

**STOCKTON UNIFIED SCHOOL DISTRICT
HR OPERATIONS ASSIGNMENT SHEET
2022-23**

CONTRACTED EMPLOYEE LAST NAME	HR TECHNICIAN II	EXTENSION
A - GOM	SHERRY SIMONS	2123
GON - NOV	MELANIE ARELLANO	2127
NOW - Z	ANGELICA ACEVEDO	2107
ASSIGNED DUTIES:		
NEW HIRES, TRANSFERS, PROMOTIONS, LONGEVITY, ADDITIONAL CONTRIBUTIONS, LEAVES, DOCKS, NOA'S, TERMINATIONS, CERTIFICATED AND CLASSIFIED		

SUBSTITUTE EMPLOYEE LAST NAME	HR TECHNICIAN I	EXTENSION
A - L	KAMINI DEL BARBA	2116
M - Z	ANJELICA ARAUZA	2110
ASSIGNED DUTIES:		
PROCESS SUBSTITUTE NEW HIRES (CLASSIFIED, CERTIFICATED, STUDENTS, ATHLETIC COACHES), PA'S REQUESTING EXTRA PAY, PA'S WITH ATTACHED LIST, HOURLY PAY, SENIORITY UPDATES AND EMPLOYEE STATUS CHANGES. MONITOR AND VERIFY LEAVE FOR SUBSTITUTES. VOE'S AND LOAN FORGIVENESS		

PERSONNEL TECH	VACANT	
	ANGEL YANG	2110
COORDINATOR HR OPS	NANCY MUNOZ	2112
HR OPERATIONS MANAGER	LETICIA BURRISE	2109
VERIFICATION OF EMPLOYMNET	VOE DESK	2117