



## Who's Who in Human Resources

Name / Position / Employee Groups	Responsibilities	Telephone
<b>HR General Information</b>	<ul style="list-style-type: none"> <li>● Available Positions</li> <li>● Name and Address Changes</li> <li>● Personnel Files</li> <li>● Application Process</li> <li>● Employee ID Badges</li> <li>● Retirements / Resignations</li> <li>● General HR Questions</li> </ul>	952-848-4980
<b>Sonya Sailer</b> <i>Executive Director of Human Resources</i>	<ul style="list-style-type: none"> <li>● Equal Employment / Non-Discrimination / Human Rights</li> <li>● Interpretation of Human Resource Policies</li> <li>● Labor Relations / Master Agreements</li> <li>● Title IX Coordinator</li> <li>● Job Descriptions / Comp Worth / Pay Equity</li> <li>● Salary Placements, Licensed Staff</li> </ul>	952-848-4911
<b>Chris Steffen</b> <i>Director of Human Resources</i>	<ul style="list-style-type: none"> <li>● District-wide Staffing Processes</li> <li>● Approval of Advanced Education Courses</li> <li>● Salary Placement, Non-Licensed Staff</li> <li>● ADA Accommodations</li> <li>● Educator Licensing / Special Permissions</li> <li>● Selection, Interviewing and Hiring Practices</li> <li>● Supervision of HR Specialists</li> </ul>	952-848-4002
<b>Kelly Kalash</b> <i>Benefits Coordinator</i>	<ul style="list-style-type: none"> <li>● Medical, Dental, Life, and Long-term Disability Insurance, and Flexible Spending Account Enrollment and Inquiries</li> <li>● Retiree and COBRA Benefit Continuation</li> <li>● ACA Reporting and Forms</li> <li>● Benefit Verifications</li> <li>● OSHA Logs</li> </ul>	952-848-4905
<b>Dave Hicks</b> <i>HR Specialist</i> <i>(Teachers, SAC, EAC)</i>	<ul style="list-style-type: none"> <li>● Educator Salary Lane Changes</li> <li>● STAR Reporting</li> <li>● Job Postings</li> <li>● New Hire Onboarding and Background Checks</li> <li>● Staff Processing</li> <li>● Seniority Lists</li> </ul>	952-848-4880
<b>Manpreet Kaur</b> <i>HR Specialist</i> <i>(Paraprofessionals, CST, Non-Affiliated, EPASS)</i>	<ul style="list-style-type: none"> <li>● Kelly Education (TOC) Daily &amp; Building Substitutes</li> <li>● Paraprofessional Substitutes</li> <li>● Job Postings</li> <li>● New Hire Onboarding and Background Checks</li> <li>● Staff Processing</li> <li>● Seniority Lists</li> </ul>	952-848-4912
<b>Benjamin Deutmeyer</b> <i>HR Specialist</i> <i>(Transportation, Custodial/Grounds, Activities)</i>	<ul style="list-style-type: none"> <li>● Leaves of Absence/FMLA (<i>Elementary Schools, ELC, Transportation</i>)</li> <li>● First Reports of Injury / Workers' Compensation</li> <li>● New Hire Onboarding and Background Checks</li> <li>● Staff Processing</li> <li>● Seniority Lists</li> <li>● Job Postings</li> </ul>	952-848-4006
<b>Lu Wang</b> <i>HR Specialist</i> <i>(Community Education, HSAs, French Interns)</i>	<ul style="list-style-type: none"> <li>● Leaves of Absence/FMLA (<i>Middle &amp; High Schools</i>)</li> <li>● Vector/SafeSchools Training</li> <li>● Unemployment Insurance</li> <li>● Volunteer Background Checks</li> <li>● New Hire Onboarding and Background Checks</li> <li>● Staff Processing</li> <li>● Seniority Lists</li> </ul>	952-848-4948

