

Human Resources

Recruiting, retaining, and supporting a highly-qualified and diverse staff



The Eastern Suffolk BOCES Department of Human Resources advances the region's pursuit of excellence by fostering expertise and best practices in development of the Agency's most valuable resources – high performing people and quality programs. Through a collaborative effort, the department provides a range of services that promote staff development, recruitment, communications, and research that capitalize on the diverse backgrounds and experiences of the Agency's staff. Together, these efforts allow the department to support the growth of services and programs that build capacity for teaching and learning throughout the region.

Visit **ESBOCES website** for more information: www.esboces.org click on Programs & Services/Human Resources or click here: <https://www.esboces.org/programs-services/hr>
[ESB Employee Handbook](#)
[ESB Hiring Practices Manual](#)
[ESB Complaint Form](#)

ESBOCES Human Resources Department • HumanResources2@esboces.org

Dr. Nichelle Rivers / Assistant Superintendent for Human Resources / nrivers@esboces.org / (631) 687-3029

- Assigns workplace investigations to HR staff
- Approves Appointment Notices
- Career Fair for Culturally and Ethnically Diverse Educators
- DASA compliance workshop
- Employee of the Year Awards
- Grievance/Arbitration procedures
- HR CoSers
- Intake for all Title IX, EEOC Complaints and/or workplace investigations
- Lead in contract negotiations
- Meets with subsequent arrests impacted staff
- New Employee Orientation workshop
- Personnel Administrators Council meetings
- Progressive Discipline Handbook
- Pro Practice meetings for BEES, ASUP, Staff Developers & DPMM
- Provides GCN support
- Responds to tenure questions or concerns
- Salary Estimates (certificated)
- Staff Exit Interviews
- Title IX annual training

Marisa Giovan / Administrative Assistant (Confidential) / mgiovan@esboces.org / (631) 687-3052

- Approves Professional Service Contracts
- Clerical Support to the Assistant Superintendent for HR
- Coordinates Leadership Conference Days
- Coordinates New Employee Orientations
- Coordinates Personnel Administrators Council Meetings + Listserv
- Coordinates Pro Practice meetings for ASUP, BEES, Staff Dev & DPMM
- Maintains Administrative Council Coverage Schedules
- Maintains Administrative Job Descriptions
- Maintains Chart of Administrator updates
- Maintains Contract Appointment List
- Maintains HR Attendance
- Maintains HR memberships
- Maintains Interim Administrators Listserv
- Maintains Legal Counsel Spreadsheet
- Maintains Subsequent Arrests
- Maintains Union Representative List
- Prepares and Reports Semi Annual TRS Delegate Election
- Prepares conference forms and coordinating registrations
- Prepares Mandatory Postings
- Prepares Monthly HR Board Reports
- Prepares purchase orders
- Processes OPWDD Notifications
- Searches Sex Offenders in WinCap
- Telemarketing Requests

Arlene Durkalski / Director of Human Resources / adurkals@esboces.org / (631) 687-3008

- Benefits
- Certification of Attestation (CE-200) forms
- Conducts workplace investigations
- Contract negotiations
- Frontline
- Hiring Manual
- Meets with subsequent arrests impacted staff
- Non-Rep Contracts
- PAC Meetings for New Administrators
- SchoolFront
- Subservices
- SUNY Empire Teacher Residents

Regina Booker / Personnel Assistant–Part-Time / rbooker@esboces.org / (631) 687-3098

- Clerical Support for the Director of HR
- Employee Handbook Updates
- Hiring Manual Updates
- Non-Rep Contracts
- Policies, Regulations, Forms

Daniel Tierney (Civil Service) / Executive School Personnel Officer / dtierney@esboces.org • (631) 687-3111

- Civil Service
- Conducts workplace investigations
- Develops annual Office Closings Calendar
- Facilitates Pro Practice meetings for UPSEU, CSEA, and PARA units
- NYSLRS and NYSTRS Retirement Systems Reporting
- Oversees all HR Administration for UPSEU, CSEA, DPMM, PARA, and Part-time/Per Diem Civil Service staff. (Approves appointment notices, processes resignations and transfers, determines salary estimates, etc.)
- Oversees Leaves of Absence
- Reviews and Approves Monthly Personnel Report for submission to the Board Agenda for Non-Certificated Staff
- Security Administrator for NYSLRS and NYSTRS

Jenna Hallock / Administrative Assistant (Confidential) / jhallock@esboces.org / (631) 687-3051

- Acts as Liaison to Suffolk County Department of Civil Service
- Assists in the Organization of the Employee of the Year Awards
- Clerical Support to Executive School Personnel Officer
- Coordinates Civil Service Hiring with Departments
- Prepares and Posts Non-Certificated Vacancy Announcements
- Prepares and Submits Monthly Personnel Report for the Board Agenda
- Prepares Office Closings Calendar
- Schedules and Takes Minutes for Pro Practice Meetings, PARA, UPSEU

Crisann Ifill / Office Assistant / cifill@esboces.org / (631) 687-3069

- Assists with Board Agenda Support
- Para Hires and Resignations
- Prepares Board letters
- Prepares Civil Service Reporting

Trish Rivers (Certificated Staff) / Assistant to the Assistant Superintendent for HR / privers@esboces.org / (631) 687-3114

- Approves Longevity Changes
- Approves Professional Advancement and other salary changes
- HR Administration for Certificated Staff and Non-Represented employees. (Approves appointment notices, processes resignations, determines salaries, Leaves of Absence, etc.)
- HR Budget Development and Management
- Maintains/updates non-represented salary charts
- Salary Placement
- Sick and Vacation Sellback
- Terminal Leave Payout
- WinCap Programming
- WinCap Programming, reporting and EOY rollover

Alyson Sileo / Principal Account Clerk (Confidential) / asileo@esboces.org / (631) 687-3064

Carmina Sgambati / Principal Account Clerk (Confidential) / csgambat@esboces.org / (631) 687-3031

- Article 7
- Clerical Support to the Assistant to the Assistant Superintendent for HR
- Comp Time
- Frontline
- GCN
- Longevity
- Summer School

Jean Christensen / Senior Account Clerk / jchrste@esboces.org / (631) 687-3002 • Jean Gunther* / Account Clerk / jgunther@esboces.org / (631) 687-3132

- Alternative High School
- Administrators
- Adult Education
- Enter teaching experience on TEACH
- Extended Day Program
- 980 Adult Nursing Instructors
- Professional Advancements
- Sub Teacher, Teaching Assistant, and Aide
- Teachers
- Track certification for all certificated staff with exception of Teaching Assistants
- Track professional registration on TEACH for all certificated staff, including Teaching Assistant Level 3 only.

*Casual appointments

Eileen Junco / Senior Account Clerk / ejunco@esboces.org / (631) 687-3032 • **Jean Gunther*** / Account Clerk / jgunther@esboces.org / (631) 687-3132

Paras-Teaching Assistants

- Educational incentives
- Inservice credits
- New hires
- Retirement lump sum payments
- Stipends

Special Ed Aides

- Educational incentives
- New hires
- Retirement lump sum payments
- Stipends

CSEA

- New hires
- Retirement lump sum payments

DPMM

- New hires
- Retirement lump sum payments

UPSEU

- Educational incentive
- Fill in pay
- New hires
- Retirement lump sum payments
- Stipends

*Casual appointments

Tanya Philp / Senior Office Assistant / tphilp@esboces.org / (631) 687-3005

- Civil Service Performance Reports
- Employee history
- Employment verifications
- Prior Service Verifications (NYSTRS/NYSLRS)
- Professional Service Loan Forgiveness (PSLF)

ATTENDANCE

Christine Pastore / Principal Account Clerk / cpastore@esboces.org / (631) 687-3030

Christine Riker / Senior Account Clerk / criker@esboces.org / (631) 687-3033

- Absence Calendars
- Attendance discrepancies
- Conversions/Critical Illness Requests
- Docks (payroll)
- Employee Service Years
- Exposure Incident Reports
- Leaves of Absence – Medical, Other
- Medical Notes
- New Hire Accruals for ASUP/UPSEU/CSEA/Staff Dev/DPMM/Non-Rep/AE
- Sick/Personal Leave Accruals for ASUP/UPSEU/CSEA/Staff Dev
- Sick Leave Bank Requests and Tracking
- Workers Comp
- Workers Comp-No Charge

Kassandra Adamez-Aquino / Senior Office Assistant / kadamez@esboces.org / (631) 687-3053

- Attendance discrepancies
- Cancer Screening/Jury Duty/Bereavement
- Sick Leave Bank enrollment
- Sick/personal leave accruals for Para/BEES
- Weekly attendance reports and forms

Medical notes should be sent to HRAttendance@esboces.org or HRMedicalNotes@esboces.org.

Any inquiries relating to COVID Leave should be directed to HRCOVIDRequests@esboces.org unless the inquiries are about attendance adjustments for approved requests.

ONBOARDING

Kelsey Cavanagh / Office Assistant / kcavanagh@esboces.org / (631) 687-3068

Annemarie Hoose / Office Assistant / ahoose@esboces.org / (631) 687-3086

- ID Badges
- Onboarding
- Per Diem Hires
- SchoolFront

BENEFITS, INSURANCE & OTHER INFORMATION

HRBenefits@esboces.org

Marysue DiLeva / Employee Benefits Supervisor / mdileva@esboces.org / (631) 687-3180

Karen D'Auria / Administrative Assistant / kdauria@esboces.org / (631)-687-3207

Veronica Ramaci / Senior Office Assistant / vramaci@esboces.org / (631) 687-3297

- Aflac
- COBRA
- Dental
- Flexible Spending
- FMLA
- 403b/457 Plans
- Life Event Off-Cycle Benefit Changes
- Long Term Disability
- Medical
- Medicare Part B Reimbursement Coordination
- New Hire Benefits Onboarding
- Open Enrollment
- Retirement Notifications / Retiree Benefits
- Vision

REGIONAL CERTIFICATION

Nicole Cowan / Regional Certification Officer/Associate Administrator / teachercert@esboces.org / (631) 687-3020

Caitlin Thomas / Principal Office Assistant / teachercert@esboces.org / (631) 687-3020

Krista Ruggiero / Senior Office Assistant / teachercert@esboces.org / (631) 687-3020

- Certification for Administrators
- Classroom Teachers
- Coaches
- Pupil Personnel Service Providers
- Teaching Assistants
- Expedited Service Requests
- In-District Certification Presentations
- Navigating TEACH Online Services
- NYSED Certificate Application/Evaluation Process
- NYSED Certification Requirements
- Registration/CTLE Requirements
- Submitting Documents for NYSED Certification

RECRUITMENT

Carolyn Ryzuk / Principal Office Assistant / recruitment@esboces.org / (631) 687-3137

- Affinity Groups
- Applicant Credential Review
- Applicant Inquiries
- Career Fair for Culturally and Ethnically Diverse Educators
- Department of Labor
- Employee Exit Interview Letters
- ESBOCES Website
 - Careers page
 - For Staff > Human Resources page
- Handshake
- HR CoSers: CMR, Billing, Prepopulate
- Indeed
- Listservs
- Newspaper Advertisement
- OLAS
- Open Positions
- RecruitFront
- Recruitment
- SchoolFront
- School Leadership jobs

SUBSTITUTE SERVICES

Rosemary Paternostro / Administrative Assistant / subservice@esboces.org / (631) 218-5353

- Attend Job Fairs to recruit substitutes
- Communicate with districts to maintain proper coverage
- Ensure substitutes are coded and paid appropriately
- Hire and manage 500+ substitutes
- Liaison between districts and Frontline
- Manage mandatory CPI training
- Onboard substitutes
- Oversee Frontline Absence Management
- Oversee integration of other programs with Frontline Absence Management
- Provide daily attendance and replacement personnel
- Provide three levels of services for component districts
- Provide training and continued support to districts
- Review certification updates on TEACH
- Update substitute certification information
- Upload district data