

Human Resources Contacts (by topic) (as of 3/17/23)

Topic	Contact	Phone	Email
Absence Tracking (Frontline questions, employee attendance)	Cynthia Devaney <i>Primary Contact</i> Faviola Bernal	Cynthia Devaney: 530-406-3216 Faviola Bernal: 530-406-3213	cynthia.devaney@wjuds.org faviola.bernal@wjuds.org
Bilingual/Biliterate Testing	Ana Barrientos	530-406-3212	ana.barrientos@wjuds.org
Board Items (adding items to agenda)	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Coaches (hiring) PHS/DMS	Abby Souza	530-406-3210	abby.souza@wjuds.org
Coaches (hiring) WHS/LMS	Vanessa Gomez	530-406-5801	vanessa.gomez@wjuds.org
COVID-19 - Tracking, Testing, and General Questions	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org
CPR/First Aid Monitoring	Faviola Bernal	530-406-3213	faviola.bernal@wjuds.org
Credential Monitoring (<i>assigned by site</i>)	Vanessa Gomez <i>Sites Supported:</i> <i>WHS, LMS, Beamer, Freeman, Gibson, Maxwell, Prairie, Sci-Tech, Educational Services, Adult Ed, CCHS, Flex/K-8/ILC</i> Abby Souza <i>Sites Supported:</i> <i>PHS, DMS, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora</i>	Vanessa: 530-406-5801 Abby: 530-406-3210	vanessa.gomez@wjuds.org abby.souza@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	530-406-3216	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)	Faviola Bernal	530-406-3213	VOE@wjuds.org
Evaluation Timelines, Process and Forms (certificated and classified)	Minerva Rocha	530-406-3217	minerva.rocha@wjuds.org
Extra Duty (certificated) (<i>assigned by site</i>)	Vanessa Gomez <i>Sites Supported:</i> <i>WHS, LMS, Beamer, Freeman, Gibson, Maxwell, Prairie, Sci-Tech, Educational Services, Adult Ed, CCHS, Flex/K-8/ILC</i> Abby Souza <i>Sites Supported:</i> <i>PHS, DMS, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora</i>	Vanessa: 530-406-5801 Abby: 530-406-3210	vanessa.gomez@wjuds.org abby.souza@wjuds.org
Frontline Questions (absence management only)	Cynthia Devaney <i>Primary Contact</i> Faviola Bernal	Cynthia Devaney: 530-406-3216 Faviola Bernal: 530-406-3213	cynthia.devaney@wjuds.org faviola.bernal@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

Topic	Contact	Phone	Email
Name/Address Changes (<i>email myhrteam@wjusd.org</i>)	<p><i>Vanessa Gomez & Abby Souza</i> Certificated</p> <p><i>Abraham Nava-Luna, Andrea Cota, & Ana Barrientos</i> Classified</p>	<p>Vanessa: 530-406-5801 Abby: 530-406-3210</p> <p>Abraham: 530-406-3211 Andrea: 530-406-3210 Ana: 530-406-3212</p>	<p>myhrteam@wjusd.org</p>
Pre-Employment Testing	Ana Barrientos	530-406-3212	ana.barrientos@wjusd.org
Position Control (PER 2's, Change Forms)	Minerva Rocha	530-406-3217	minerva.rocha@wjusd.org
Professional Growth (classified)	Abraham Nava-Luna	530-406-3211	abraham.nava-luna@wjusd.org
Public School Works (online training)	Jessica Purcell	530-406-3209	jessica.purcell@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 <i>Sites Supported:</i> <i>WHS, LMS, Beamer, Freeman, Gibson, Maxwell, Prairie, Sci-Tech, Educational Services, Adult Ed, CCHS, Flex/K-8/ILC</i></p> <p>Abby Souza <i>Sites Supported:</i> <i>PHS, DMS, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora</i></p>	<p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p>	<p>vanessa.gomez@wjusd.org</p> <p>abby.souza@wjusd.org</p>
<p>Recruitment - CLASSIFIED (including Management and Confidential Positions) (vacancies, EdJoin, vacancy announcements, closing memos)</p>	<p>Abraham Nava-Luna <i>Sites Supported:</i> <i>WHS, PHS, LMS, DMS, Adult Ed, CCHS, Flex/K-8/ILC</i> <i>All Paraprofessional II positions, Nutrition Services, M&O, Transportation, District Office</i></p> <p>Andrea Cota <i>Sites Supported:</i> <i>Beamer, Dingle, Freeman, Gibson, Plainfield, Prairie, Sci-Tech, Spring Lake, Tafoya, Whitehead, Zamora</i></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 - SUBSTITUTES AND VSA's (EdJoin, advertising)</p>	<p>Ana Barrientos <i>Classified Substitutes</i></p> <p>Vanessa Gomez and Abby Souza <i>Certificated Substitutes</i></p> <p>Faviola Bernal <i>VSA's, Work Study Tutors</i></p>	<p>Ana: 530-406-3212</p> <p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p> <p>Faviola: 530-406-3213</p>	<p>ana.barrientos@wjusd.org</p> <p>vanessa.gomez@wjusd.org</p> <p>abby.souza@wjusd.org</p> <p>faviola.bernal@wjusd.org</p>
<p>Recruitment - SUMMER SCHOOL (all positions)</p>	<p>Abraham Nava-Luna & Andrea Cota <i>Classified Positions</i></p> <p>Vanessa Gomez & Abby Souza <i>Certificated Positions</i></p>	<p>Abraham: 530-406-3211</p> <p>Andrea: 530-406-3180</p> <p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p>	<p>abraham.nava-luna@wjusd.org</p> <p>andrea.cota@wjusd.org</p> <p>vanessa.gomez@wjusd.org</p> <p>abby.souza@wjusd.org</p>

