

# SCCS HUMAN RESOURCES DIVISION 2020-2021



**Molly Parks**  
**Assistant Superintendent**  
 8:00am to 5:00pm  
 831/429-3410 ext 235

- Coordinate all Personnel Activities
- Supervise Site Principals and H.R. Staff
- Coordinate/Oversee Athletic Directors/Athletics
- Contract Management & Interpretation
- Certificated and Classified Evaluations
- Employee Discipline
- Salary Schedule Administration
- Offers of Employment
- Staffing
- NCLB Compliance
- Affirmative Action Officer
- Sexual Harassment Officer
- Worker's Compensation
- Peer Assistance and Review
- Safety Program Chair
- Lead Negotiator for all Bargaining Units



**Jory Berdan**  
**Executive Assistant,**  
**Confidential**  
 8:00am to 4:30pm  
 831/429-3410 ext 233

- Confidential Secretary to Assistant Superintendent
- Athletics/Co-Curricular Recruitment
- Worker's Compensation Administration
- Drug/Alcohol Testing Program Administration
- Fingerprint Program Administration
- Coordinates Retirement Reception



**Desiree Dominguez**  
**Director, Human Resources**  
 8:30am to 5:30pm  
 831/429-3410 ext 231

- Oversee Management of the H.R. Department
- Credentials Analyst
- Information Resource - Employment Policies and Procedures
- Certificated Recruitment
- Coordinate Teacher Evaluations
- Certificated and Admin. Leaves, Resignations and Retirement
- Establish and Maintain Certificated Personnel Records
- New Certificated and Admin. Employee Orientation
- Issue Annual Salary Entitlements
- Salary Placement/ Yearly Update of Units/Salary Placement
- Certificated Position Control

**Cindy Bautista**  
**Human Resources Technician**  
 8:00am to 4:30pm  
 831/429-3410 ext 274

- Classified Position Control
- Classified Leaves, Resignations and Retirement
- EWA Processing
- Volunteers
- Unemployment
- Assists with Enrichment Program Providers
- In-Process Student Workers



**Christina Butler**  
**Substitute Coordinator/  
 Human Resources Technician**  
 6:45am to 3:15pm  
 831/429-3410 ext 232

- Print & distribute the Daily Substitute Report
- Administer AESOP Program
- Monitor employee TB tests
- Maintain substitute records/files
- Interview coordinator for certificated teacher openings
- Assist Human Resources Manager

**Beatriz Solorzano**  
**Office Assistant District Office**  
 8:00 am to 5:00pm  
 831/429-3410 ext 274

- Safety Program Secretary
- Online Safety Training Modules
- Coordinate Certificated Pre-Retirement Program
- Assist Human Resources /District Office
- Employee Services
- Employment verification

# SCCS PERSONNEL COMMISSION STAFF 2020-2021



**Kenee Houser**  
**Director, Classified**  
**Personnel**  
8:30am to 5:30pm  
831/429-3410 ext 239

- Personnel Commission Administration
- Classified Recruitment
- Professional Growth/Development
- Job Classifications
- Interpretation/Clarification
  - Merit Rules
  - Policies
  - Procedures
  - Education Code



**Denice Grogan**  
**Personnel Assistant**  
8:00am to 5:00pm  
831/429-3410 ext 238

- Classified New Employee Orientation
- Coordinate Recruitment Process
- Classified New Employee Orientation
- Personnel File Management
- Maintain Eligibility Lists/Records/Files
- Classified Correspondence
- Classified Seniority List
- Classified Re-employment List
- Monitor Classified Evaluation Cycles
- Substitutes - Classified