

Human Resources Contacts (by topic) (as of 4/1/24)

Topic	Contact	Phone	Email
Absence Tracking (Frontline questions, employee attendance)	Cynthia Devaney <i>Primary contact for Frontline questions</i> <i>Attendance reporting</i>	Cynthia Devaney: 530-406-3216	cynthia.devaney@wjusd.org
Admin Team/Central Office/Site Secretaries Email Group Updates	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org
Bilingual/Biliterate Testing	Guadalupe Vidales	530-406-3208	guadalupe.vidales@wjusd.org
Board Items (adding items to agenda)	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org
COVID-19 - Tracking, Testing, and General Questions	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
CPR/First Aid Monitoring	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Credential Monitoring (<i>assigned by site</i>)	Vanessa Gomez <i>Sites Supported:</i> <i>WHS, PHS, Prairie, Tafoya, Beamer, Freeman, Gibson, Maxwell, Sci-Tech, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora, Adult Ed</i> Abraham Nava-Luna <i>LMS, DMS, CCHS, Flex/K-8/ILC, Educational Services</i>	Vanessa: 530-406-5801 Abraham: 530-406-5801	vanessa.gomez@wjusd.org abraham.nava-luna@wjusd.org
CSEA Contract Questions	Theresa Dunlop	530-406-3206	theresa.dunlop@wjusd.org
CSEA/Non-Represented Email Group Updates	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
EAP - Employee Assistance Program	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Email Directory (on website)	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
Employee of the Year (all including service awards)	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org
Employment Verifications (excluding salary verification)	Faviola Bernal	530-406-3213	VOE@wjusd.org
Evaluation Timelines, Process and Forms (certificated and classified)	Jessica Medina	530-406-3209	jessica.medina@wjusd.org
Extra Duty (certificated)	Vanessa Gomez	530-406-5801	vanessa.gomez@wjusd.org
Frontline Questions (absence management only)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjusd.org
Informed K12 Questions	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org

Leaves of Absence (i.e. Maternity, FMLA, etc.)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjusd.org
Long Term Substitute Assignments (certificated)	Theresa Dunlop	530-406-3206	theresa.dunlop@wjusd.org
Mandated Reporter Training - (via Public School Works) (monitoring)	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Name/Address Changes (<i>email myhrteam@wjusd.org</i>)	<p>Name Changes: Vanessa Gomez & Abraham Nava-Luna Certificated</p> <p>Andrea Cota & Guadalupe Vidales Classified</p> <p>Address Changes: Marissa Tillman</p>	<p>Vanessa: 530-406-5801 Abraham: 530-406-3211</p> <p>Andrea: 530-406-3210 Guadalupe: 530-406-3208</p> <p>Marissa: 530-406-3210</p>	myhrteam@wjusd.org
Pre-Employment Testing	Guadalupe Vidales	530-406-3208	guadalupe.vidales@wjusd.org
Position Control (PER 2's, Change Forms)	Jessica Medina	530-406-3209	jessica.medina@wjusd.org
Professional Growth (classified)	Abraham Nava-Luna	530-406-3211	abraham.nava-luna@wjusd.org
Public School Works (online training)	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Reclassification Process (Classified)	Theresa Dunlop	530-406-3206	theresa.dunlop@wjusd.org
<p>Recruitment - CERTIFICATED (including Management Positions) (vacancies, EdJoin, vacancy announcements, closing memos)</p>	<p>Vanessa Gomez Sites Supported: WHS, PHS, Prairie, Tafoya, Beamer, Freeman, Gibson, Maxwell, Sci-Tech, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora, Adult Ed</p> <p>Abraham Nava-Luna LMS, DMS, CCHS, Flex/K-8/ILC, Educational Services</p>	<p>Vanessa: 530-406-5801</p> <p>Abraham: 530-406-5801</p>	<p>vanessa.gomez@wjusd.org</p> <p>abraham.nava-luna@wjusd.org</p>
Topic	Contact	Phone	Email
<p>Recruitment - CLASSIFIED (including Management and Confidential Positions) (vacancies, EdJoin, vacancy announcements, closing memos)</p>	<p>Abraham Nava-Luna Sites Supported: District Office, Transportation, PHS, WHS, DMS, LMS, CCHS, Flex/K-8/ILC M&O, All Paraprofessional II positions, Nutrition Services</p> <p>Andrea Cota Sites Supported: Beamer, Dingle, Freeman, Gibson, Maxwell, Plainfield, Prairie, Sci-Tech, Spring Lake, Tafoya, Whitehead, Zamora, Adult Ed, State Preschools, All Paraprofessional I positions</p>	<p>Abraham: 530-406-3211</p> <p>Andrea: 530-406-3180</p>	<p>abraham.nava-luna@wjusd.org</p> <p>Andrea.Cota@wjusd.org</p>
<p>Recruitment - COACHING (High School and Middle School Coaching)</p>	Andrea Cota	530-406-3210	Andrea.Cota@wjusd.org
<p>Recruitment - SUBSTITUTES AND VSA's (EdJoin, advertising)</p>	<p>Marissa Tillman Classified Substitutes VSA's Certificated Substitutes</p>	<p>Marissa: 530-406-3208</p>	marissa.tillman@wjusd.org
<p>Recruitment - SUMMER SCHOOL (all positions)</p>	<p>Andrea Cota Classified Positions</p> <p>Vanessa Gomez & Abraham Nava-Luna Certificated Positions</p>	<p>Andrea: 530-406-3180</p> <p>Vanessa: 530-406-5801</p> <p>Abraham: 530-406-3211</p>	<p>andrea.cota@wjusd.org</p> <p>vanessa.gomez@wjusd.org</p> <p>abraham.nava-luna@wjusd.org</p>

Salary Reclassification (certificated)	Vanessa Gomez	Vanessa: 530-406-5801	vanessa.gomez@wjusd.org
School Year Calendars	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org
Seniority Lists	Abraham Nava-Luna Andrea Cota <i>Classified</i> Vanessa Gomez <i>Certificated</i>	Abraham: 530-406-3211 Andrea: 530-4063180 Vanessa: 530-406-5801	abraham.nava-luna@wjusd.org andrea.cota@wjusd.org vanessa.gomez@wjusd.org
Sick Leave - Substitutes	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Sick Leave Transfer Requests	Cynthia Devaney	530-406-3216	cynthia.devaney@wjusd.org
Student Teachers (hiring)	Vanessa Gomez	Vanessa: 530-406-5801	vanessa.gomez@wjusd.org
Student Workers (hiring)	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
Substitute - Classified (hiring)	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
Substitute Teacher (hiring)	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
Substitute Assignment (Frontline questions)	Guadalupe Vidales	Guadalupe: 530-406-3208	guadalupe.vidales@wjusd.org
TB Monitoring	Guadalupe Vidales	Guadalupe: 530-406-3208	guadalupe.vidales@wjusd.org
Unemployment Claims	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
Variable Service Agreements (VSA's)	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
WEA Contract Questions	Leanee Medina Estrada	530-406-3207	leanee.medinaestrada@wjusd.org
WEA Email Group Updates	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org
Work Study Tutors	Marissa Tillman	530-406-3210	marissa.tillman@wjusd.org

Workers' Compensation	Faviola Bernal	530-406-3213	faviola.bernal@wjusd.org
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