

CUSD Human Resources Department 2018-2019



KEN GRIEST
Chief Human Resources Officer
 8:00 am to 5:00 pm
 (831)624-1546 x 2015
kgriest@carmelunified.org

- Oversee Human Resources Department and Health Services
- Coordinates all Staffing Activities, including:
 - Position Control (in conjunction with the Business Office)
 - Recruiting and Hiring
 - Offers of Employment
 - Employee Compensation & Benefits
- System Wide Employee Relations and Support
- Lead Negotiator for all Bargaining Units
- Contract Management and Interpretation
- Certificated and Classified Supervision and Evaluations
- Classified Professional Development
- Employee Discipline
- Education Code and Labor Law Compliance
- Supervise Health Staff
- Home and Hospital



GERI SIMMONS
Confidential Administrative Assistant
 8:00 am to 5:00 pm
 (831) 624-1546 x 2016
 Fax: (831)624-4052
gsimmons@carmelunified.org

- Confidential Assistant to the Chief Human Resources Officer
- Classified & Non-Represented Position Control
- Classified New Employee Orientation
- Processing all Classified Leaves, Resignations & Retirements
- MOU's and Agreements with Universities and other Agencies
- Worker's Compensation Coordinator
- Employee Benefits Coordinator
- Classified Employee Evaluations
- Establish and maintain Classified Personnel Records
- Process and maintain Health-Home & Hospital Records
- Board preparation for Classified Staff
- Classified Professional Growth



PATRICIA TURNER
Human Resources Specialist
 7:30 am to 4:30 pm
 (831)624-1546 x 2017
 Fax: (831)624-4052
pturner@carmelunified.org

- Establish and Maintain Certificated Personnel Records
- Credentials Analyst/Credential Compliance
- Induction Program Advisor
- Issue Annual Salary Entitlements
- Certificated Salary Placement & Update of Units
- Athletic Coaches
- Assist with Position Control-Certificated
- Certificated Employee Evaluations
- Processing all Certificated Leaves, Resignations and Retirements
- Oversees Yearly Stipends
- Board preparation for Certificated Staff
- Certificated Professional Growth



FRAN GARZA
Human Resources Clerk & District Receptionist
 7:30 am to 4:30 pm
 (831)624-1546 x 2000

- District Receptionist
- Log Job Applicants
- Create/Post Vacancies
- Schedule Interviews
- Prepare Interview Packets
- Process Substitutes
- Process All Volunteers (FP's & TB)
- Create Employee Personnel File and New Hire Employee Binders
- AESOP Administrator
- Update HR Website
- Maintain and Create HR Forms
- Maintain and Update District Calendars and Employee Directory