Topic	Contact	Phone	Email
Salary Reclassification (certificated) <i>(assigned by site)</i>	<p>Vanessa Gomez Sites Supported: WHS, LMS, Beamer, Freeman, Gibson, Maxwell, Prairie, Sci-Tech, Educational Services, Adult Ed, CCHS, Flex/K-8/ILC</p> <p>Abby Souza Sites Supported: PHS, DMS, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora</p>	<p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p>	<p>vanessa.gomez@wjuds.org</p> <p>abby.souza@wjuds.org</p>
School Year Calendars	Jessica Purcell	530-406-3209	jessica.purcell@wjuds.org
Seniority Lists	<p>Abraham Nava-Luna Classified</p> <p>Minerva Rocha Certificated</p>	<p>Abraham: 530-406-3211</p> <p>Minerva: 530-406-3217</p>	<p>abraham.nava-luna@wjuds.org</p> <p>minerva.rocha@wjuds.org</p>
Sick Leave - Substitutes	Faviola Bernal	530-406-3213	faviola.bernal@wjuds.org
Sick Leave Transfer Requests	Faviola Bernal	530-406-3213	faviola.bernal@wjuds.org
Student Teachers (hiring)	<p>Vanessa Gomez Sites Supported: WHS, LMS, Beamer, Freeman, Gibson, Maxwell, Prairie, Sci-Tech, Educational Services, Adult Ed, CCHS, Flex/K-8/ILC</p> <p>Abby Souza Sites Supported: PHS, DMS, Dingle, Plainfield, Spring Lake, Tafoya, Whitehead, Zamora</p>	<p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p>	<p>vanessa.gomez@wjuds.org</p> <p>abby.souza@wjuds.org</p>
Student Workers (hiring)	Ana Barrientos	530-406-3212	ana.barrientos@wjuds.org
Substitute - Classified (hiring)	Ana Barrientos	530-406-3212	ana.barrientos@wjuds.org
Substitute Teacher (hiring)	Vanessa Gomez & Abby Souza	<p>Vanessa: 530-406-5801</p> <p>Abby: 530-406-3210</p>	<p>vanessa.gomez@wjuds.org</p> <p>abby.souza@wjuds.org</p>
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
Unemployment Claims	Andrea Cota	530-406-3180	andrea.cota@wjuds.org
Variable Service Agreements (VSA's)	Faviola Bernal	530-406-3213	faviola.bernal@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	Faviola Bernal	530-406-3213	faviola.bernal@wjuds.org
Workers' Compensation	Theresa Dunlop	530-406-3206	theresa.dunlop@wjuds.org