

DESERT SANDS UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES - 2023-2024 AREAS OF RESPONSIBILITIES

Joe Hyde, Ed.D., Assistant Superintendent, Personnel Services

(760) 771-8687 or joseph.hyde@desertsands.us

(CE = Certificated / CL = Classified)

<p style="text-align: center;">Thereza De La O Executive Assistant to Joe Hyde, Ed.D.</p>	<p style="text-align: center;">Adelita Whitener Confidential Administrative Assistant to Clayton Hill</p>	<p style="text-align: center;">Maria Lomeli Credentialing Analyst (A-K)</p>	<p style="text-align: center;">Yanira (Yani) Salehi Credentialing Analyst (L-Z)</p>
<p style="text-align: center;">(760) 771-8691 thereza.delao@desertsands.us</p>	<p style="text-align: center;">(760) 771-8690 adelita.whitener@desertsands.us</p>	<p style="text-align: center;">(760) 771-8680 maria.lomeli@desertsands.us</p>	<p style="text-align: center;">(760) 771-8689 yanira.salehi@desertsands.us</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assist Assistant Superintendent ● Assist with CE Discipline ● Assist with CE FMLA/CFRA, and Personal Leaves ● Board Policies & Administrative Regulations ● Budget – Accounts Payable ● Agreements/Contracts ● Catastrophic CE Leaves ● CE/CL Record Retention Planning ● CE/CL/Mgmt Employees of the Year ● Clerical Workshops ● Correspondence/Notifications ● CSEA MOU/Tentative Agreements ● DSTA MOU/Tentative Agreements ● EDJOIN System Admin Access ● Finalizing Friday Letter ● Forms, Processes, and Procedures ● Job Descriptions ● Personnel Board Agenda ● Sands of Time Award Ceremony ● School Year Calendar ● Web Page Coordinator ● Williams Accountability Reports ● Work Year Tandem/Less than 100% Contracts 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assist Director of Certificated Personnel ● Assist DSTA Negotiations ● Assist with CE Employee Discipline ● Assist with CE Medical Accommodations (Non-IND) ● Assist with Fit for Duty issues ● CE Agenda List ● CE Correspondence ● CE FMLA/CFRA, and Personal Leaves ● CE Leave of Absence Database ● CE Staffing/Position Control ● Clerical Workshops ● Correspondence/Notifications ● DSTA Contract Updates ● PAR/BTSA Program Support ● Sands of Time Award Ceremony ● Web Page Updates 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assignment Monitoring and Review Audit ● BTSA Credential and Induction Advisor ● CE Employee Contracts ● CE Employee Position Control and Salaries ● Credential Advisor-Liaison for Agency, Research, and Training ● Credential Check/Compliance ● Layoffs ● Processing of New CE Employees ● Secondary Screening of New CE Applicants ● Seniority & Ranking Database ● Volunteer and CE Fingerprint Log 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assignment Monitoring and Review Audit ● BTSA Credential and Induction Advisor ● CE Employee Contracts ● CE Employee Position Control and Salaries ● Credential Advisor-Liaison for Agency, Research, and Training ● Credential Check/Compliance ● Layoffs ● Processing of New CE Employees ● Secondary Screening of New CE Applicants ● Seniority & Ranking Database

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<p style="text-align: center;">Catarina Marron Credentialing Technician</p>	<p style="text-align: center;">Patricia Gomez Certificated Personnel Operations Specialist - (Absence Management Operator)</p>	<p style="text-align: center;">Veronica Tamayo Certificated Personnel Operations Specialist</p>	<p style="text-align: center;">Elizabeth Zamora Personnel Specialist/Bilingual</p>
<p style="text-align: center;">(760) 771-8784 catarina.marron@desertsands.us</p>	<p style="text-align: center;">(760) 771-8694 patricia.gomez@desertsands.us</p>	<p style="text-align: center;">(760) 771-8692 veronica.tamayo@desertsands.us</p>	<p style="text-align: center;">(760) 771-8695 elizabeth.zamora@desertsands.us</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assist in Assignment Monitoring ● Assist with Credential Questions for Subject Matter & Supplemental Authorizations ● CBED’s Staff Assignments ● CE Seniority Research & Tie-breaking ● CE Evaluations – Technical Assistance, Tracking, Filing ● Credential Expiration & Renewals ● Employment Development Claims & Questions ● Evaluating Transcripts ● State and Federal Payroll ● Statistical Data & Information ● Verification of Employment 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Absence Management – Tracking and assigning CE Substitutes ● Absence Management District Operator ● CE Reasonable Assurance ● CE Unemployment Claims - Substitutes ● CE Employee Medical Note Collection ● Guest Teacher Orientations & Workshops ● Guest Teacher Recruitment & Hiring ● Long-Term Assignments for Guest Teachers ● Payroll “Checklist” Clearance ● Personnel Action Forms – Substitutes ● Verification of Employment 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Accepts and Processes CE Employment Applications including “Daily at-Will Employees” ● Assist with Absence Management ● Layoffs ● Makes CE Employment Offers ● Manages CE Employment Website ● Organizes TB Clinics ● Posts CE Vacancies on EDJOIN ● Schedules CE Interviews for Employment, Summer School & Transfers ● Verifies TB Clearances, First Aid/CPR & Fingerprints 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Agenda List Distribution – Support ● Assist with Absence Management – Tracking and Assigning CE Substitutes ● Assist with Guest Teacher Recruitment & Hiring ● CE Board of Education Letters ● CE Receptionist/Front Desk ● CE One Source Office Supplies – Ordering ● Keenan Safe Schools District Administrator/Operator ● Kiosk –Edjoin Support ● Raptor Volunteer District Administrator/Operator ● Verification of Employment

