



Human Resources Department

Who to Call in HR

Dial 10+ Extension Below

Amy L. Boles, Associate Superintendent of Human Resources	x289	aboles@ogsd.net
Mark Lepori, Director of Human Resources	x287	mlepori@ogsd.net
Yolanda Hernandez, Confidential Classified	x286	yhernandez@ogsd.net
Elisabeth Navarro, Administrative Secretary	x283	enavarro@ogsd.net
Debi Rivas-Klem, Confidential Certificated	x282	dklem@ogsd.net
Veronica Navarro, HR Technician & Return to Work Specialist	x223	vnavarro@ogsd.net
Rita Cartagena, Receptionist & Account Clerk I	x0	rcartagena@ogsd.net

Subject

Contact Person

Address/Name Change	<i>Certificated--OGEA and OGMA Classified--AFSCME Classified--CSEA and OGMA Substitutes</i>	Debi Rivas-Klem Elisabeth Navarro Yolanda Hernandez Veronica Navarro
Certificated Personnel	<i>OGEA and OGMA</i>	Debi Rivas-Klem
Classified Personnel	<i>AFSCME CSEA and OGMA</i>	Elisabeth Navarro Yolanda Hernandez
Contract Management		Amy Boles
Credentialing		Debi Rivas-Klem
Disciplinary Issues	<i>Certificated Classified</i>	Amy Boles Mark Lepori
Employee Work Related Counseling	<i>Certificated Classified</i>	Amy Boles Mark Lepori
Employee Onboarding	<i>Administrative Certificated Certificated Administrative Classified Classified-AFSCME Classified – CSEA Substitutes Service Agreements</i>	Debi Rivas-Klem Debi Rivas-Klem Yolanda Hernandez Elisabeth Navarro Yolanda Hernandez Veronica Navarro Yolanda Hernandez
Evaluations	<i>Certificated Classified-AFSCME (3&6 mo) Classified-CSEA (3&6 mo.) Classified AFSCME & CSEA (2yr)</i>	Debi Rivas-Klem Elisabeth Navarro Yolanda Hernandez Yolanda Hernandez



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Fingerprinting	<i>Certificated</i> <i>Classified-AFSCME</i> <i>Classified-CSEA</i> <i>Substitutes/Noon Duty</i>	Debi Rivas-Klem Elisabeth Navarro Yolanda Hernandez Elisabeth/Veronica
Job Descriptions - On Website	<i>Certificated-OGEA and OGMA</i> <i>Classified-AFSCME</i> <i>Classified-CSEA and OGMA</i>	Debi Rivas-Klem Elisabeth Navarro Yolanda Hernandez
Leaves of Absence	<i>Certificated</i> <i>Classified</i>	Debi Rivas-Klem Yolanda Hernandez
Legal Resources		Amy Boles
No Child Left Behind (NCLB) Requirements	<i>Certificated</i> <i>Classified</i>	Debi Rivas-Klem Yolanda Hernandez
Professional Growth	<i>Certificated</i> <i>Classified</i>	Debi Rivas-Klem Yolanda Hernandez
Reclassification Requests		Amy Boles and Mark Lepori
Reporting On the Job Injuries		Veronica Navarro
Substitutes		Veronica Navarro
Verifications of Employment	<i>Certificated OGEA and OGMA</i> <i>Classified</i>	Debi Rivas-Klem Elisabeth Navarro