

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

CONTRACTED EMPLOYEE LAST NAME	HR TECHNICIAN II	EXTENSION
A - GOM	ANJELICA ARAUZA	2113
GON - NOV	MELANIE ARELLANO	2127
NOW - Z	ANGELICA ACEVEDO	2107
<b>ASSIGNED DUTIES:</b> NEW HIRES, TRANSFERS, PROMOTIONS, LONGEVITY, ADDITIONAL CONTRIBUTIONS, LEAVES, DOCKS, NOA'S, TERMINATIONS, CERTIFICATED AND CLASSIFIED		

SUBSTITUTE EMPLOYEE LAST NAME	HR TECHNICIAN I	EXTENSION
A - GOM	KAMINI DEL BARBA	2116
GON - NOV	YESENIA ARROYO	2132
NOW - Z	ZAHRA BIBI	2122
<b>ASSIGNED DUTIES:</b> PROCESS SUBSTITUTE NEW HIRES (CLASSIFIED, CERTIFICATED, STUDENTS, ATHLETIC COACHES), PA'S REQUESTING EXTRA PAY, PA'S WITH ATTACHED LIST, HOURLY PAY, ADDITIONAL CONTRIBUTIONS, SENIORITY UPDATES AND EMPLOYEE STATUS CHANGES. MONITOR AND VERIFY LEAVE FOR SUBSTITUTES. VOE'S AND LOAN FORGIVENESS		

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