

Human Resources "Who to Call"

HR Support Areas

Contact

Front Desk Main Line	970-613-5000
Chief Human Resources Officer	5012 Dr. Bill Siebers
Director of Human Resources	5009 Mr. Tom Texeira
Director of PD	5659 Ms. Keely Garren
Benefits & Risk Manager	5006 Ms. Dorothy Barnhart

APT Support

<i>Chief Human Resources Officer</i>	<i>5012 Bill Siebers</i>
Evaluations APT, FTE, Staffing, Hiring Process, Recruitment	

<i>Executive Admin Assistant, HR</i>	<i>5008 Karen Caruso</i>
Info/Data Requests, Job Posting -APT, Mentors, Severance, Verification of Employment	

Benefits & Risk Management

<i>Benefits and Risk Manager</i>	<i>5006 Dorothy Barnhart</i>
Benefits, Pre-placement physical, Public School Works, Safety, Student travel	

<i>Insurance Benefits Specialist</i>	<i>5004 Tracy Dockter</i>
Address changes, Insurance	

<i>Benefits and Leave Specialist</i>	<i>5774 Robbi Stokovaz</i>
FMLA, Leaves of Absence, Sick Bank Leave	

<i>Risk Management Specialist</i>	<i>5003 Denise Absalom</i>
Accidents, Column Changes, Property Loss, Worker's Compensation	

Classified Support

<i>Director of Human Resources</i>	<i>5009 Tom Texeira</i>
Classified Handbook, Classified support	
<i>Classified Staff Specialist</i>	<i>5773 April McFall</i>
Evaluations Classified, Classified Job Postings	

Licensed Support

<i>Chief Human Resources Officer</i>	<i>5012 Bill Siebers</i>
Staffing, FTE, Recruitment,	
<i>Licensed Staff Specialist</i>	<i>5002 Dana Medich</i>
Licensed Job Postings, Licensure,	

Professional Development Support

<i>Director of PD</i>	<i>5659 Keely Garren</i>
Educator Effectiveness, Professional Development, APT Induction	
<i>Coordinator of PD</i>	<i>7582 Kitty Lafond</i>
PD Tracking & Reporting, Ed Camp, Learning Pro, Licensed Induction	

<i>PD TOSA</i>	<i>5966 Jeannie Sponheim</i>
Licensed Induction, Learning Pro, Classified Staff PD	

Substitutes Support

<i>Director of Human Resources</i>	<i>5009 Tom Texeira</i>
Oversees Sub Coordination, Sub Employee concerns	
<i>Substitute Coordinator</i>	<i>5005 Missy Foss</i>
Absence Management, Substitutes	

Technical Support

<i>HR Technician</i>	<i>5771 Christie Alban</i>
Applications, Applitrack, Employee Online, Employee ID cards, Evaluations Licensed, Fingerprinting, RANDA	
<i>HR Technician & Front Desk (AM)</i>	<i>5001 Sandy Chaney</i>
Student Teacher Coordination, I-9	
<i>Front Desk (PM)</i>	<i>5001 Miriam Paz</i>
General District questions	