

REDLANDS UNIFIED SCHOOL DISTRICT
Human Resources Division – (909) 307-5300

Sabine Robertson-Phillips, Assistant Superintendent

Certificated and Classified Negotiations
Management Evaluation Oversight
Policy/Procedure Development
Interactive Process/ADA Requirements
Administrative Staff Development
Contract Management
Personnel Complaints

Grievance Processing
Employee Discipline
Employee Relations
Leaves of Absence
Wage and Salary Administration
Superintendent's Cabinet

Taylor Kahn, Administrative Secretary

Administrative Secretary to Sabine Robertson-Phillips
Board Agenda Preparation & Follow-Up
Certificated & Classified Negotiations Minutes
Classified Professional Growth
Public Complaint/Discipline Record Maintenance
In-service Conference Requests & Reimbursement
HR Website/Social Media Maintenance

Employment Surveys
Monitor Management Evaluations Process
Policy/Procedure Support
DOJ Fingerprint Record Maintenance
Collective Bargaining Unit Agreements
Purchasing Requisitions

Lisa Nakamura-Bruich, Director III, Human Resources

Employee Recruitment/Selection/Retention
Staffing/Position Control
Certificated Substitute Program
Certificated Credentials
Interactive Process/ADA Requirements
University Outreach
Administrative Staff Development

Collective Bargaining Agreements
Certificated Evaluation Oversight
Certificated and Classified Negotiations
District Policies, Regulations & Procedures
Personnel Complaints
Employee Discipline

Gina Cerquettini, Secretary III, Confidential

Clerical Support to Director
Student Teachers
Interactive/ADA Meeting Minutes
University Agreements
LSH, Counseling Interns, & Observation Placements

New Teacher Orientation Support
Work Orders
Recruitment Events & Job Fair Registration
Athletic Coach Vacancies

Mary Anderson, Director I, Classified Personnel

Classified Recruitment
Classified Substitute Program
Interactive Process/ADA Requirements
Job Description Maintenance
Classified Employee Staff Development
New Classified Orientation

Collective Bargaining Agreements
Classified Negotiations
District Policies, Regulations & Procedures
Employee Leaves/Extended Illness Oversight
Classified Evaluation Oversight

Heather Rendleman, Personnel Technician, *Certificated*

Certificated Employees
Credential Analyst/Certificated Credentials
CalSAAS
Record Maintenance/Retention

Certificated Contract Management
Assignment/Misassignment
Board Agenda Preparation & Follow-up
Personnel Files/Service

Ashley Palmer, Personnel Technician, *Classified*

Classified Employees (Excluding Sp. Ed. Paras)
Board Agenda Preparation & Follow-up
New Classified Employee Orientation
Classified Evaluations

Personnel Files/Services
Record Maintenance/Retention
Classified Testing Support
Classified Recruitment

Katilynn Gile, Personnel Technician, Selection - Certificated and Management

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| Certificated & Management Vacancies | Certificated Credentials |
| Application Processing & Database Management | EdJoin Management |
| Record Maintenance/Retention | Selection Management |
| Certificated Recruitment | University Outreach Support |
| Certificated Evaluations | |

Melissa Negrette, Personnel Technician, Selection - Classified (Excluding Special Education)

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| Classified Vacancies (Excluding Sp. Ed. Paras) | Employment Testing Program |
| Application Processing & Database Management | EdJoin Management |
| Record Maintenance/Retention | Selection Management |
| CODESP Management | Classified Recruitment |

Nicole Massaro, Personnel Technician, Selection – Summer School & Classified Special Education

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| Classified Special Education Para Vacancies | Summer School |
| Special Education Tracking | Board Agenda Preparation & Follow-up |
| Employment Testing Program | EdJoin Management |
| Application Processing & Database Management | Classified Recruitment |
| Record Maintenance/Retention | |

Janine Torres, Human Resources Technician

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| Employee Leaves/Extended Illness | Employment Exit Interviews/Surveys |
| Employee Leave of Absence | Public Records Request |
| Board Agenda Preparation & Follow-up | Certificated Advanced Salary Placement |
| Compliance, Sexual Harassment Prevention and Mandated Reporting | |

Keri Kivett, Human Resources Technician

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| Classified Substitutes | Board Agenda Preparation & Follow-up |
| Paraprofessional Substitute Training Management | Parent Volunteer Fingerprints |
| Substitute System Management | Hourly/Miscellaneous Employees |
| Summer School Support | Personnel Files/Service |

Marie Ordaz, Human Resources Technician

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| Certificated Substitutes | Board Agenda Preparation & Follow-up |
| Student Workers/AVID Tutors/America Reads/Work Study | Personnel Files/Services |
| Substitute System Management Lead | |

Yvonne Velasquez, Typist Clerk II

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| District Receptionist | District Directory |
| District Mailroom | District Phone Lists |
| Visitors | HR Website Vacancy Postings |
| Mandated Reporting Compliance Support | Filing/Scanning Support |