

Human Resources Contacts (by topic) (as of 11/21/22)

Topic	Contact	Phone	Email
Absence Tracking (Frontline questions, employee attendance)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Bilingual/Biliterate Testing	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Board Items (adding items to agenda)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Coaches (hiring) PHS/DMS	Andrea Cota	530-406-3180	andrea.cota@wjuds.org
Coaches (hiring) WHS/LMS	Vanessa Gomez	530-406-5801	vanessa.gomez@wjuds.org
COVID-19 - Contact Tracing (staff), Daily Screening, Testing, and General Questions	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
CPR/First Aid Monitoring	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Credential Monitoring	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
CSEA Contract Questions	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
CSEA Email Group Updates	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
EAP - Employee Assistance Program	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
Email Directory (on website)	Cynthia Devaney	530-406-3210	cynthia.devaney@wjuds.org
Employee of the Year (all including service awards)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Employment Verifications (excluding salary verification)	Andrea Cota	530-406-3180	VOE@wjuds.org
Evaluation Timelines, Process and Forms (certificated and classified)	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
Extra Duty (certificated)	Vanessa Gomez	530-406-5801	vanessa.gomez@wjuds.org
Frontline Questions (absence management only)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Hour Zero (online training)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Informed K12 Questions	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Leaves of Absence (i.e. Maternity, FMLA, etc.)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Long Term Substitute Assignments (certificated)	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
Mandated Reporter Training - (via Hour Zero) (monitoring)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Name/Address Changes	Certificated: Vanessa Gomez Classified: Abraham Nava-Luna	Vanessa: 530-406-5801 Abraham: 530-406-3211	myhrteam@wjuds.org
New Hire Orientation Presentations ~ Classified	Abraham Nava-Luna and Andrea Cota	Abraham: 530-406-3211 Andrea: 530-406-3180	abraham.nava-luna@wjuds.org andrea.cota@wjuds.org
Position Control	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
Professional Growth (classified)	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
Reclassification Process (Classified)	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
Recruitment (vacancies, EdJoin, vacancy announcements, closing memos)	Certificated Staff: Vanessa Gomez, Abby Souza Classified Staff: Abraham Nava-Luna, Andrea Cota Classified Substitutes: Abraham Nava Luna Certificated Substitutes: Andrea Cota VSA's, Work Study Tutors: Jessica Purcell All Management Positions: Minerva Rocha	Vanessa: 530-406-5801 Abby: 530-406-3210 Abraham: 530-406-3211 Andrea: 530-406-3180 Jessica: 530-406-3209 Minerva: 530-406-3217	vanessa.gomez@wjuds.org abby.souza@wjuds.org abraham.nava-luna@wjuds.org andrea.cota@wjuds.org jessica.purcell@wjuds.org minerva.rocha@wjuds.org
Salary Reclassification (certificated)	Vanessa Gomez	530-406-5801	vanessa.gomez@wjuds.org
School Year Calendars	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Seniority Lists	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
Sick Leave - COVID Leave	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Sick Leave - Substitutes	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Sick Leave Transfer Requests	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Student Teachers (hiring)	Andrea Cota	530-406-3180	andrea.cota@wjuds.org
Substitute - Classified (hiring)	Abraham Nava-Luna	530-406-3211	abraham.nava-luna@wjuds.org

Topic	Contact	Phone	Email
Substitute Teacher (hiring)	Andrea Cota	530-406-3180	andrea.cota@wjuds.org
Substitute Assignment (Frontline questions)	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Target Solutions (online employee training)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
TB Monitoring	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Variable Service Agreements (VSA's)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
WEA Contract Questions	Leanee Medina Estrada	530-406-3207	leanee.medinaestrada@wjuds.org
WEA Email Group Updates	Cynthia Devaney	530-406-3216	cynthia.devaney@wjuds.org
Work Study Tutors	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Workers' Compensation	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org