Human Resources “Who to Call”

**HR Support Areas Contact**

**Front Desk Main Line 970-613-5000**  
**Chief Human Resources Officer** 5012 Dr. Bill Siebers  
**Director of Human Resources** 5009 Mr. Tom Texeira  
**Director of PD** 5659 Dr. Melissa Schneider  
**Benefits & Risk Manager** 5006 Ms. Dorothy Barnhart

**APT Support**  
*Chief Human Resources Officer 5012 Bill Siebers*  
Evaluations APT, FTE, Staffing, Hiring Process, Recruitment  
*Executive Admin Assistant, HR 5008 Karen Caruso*  
Info/Data Requests, Job Posting -APT, Mentors, Severance, Verification of Employment  
**Benefits & Risk Management**  
*Benefits and Risk Manager 5006 Dorothy Barnhart*  
Benefits, Pre-placement physical, Public School Works, Safety, Student travel  
*Insurance Benefits Specialist 5004 Tracy Dockter*  
Address changes, Insurance  
*Benefits and Leave Specialist 5774 Robbi Stokovaz*  
FMLA, Leaves of Absence, Sick Bank Leave  
*Risk Management Specialist 5003 Denise Absalom*  
Accidents, Column Changes, Property Loss, Worker’s Compensation

**Classified Support**  
*Director of Human Resources 5009 Tom Texeira*  
Classified Handbook, Classified support  
*Classified Staff Specialist 5773 April McFall*  
Evaluations Classified, Classified Job Postings

**Licensed Support**  
*Chief Human Resources Officer 5012 Bill Siebers*  
Staffing, FTE, Recruitment,  
*Licensed Staff Specialist 5002 Dana Medich*  
Licensed Job Postings, Licensure

**Professional Development Support**  
*Director of PD 5659 Melissa Schneider*  
Educator Effectiveness, Professional Development, APT Induction  
*Coordinator of PD 7582 Kitty Lafond*  
PD Tracking & Reporting, Ed Camp, Learning Pro, Licensed Induction  
*PD TOSA 5966 Jeannie Sponheim*  
Licensed Induction, Learning Pro, Classified Staff PD

**Substitutes Support**  
*Director of Human Resources 5009 Tom Texeira*  
Oversees Sub Coordination, Sub Employee concerns  
*Substitute Coordinator 5005 Missy Foss*  
Absence Management, Substitutes

**Technical Support**  
*Technician 5771 Amanda Goetz*  
Applications, Applitrack, Employee Online, Employee ID cards, Evaluations Licensed, Fingerprinting, RANDA

*HR Technician & Front Desk (AM) 5001 Sandy Chaney*  
Student Teacher Coordination, I-9
*Front Desk (PM) 5001 Christie Alban*  
General District questions