

2023-2024 Who to Call in Human Resources

<p>Tracy Preslaski Lead Human Resources Employment Specialist Extension: 15022 tpreslaski@tempeunion.org</p>	<p>Elizabeth Estrella Lead Human Resources Employment Specialist Extension: 15026 estrella@tempeunion.org</p>	<p>Alexandra Gastello Human Resources Employment Specialist Extension: 15027 agastello@tempeunion.org</p>	<p>Human Resource Department Specialist Extension: 15024</p>
<p>Schools and Departments: CDS, MDN, Innovation Center, DO Administrative and Teaching & Learning</p>	<p>Schools and Departments: DVH, THS, CTE and Transportation</p>	<p>Schools and Departments: MTP, MHS, PLOP and DO Classified</p>	<p>Schools and Departments: CDS, DVH, MDN, MHS, MTP, THS, District Office</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • ADE Certification & Verification • Certified contracts assistance • DPS Fingerprint Card renewal • Employment verifications* • PAR assistance • Processing Coaches • Salary Advancement • Troubleshooting issues 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • ADE Certification & Verification • Certified contracts assistance • DPS Fingerprint Card renewal • Employment verifications* • PAR assistance • Processing Coaches • Salary Advancement • Troubleshooting issues 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • ADE Certification & Verification • Certified contracts assistance • DPS Fingerprint Card renewal • Employment verifications* • PAR assistance • Processing Coaches • Salary Advancement • Troubleshooting issues 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • Onboards Volunteers • Prepares and handles unemployment claims • Employment verifications* • PAR assistance • Updates all Federal and State employment posters • Assists with the recruitment process, • Assists with mandatory training requirements and tracks staff compliance • Troubleshoots issues
<p>Employment Processing:</p> <ul style="list-style-type: none"> • Administrative • Classified Exempt • Classified Non-exempt • Event Workers • Summer Academics • Summer Bookstore • Certified • Coaches • Instructional Support • Summer Education Academy • Supplemental 	<p>Employment Processing:</p> <ul style="list-style-type: none"> • Administrative • Classified Exempt • Classified Non-exempt • Event Workers • Summer Academics • Summer Bookstore • Certified • Coaches • Instructional Support • Summer Education Academy • Supplemental 	<p>Employment Processing:</p> <ul style="list-style-type: none"> • Administrative • Classified Exempt • Classified Non-exempt • Event Workers • Summer Academics • Summer Bookstore • Certified • Coaches • Instructional Support • Summer Education Academy • Supplemental 	<p>Volunteer Processing and All Job Postings:</p> <ul style="list-style-type: none"> • Administrative • Classified Exempt • Classified Non-exempt • Event Workers • Summer Academics • Summer Bookstore • Certified • Coaches • Instructional Support • Summer Education Academy • Supplemental

*Financial verification of employment: please contact the [Payroll Department](#).

Questions regarding ESI Subs and RTWs:

Shaneeta Robbins, Substitute Coordinator x 15023 or srobbins@tempeunion.org

Other Questions: Alicia Langbehn, Human Resources Manager x 15013 or alangbehn@tempeunion.org,
Jena Pachello, Lead Human Resources Generalist x 15025 or jpachello@tempeunion.org