



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: December 6, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of December 5, 2022.

In addition, this agenda item provides the following job description for consideration and approval by the Governing Board:

HRIS Analyst

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:

Michelle H. Tong, J.D., Associate to the Superintendent

Date: December 5, 2022

Todd A. Baeger, J.D., Superintendent

12/6/2022

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Keene	Bonnie	Teacher - Mathematics	CT	Amphi Academy Online	Decrease FTE			<0.5 FTE>
Wathen	Regina	Teacher - Grade 1	CT	Prince Elementary	Transfer			
Morek	Zak	HRIS Analyst	CL-PR	Wetmore Center	Added Duty			\$6,500.00
Campbell	Tammy	Bus Driver	CL	Transportation	Increase FTE			+0.0125 FTE
Freer	Samuel	Custodian II	CL	Mesa Verde Elementary	Promotion	5	+\$0.74	
Garcia	Diana	School Administrative Assistant	CL	Rio Vista Elementary	Promotion	6	+\$1.18	
Gautier	Angelita	Transportation Training & Safety Co	CL	Transportation	Promotion	12	+\$1.16	
Gonzalez	Patricia R	Preschool Aide/Caregiver	CL	Nash Elementary	Transfer	1	<\$0.84>	
Guadian	Olivia	Food Service Attendant - Lead	CL	Donaldson Elementary	Transfer			
Limon Ortega	Miriam	Campus Monitor	CL	Prince Elementary	Decrease FTE			<0.5 FTE>
Pham	Khanh	Custodian I	CL	Wilson K-8 School	Decrease FTE			<0.175 FTE>
Protteau	Elsa	Parent Educator	CL	Federal/State Programs	Transfer		+\$0.56	
Sadlier	John	Crossing Guard	CL	Nash Elementary	Transfer			
Brown	Karen	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Cannon	Robert	ADDN - Drama HS	ADCT	CDO High School	Addendum			\$2,250.00
Caputo	John	Coach - Basketball Assistant MS	ADCT	Amphi Middle School	Addendum			\$1,400.00
Cashin	Melissa	ADDN - School Support Team	ADCT	Nash Elementary	Addendum			\$20.00 per hour
Chavez	Justin	Coach - Basketball Assistant MS	ADCT	La Cima Middle School	Addendum			\$1,400.00
Chavez	Justin	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum			\$42.00 per hour
Edelbrock	Thomas	ADDN - Curriculum Development	ADCT	Cross Middle School	Addendum			\$25.00 per hour
Esposito	Kimberly	ADDN - Dyslexia Training Designee	ADCT	Nash Elementary	Addendum			\$3,350.00
Esposito	Kimberly	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour

*	2021-2022 School Year					ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position					CT-AD	Certified Administrative
Correction	Correction to contract					CT	Certified
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School
Status Change	Employee changing status (i.e. short term to career)					HS	High School
Temporary	Employee working for a limited period of time						
Transfer	Employee moving from one position to another						

GOVERNING BOARD MEETING PERSONNEL CHANGES

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Garcia	Tiffin	ADDN - Extra Hours	ADCT	CDO High School	Added Duty		\$33.44 per hour	
Goldberg	Gina	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Gran	Jennifer	Teacher - Rillito Classroom	ADCT	Rillito Center	Added Duty		\$12,805.83	
Kipley	Kayla	Coach - Spiritleading Head Winter H	ADCT	Amphi High School	Addendum		\$2,450.00	
Lang	William	Coach - Volleyball Head - 2nd Seaso	ADCT	Ironwood Ridge High	Addendum		\$3,000.00	
Larkin	Jennifer	ADDN - Extra Hours	ADCT	CDO High School	Added Duty		\$30.49 per hour	
Lee	Auvie	Coach - Soccer Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Lee	Auvie	Coach - Tennis MS	ADCT	Cross Middle School	Addendum		\$850.00	
Lise	Ronald	Coach - Basketball Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Mendivil	Jorge	ADDN - Weight Training Coach	ADCT	Amphi High School	Addendum		\$2,600.00	
Novinski	Garrett	Coach - Basketball Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	
Ohlmaier	Hillary	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Payne Joo	Shannon	Coach - Spiritleading Assistant Winte	ADCT	Amphi High School	Addendum		\$2,250.00	
Piancino	Hailey	Coach - Basketball Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Ramsey	Julie	Coach - Spiritleading Assistant Winte	ADCT	Amphi High School	Addendum		\$2,250.00	
Rondeau	Caroline	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum		\$42.00 per hour	
Schwingbeck	Michael	ADDN - Interscholastic Activities Mgr	ADCT	Amphi High School	Addendum		\$1,425.00	
Seo	John	ADDN - Homebound	ADCT	Ironwood Ridge High	Addendum		\$42.00 per hour	
Smith	Michael	Coach - Track Head HS	ADCT	Ironwood Ridge High	Addendum		\$3,000.00	
Valente	Virginia	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$42.00 per hour	
Walden	Sandra	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Watson	David	Coach - Wrestling Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Willis	John	ADDN - Athletic Equipment Tech.	ADCT	Amphi High School	Addendum		\$1,850.00	
Willis	John	ADDN - Interscholastic Activities Mgr	ADCT	Amphi High School	Addendum		\$1,425.00	