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<p style="text-align: center;">Consuelo Posada Confidential Administrative Assistant to Chad Wood</p>	<p style="text-align: center;">Dore' Carey Personnel Recruitment & Examination Specialist</p>	<p style="text-align: center;">Angelica Garcia Personnel Recruitment & Examination Specialist</p>
<p style="text-align: center;">(760)-771-8693 consuelo.posada@desertsands.us</p>	<p style="text-align: center;">(760) 238-9630 or Extension: 18144 dore.carey@desertsands.us</p>	<p style="text-align: center;">(760) 771-8818 angelica.garcia3@desertsands.us</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Assist Director of Classified Personnel ● Assist CSEA Negotiations ● Assist with CL Employee Discipline ● Assist with CL Medical Accommodations (Non-IND) ● Assist with Fit for Duty issues ● CL Agenda List ● CL Catastrophic Committee ● CL Correspondence ● CL FMLA/CFRA, and Personal Leaves ● CL Leave of Absence Database ● CL Staffing/Position Control ● Clerical Workshops ● Correspondence/Notifications ● CSEA Contract Updates ● Reclassification Committee Organizer ● Sands of Time Award Ceremony ● Web Page Updates 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● CE Management and Classified Recruitment ● CL Professional Growth Committee ● CL Seniority Lists ● DOT Random Drug Testing ● Establishment of an Eligibility List for CL Classifications ● Examination Scheduling/Proctoring ● Final Interviews for Management ● New Employee Orientation ● Posting of CL Vacancies on Edjoin ● Process PSAF – CL Short Term ● Restoration After Reduction In Hours or Layoff ● Screening of Applications CL/CE Mgmt ● Update CL Seniority List ● Written and Oral Testing 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● CE Management and Classified Recruitment ● CL Professional Growth Committee ● CL Seniority Lists ● DOT Random Drug Testing ● Establishment of an Eligibility List for CL Classifications ● Examination Scheduling/Proctoring ● Final Interviews for Management ● New Employee Orientation ● Posting of CL Vacancies on Edjoin ● Process PSAF – CL Short Term ● Restoration After Reduction In Hours or Layoff ● Screening of Applications CL/CE Mgmt ● Update CL Seniority List ● Written and Oral Testing

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<p style="text-align: center;">Sayra Briceno Classified Personnel Operations Specialist</p>	<p style="text-align: center;">Alejandra Lozano Classified Personnel Operations Specialist</p>	<p style="text-align: center;">Karla Anzaldua Personnel Specialist/Bilingual Classified Substitute Contact</p>	<p style="text-align: center;">Flerida (Maritza) Beso Personnel Specialist/Bilingual</p>
<p style="text-align: center;">(760) 771-8757 sayra.briceno@desertsands.us</p>	<p style="text-align: center;">(760) 771-8214 alejandra.lozano@desertsands.us</p>	<p style="text-align: center;">(760) 771-8836 karla.anzaldua@desertsands.us</p>	<p style="text-align: center;">(760) 771-8712 flerida.beso@desertsands.us</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Employment Development Department Claims ● Interview scheduling ● Leave of Absence Monitoring ● Maintain Current Eligibility Lists ● Pre-Employment Clearances (Physical Exams, TB Testing, etc.) ● Processing of New Classified Employees ● Transfer Requests ● Verification of Employment 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Employment Development Department Claims ● Interview scheduling ● Leave of Absence Monitoring ● Maintain Current Eligibility Lists ● Pre-Employment Clearances (Physical Exams, TB Testing, etc.) ● Processing of New Classified Employees ● Transfer Requests ● Verification of Employment 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Absence Management – Tracking and assigning CL Substitutes ● CL Substitute Recruitment & Hiring ● Employment Development Department Claims (Subs) ● Processing of Substitutes, & Their Clearances (physical, TB, fingerprints) ● Reasonable Assurance Letters ● Summer Work Applications & Assignments ● Updating of New & Returning School Site Monitors 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> ● Agenda List Distribution – Support ● Assist with Absence Management – Tracking and Assigning CL Substitutes ● Assist with CL Substitutes Recruitment & Hiring ● CL Board of Education Letters ● CL Receptionist/Front Desk ● CL One Source Office Supplies – Ordering ● Keenan Safe Schools District Operator ● Kiosk –Edjoin Support ● Raptor Volunteer District Operator ● Verification of Employment

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Yadira Lopez Administrative Assistant Resolution and Compliance Office	Veronica Lopez Office Specialist Director of Leadership Development
(760) 771-8758 yadira.lopez@desertsands.us	(760) 771-8733 veronica.lopez@desertsands.us
Major Responsibilities: <ul style="list-style-type: none"> ● Assistant to Resolution and Compliance Officer ● Complaints (Citizen, Employee vs Employee, Uniform) 	Major Responsibilities: <ul style="list-style-type: none"> ● Assistant to Director of Leadership Development ● Job Fair liaison - Recruitment Fairs ● New Teacher Orientation ● Posts Coaching Vacancies on Edjoin ● Processes Employment Applications for Walk-on Coaches ● Sands of Time Award Ceremony ● Travel Liaison - Recruitment ● Verifies TB Clearances, First Aid/CPR & Fingerprints for Coaches