



Chula Vista Elementary School District Human Resources Department

Angela M. Rosendale, Ed.D.
Assistant Superintendent
UNION LEAD NEGOTIATOR
HR TEAM OVERSIGHT
EMPLOYEE & LABOR RELATIONS
TALENT MANAGEMENT
COMPENSATION & COMPLIANCE
EMPLOYEE RECOGNITION

Jenny Venyak
Senior Manager Risk and Benefits

TORT CLAIMS - PROPERTY & LIABILITY CLAIMS CONTRACTS BILLING
OVERSEE BENEFITS, RISK MANAGEMENT, SAFETY OPEB, ACA REPORTING, AND CATASTROPHIC LEAVE BANK.

Maria C. Canales, Ed.D.
HR Director - Certificated

REVIEWS PAFS; RESIGNATIONS; RETIREMENTS; SUBSTITUTE REQUESTS
INVESTIGATIONS
EVALUATION SYSTEM
TST/PAR, PROFESSIONAL DEVELOPMENT PROGRAMS, TEACHER MENTORSHIP
LAYOFFS, DISPLACEMENT, TRANSFER, SENIORITY CANDIDATE/RESIDENT PROGRAM & PLACEMENTS
CHARTER SCHOOL LIAISON
INDUCTION; LEADERSHIP ACADEMY

OPEN
HR Director - Classified

REVIEWS PAFS; RESIGNATIONS; RETIREMENTS; SUBSTITUTE REQUESTS
INVESTIGATIONS
EVALUATION SYSTEM
PROFESSIONAL DEVELOPMENT;
LAYOFFS, REDUCTION OF HOURS, BUMPING RIGHTS
SENIORITY PROCESSES
RECLASSIFICATION
REALLOCATION
EDD - UNEMPLOYMENT

Barbie Simpauco
HR Supervisor

DATA ANALYTICS & REPORTING
COMPLIANCE AUDITS
HRIS MAINTENANCE APPLICANT TRACKING SYSTEM;
RECRUITMENT PROCESS
SPECIAL PROJECTS & INITIATIVES
EMPLOYEE RECOGNITION
EVENTS
VENDOR SPONSORSHIP

Araceli Vargas
HR Specialist

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF HR
BOARD AGENDA
CORRESPONDENCE LETTERS
INDEPENDENT CONTRACTS (ICA) MANAGEMENT, SUPERVISORY & CONFIDENTIAL POSITIONS

Pamela Nilo
Benefits & Risk Management Specialist (M-Z)

NEW EMPLOYEE/QUALIFYING EVENTS/TERMINATIONS
WORKER'S COMP & CLOSED
QUARTERLY CLAIMS DISTRICT CLAIMS
AGE 26 EMPLOYEES
RETIREE AGE 65 & AGE 64
DEPENDENT REPORT

Justin Nguyen
Benefits & Risk Management Specialist (A-L)

EMPLOYEE HEALTH BENEFITS
RETIREE HEALTH BENEFITS
PROPERTY & LIABILITY
WORKER'S COMPENSATION

Ricardo Lizarraga
HR Leave Specialist

LEAVES OF ABSENCES
STATUTORY/NEGOTIATED LEAVES
FMLA/CFRA
PREGNANCY DISABILITY LEAVE
EXTENDED SICK LEAVE
PERSONAL LEAVE

Aurora Rivera
HR Tech IV

NEW HIRE BENEFITS ENROLLMENT
EMPLOYEE BENEFITS
RETIREE BENEFITS
WORKER'S COMP
STUDENT ACCIDENTS REPORTS (SAR)

Nadine Willis
Credentials Officer II (M-Z)

CERTIFICATED & MANAGEMENT
CREDENTIALING SUPPORT INDUCTION PROGRAM
SUPPORT TST/PAR PROGRAM
SUPPORT INTERN MENTOR PROGRAM
CERTIFICATED VERIFICATION OF EMPLOYMENT
LOAN FORGIVENESS
CERTIFICATED SALARY COMP

Osbaldo Villalobos
Credentials Officer (A-L)

CERTIFICATED & MANAGEMENT
CREDENTIALING
CERTIFICATED SENIORITY REPORT
CERTIFICATED TEMPORARY STAFFING REPORT
CREDENTIALS EXPIRATION MONITORING
CERTIFICATED VOE
LOAN FORGIVENESS
CERTIFICATED SALARY COMPS

Geraldine Guimzon
HR Analyst - Sub Desk

MANAGE FRONTLINE/REPORTING
DISTRICT SITE SUBS
ESSC SUB DESK INBOX
SUBSTITUTE PAYROLL
SICK LEAVE FORMS
SUBSTITUTE NEW HIRE
ORIENTATION

Claudia Noriega Castro
HR Tech IV - Sub Desk

NEW HIRE ONBOARDING & ORIENTATION
PAYROLL SUPPORT
EMPLOYEE ACTION FORMS
BADGE CREATION
VERIFICATION OF EMPLOYMENT
UNEMPLOYMENT CLAIMS

Sai Mulupuru
HR Data Analyst

PEOPLESOFT UPDATING
BUSINESS PLUS PCNS
REPORTING
PROCESSING OF CURRENT EMPLOYEES
AUTOSTEPS
LONGEVITY

Estefania Johannson
HR Data Analyst

IA SPED/STUDENT ATTENDANT STAFFING
SPED TEACHER STAFFING
SA DISTRICT SITE SUBS
IA SPED/STUDENT ATTENDANT AGENCY COORDINATION
JOB FAIRS

Celina Palafox
HR Analyst

PROCESS NEW HIRES/PAYROLL INQUIRIES
PROCESS EAFS
PRINCIPAL/ASSOCIATE PRINCIPAL EVALUATIONS
RIGHT OF ELECTION INQUIRIES
RETIREMENT ACCOUNT INQUIRIES
SICK LEAVE TRANSFER

Samantha Alvarez
HR Tech IV - ELOP

LEAD ONBOARDING & PROCESSING
CLASSIFIED SUBSTITUTES
SHORT TERM AT WILL
VERIFICATION OF EMPLOYMENT

Khai Nguyen
HR Tech III

ELOP PAYROLL ENTRIES
CERTIFICATED EVALUATIONS
CLASSIFIED SUPPORT
EXAM PORTAL MAINTENANCE

Janette Davis
HR Tech IV - Classified

CLASSIFIED POSTINGS
CLASSIFIED CONTRACTED POSITIONS
CLASSIFIED SALARY COMPS
CLASSIFIED NEW HIRE ORIENTATION
CLASSIFIED VERIFICATION OF EMPLOYMENT

Jacobo Chacon
HR Tech IV - Certificated

CERTIFICATED POSTINGS
CERTIFICATED NEW HIRE ONBOARDING
CERTIFICATED NEW HIRE ORIENTATION
CERTIFICATED SUBSTITUTES
AGENCY EMPLOYEE ENTRY
EMPLOYEE ACTION FORMS

Elvira Carrasco
HR Tech I

DISTRICT RECEPTIONIST
FACILITRON SCHEDULING
CLASSIFIED EVALUATIONS
CPR/FIRST AID & TB TESTS
ESSC & SCHOOL DIRECTORY

Dee Clayton
HR Tech III

CLASSIFIED TESTING
NAME/ADDRESS CHANGES
INVOICES AND PURCHASING
DISTRICT/ESSC BADGES
VOLUNTEERS LIVESCAN
TERMINATION OF DOJ
MAIL DISTRIBUTION
CPR SCHEDULING