera

Talent Management  
& Data Analyst

- Recruitment: Site hiring support
- Job/Career fair
- Field experiences/ Internships
- Student Teacher Apps & Placement
- Background Checks
- Employee surveys
- Process/procedure development
- Longevity list
- Class Size Reduction
- NEPF reporting
- Public data reporting
- State Staffing Report
- EEO5 Reporting
- Work Calendars

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Michelle Sinclair

Business/HR Analyst

- School allocations review
- CSR Reporting
- New position set up
- Position Control
- Systems maintenance
- Database maintenance
- Business process reviews
- Manages employee leave
- NVPERS Reporting

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