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Winkel	Hannah	Coach - Volleyball Head - 2nd Seaso	ADCT	Ironwood Ridge High	Addendum		\$3,000.00	
Wolf	Amber	ADDN - AVID Site Team Coordinator	ADCT	Rio Vista Elementary	Addendum		\$1,500.00	
Wright	Angelica	ADDN - Certified Tutor	ADCT	Nash Elementary	Addendum		\$42.00 per hour	
Yetman	Christopher	ADDN - Academic Decathlon HS	ADCT	CDO High School	Addendum		\$1,600.00	
Bogomol	Scott	ADDN - Extra Hours	ADCL	Rillito Center	Added Duty		\$15.54 per hour	
Daigle	Seleste	ADDN - Instructional Aide	ADCL	Keeling Elementary	Addendum		\$13.94 per hour	
Enriquez	Vladimir	Special Events Worker	ADCL	CDO High School	Addendum		\$12.80 per hour	
Harding	Vanessa	Special Events Worker	ADCL	Amphi High School	Addendum		\$12.80 per hour	
Hernandez	Mary	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.25 per hour	
Plimpton	John	ADDN - Extra Hours	ADCL	Rillito Center	Added Duty		\$16.34 per hour	
Rhein	Kary	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.25 per hour	
Welch	Adam	Special Events Worker	ADCL	Amphi High School	Addendum		\$12.80 per hour	

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HRIS ANALYST

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent (GED)
- Bachelor's degree or higher
- Minimum three years of mid-level data entry/clerical experience with one year in human resources and/or records management; or two years of human resources information systems (HRIS) experience
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

B. DESIRED

- Advanced training with computer software applications/databases
- Prior experience working in an educational setting

SUMMARY

Performs technical duties of moderate variety in support of Human Resources (HR) and its information systems by providing support in regards to implementation, maintenance and use, as well as provides support on the human resources management system (HRMS) for the HR and Benefits Department, District applicant system, and District substitute system. This position is also responsible for the retention and maintenance of District records and information in accordance with State statutes, regulations, and district policies. Responsibilities for data management include steps to confirm the fidelity of hiring processes and payment of substitutes filling employee absences or vacant positions.

Reports to: Manager of Human Resources

ESSENTIAL FUNCTIONS

- On behalf of and in consultation with the HR Manager, supervises, and evaluates select staff members including but not limited to the Human Resources HR Recruitment Specialist, HR Data Technician and Clerk (File Clerk)
- Participates in the development, implementation and expansion of the District's HRIS, including specifically the HRMS the District's applicant tracking system (ATS) and the District's substitute/absence management system and coordinates with the Benefits Manager to provide support concerning HRMS' application for processing of employee leave and benefits
- Solicits and identifies overall needs and functionality of the HRIS
- Researches and provides recommendations in regards to workflow and system enhancements to improve accurate data for hiring employees and processing changes in positions and/or work sites
- Supports HRIS with focus on configuration, set-up, and testing



HRIS ANALYST

- Provides technical support to District staff for all HRIS: HRMS, ATS, and substitute/absence management system
- Develops and maintains multiple and varied web-based programs (SharePoint, Microsoft Power Apps, and Microsoft Power Automate) to facilitate and digitize internal processes
- Designs logic for web-based systems, performs required testing, and documents accordingly
- Works closely with District users to determine their needs in developing and/or modifying systems/programs (HRMS, ATS, and substitute management system): maintains communication with department personnel to ensure satisfaction with information systems reporting
- Audits the HRIS to ensure the integrity of information by analyzing data and running queries; and audits the HR Specialists' entries into the employment database for accuracy to confirm fidelity of human resources data
- Audits the processing of applicants for District positions to confirm candidates are processed efficiently and accurately; and oversees the District's employee recruitment initiatives.
- Researches and resolves HRMS/HRIS concerns or problems, unexpected results or process flaws, performing scheduled activities, and recommends solutions or alternate methods to meet system and/or department requirements
- Develops and conducts HRIS related training to system users to include up to date training manuals and materials, including assisting the benefits department to develop training for automation of employee leave tracking and benefits enrollment
- Writes, maintains, and supports a variety of reports or queries using appropriate reporting tools and techniques
- Facilitates and simplifies hiring and employee benefits tasks through automated, real-time, electronic personnel action processes
- Acts as liaison for the Human Resources Department, the Benefits Department, District Substitute Coordinator, informational technology (IT) and software vendors
- Assists the HR Manager with the operation of the Human Resources function as needed
- Addresses, compiles, prepares, and processes special administrative report requests of a varied and complex nature as needed
- In coordination with the Human Resources Manager, assists the District's Learning and Instruction Department to automate processes for qualified District 301 plan participants to register and track progress concerning their applicable 301 plan.
- Submits 301 plan and Results Based Funding calculations to Payroll; and submits the School District Employer Report (SDER) to the Arizona Department of Education (ADE)
- Gathers requested employee data for special projects such as United Way, 301 participation, and Civil Rights Data Collection (CDRC)
- Attends meetings and seminars related to HRIS; and facilitates and participates on various committees as needed



HRIS ANALYST

- Oversees a computerized database of all applicant file information and regularly purges database and files
- Supervises and directs the review of employment applications (including transfer applications) to determine if position qualifications have been met, pre-employment testing, and all related correspondence
- Assists with employment-related activities and department initiatives, such as job fairs, as requested
- Oversees the HR file room to include the supervision and maintenance of files
- Stores, maintains, and preserves the District's electronic and physical records/files in accordance with prescribed regulations, procedures, and statutes
- Assists employees when requesting to review their employment file
- Oversees and provides copies of employment files for public record requests
- Reviews records retention schedules and governmental record-keeping requirements to determine timetables for transferring records to archives or for destroying obsolete records; and makes recommendations regarding the same
- Assists departments and sites with record retention, processing, and destruction; and provides assistance with extraction of information and report generation
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as assigned, which may include serving as a secondary backup to receptionist for short periods of time, as needed

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to bend at the knee to reach items on the ground
- Ability to reach as needed to plug in computer equipment
- Ability to carry computer equipment as needed
- Ability to multi-task in an office setting
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity