

Human Resources Organizational Chart

TAMI HOLLIE-MCGEE
Chief of Human Resources

- Oversee the development of Human Resources department objectives in conformance with overall District directives
- Cabinet Representative
- Design strategies and activities to achieve stated goals
- Serve as a key coordinator of human resource-related activities among the District's varied constituencies

BPS is the second largest school district in the state, serving 60 schools and programs with a total of nearly 34,000 students, and more than 7,000 employees.

VACANT
Deputy Director

- During their absence, acts for and in place of the Chief of Human Resources
- Responsible for the day-to-day operation of the department
- Acts as the District's Title VII, Title IX, 504 Compliance Officer, and enforce standards for a non-discriminatory workforce
- Conducts high-level fact-finding investigations
- Recommends counseling and disciplinary actions
- Ensure HR compliance with federal, state, local and educational laws, rules and regulations

KIMBERLY THOMAS
Administrative Assistant

- Administrative support for Admin/Exempt board changes
- HR Department time keeper
- Monitor and maintain HR budget

DANA FLORIANO
Benefits Manager

- Oversight & supervision of employee & retiree benefits & workers comp.
- Contract management of TPA's
- Prepares data & attends grievances
- Implements Wellness agenda & leads Total Rewards programs

TERENCE MAZEPA
Director of Employment Services

- Manage Employee Relations Investigations and disciplinary/corrective action plans
- Assist with District compliance investigations
- Oversees the work of Civil Service staffing
- Provide support for administrators in response to challenges/compliance issues
- Prepare executive summaries and recommendations for legal counsel
- Represent the District for unemployment hearings

RICHARD THOMPSON
Instructional Specialist III of Wages, Salary & Retirement

- Manages salary & wages
- Manages retirement programs
- Termination pay
- Oversees Teachers of Tomorrow grant applications
- Class size overage pay
- Prior Service Credits

ADAM RENZONI
HR Manager

- Directs the work of District staffing
- Manages tenure, seniority, and certifications
- Oversees substitute management
- Oversees leaves of absence

BENEFITS

MARIA DOVERSPIKE
HR Generalist

- Supervises WC activities
- Oversees MUNIS entry & audits
- Manages Accrual Adjustments
- Manages Section 71 Employees
- Reports for OSHA/PESH
- Manages Full Wages Report

VONCILE WHITAKER
Personnel Assistant

- Liaison for employee, BPS & PMA
- Receives and processes medical documentation; P.O.C. for medical providers
- MUNIS entry & audits
- Creates & analyzes reports for WC Board

LISA SLISZ
Associate Account Clerk

- Retiree enrollment & billing - Commercial & Medicare Advantage insurance
- EGWP
- IRMAA
- COBRA Communications
- Aging off H/WAging on Medicare Communications
- Death Verification Audit

SANDRA WALUGAMAN BECK
Associate Account Clerk

- Bi-Monthly & quarterly benefit audits
- AR/AP - Tax Shelters
- Life Insurance
- L264 Dental & Employee Assistance Program
- Active enrollment for health insurance

KARL FORT
Associate Account Clerk

- Enrollment for FSA/CBP/HRA-P&A Group
- AR/AP for all P&A Group accounts
- Adjustments, Billing & Receivables for Active HI Contributions
- Active HI Billing and Receivables for COBRA
- Generates & Receivables for WC Board C-107 Reports

MAGGIE MCHUGH
Senior Account Clerk Typist

- Health Insurance enrollment & cancellations for Actives
- Special Life Event HI Enrollment for Actives
- ACA eligibility
- COBRA communications
- Processes Death Benefits
- Richmond Fund

CIVIL SERVICE

JACQUELINE JONES
HR Generalist

- Leave of Absence
- Accommodations
- Hiring/Staffing
- Civil Service Liaison
- Seniority

JEANNE CARROLL
Personnel Assistant

- Personnel Req's (Blue)
- Posting's
- Qualifying applicants
- Hiring, Staffing, & onboarding
- Liaison for School Clerical, Service Center, Trades and Central Office Departments

PAMELA RICHARDSON
Employee Relations Specialist

- Qualifying Applicants
- Staffing and Onboarding
- Staff Changes
- Point of contact for Teacher Aides, Food Service and Bus Aides
- Liaison to Bus Aide and Food Service Departments

PAUL GIORDANO
Typist

- Verifications
- Records Request
- Issuing Department letters
- Fingerprinting Verification
- BPS Civil Service Departmental Inquiries

VACANT
Telephone Operator

- Operates the BPS switchboard
- Request to update information forms
- Public Service Loan forgiveness
- Human Resources Department support

INVESTIGATIONS

EDUARDO FLORES
Investigator

- Employee Relations Investigations- Employee Misconduct, Harassment, Discrimination
- Assault Workers Compensation
- Investigation
- Subsequent Arrest Investigations
- Job Candidate employee clearance investigations
- Risk management evaluations
- Policy and Procedures Evaluations
- Database Collection and Management

SALARY & WAGES

MARIE WOLF
Principal Accountant

- Retirement registration
- Accommodations
- Updating salary & payroll records
- Processing rehires and LOA returns
- Retirement contribution adjustments

JENNIFER JEFFERS
Acting HR Generalist

- Unemployment Claims
- Update CS payroll records
- Salary research
- ACD's
- Teacher's of Tomorrow Grant
- Longevity

VACANT
Personnel Assistant

- Retirement and resignation
- Researching years of service
- Eligibility for 30 day extensions

EMILY BARRETT
Typist

- POC for Teachers of Tomorrow submission
- Scanning Personnel Files and wage adjustment records
- Assist with HR mailings
- Requests to update information forms
- Monitor TA contractual benefits

INSTRUCTIONAL

School Group A

MARYLOU MAGGIO
HR Generalist

- Leave of Absence
- Accommodations
- Hiring/Staffing
- Admin. Certifications
- Seniority
- Create/Process staff changes
- Supports instructional team

CARLA MURPHY
Employee Relations Specialist

- Onboardings
- Tenure
- Certifications
- Teacher Loan Forgiveness
- Summer School
- Staffing
- Subpoena requests

TODD ESPINOSA
Senior Personnel Clerk

- Board Changes
- Personnel Requisitions
- Create/Post Job Postings
- Review candidate applications
- Create spreadsheet of qualified candidates

School Group B

JESSICA NIEVES
HR Generalist

- Leave of Absence
- Accommodations
- Hiring/Staffing
- Admin. Certifications
- Seniority
- Create/Process staff changes
- Supports instructional team

DAVILYN STIEF
Personnel Assistant

- Onboardings
- Tenure
- Certifications
- Teacher Loan Forgiveness
- Summer School
- Staffing
- Subpoena requests

KAYSHA MATTHEWS
Senior Personnel Clerk

- Board Changes
- Personnel Requisitions
- Create/Post Job Postings
- Review candidate applications
- Create spreadsheet of qualified candidates

SUBDESK

SILVIA LAGRECA
Personnel Assistant

- Monitors, maintains, & performs all functions for the AESOP management system
- Hiring of all substitutes

RECRUITMENT

PATRICK BURKE
Senior Personnel Clerk

- Job postings for noninstructional positions
- Qualifying candidates
- Scheduling interviews
- Scoring rubrics/compile score sheets
- Backup for Subdesk