

Cupertino Union School District – Human Resources Department

Nancy Johnson, Assistant Superintendent
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Nancy K. Mak, Administrative Secretary
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Confidential Secretary to the Assistant Superintendent, Department Secretary, Certificated Applications, District Calendars, Employee Recognition, HR Internet/Intranet, Mandated Costs, Master Teacher Stipends, Negotiations, Staff Development Option C, Staff Directory and Telephone Listings, STRS & PERS Workshops/Appointments, Teacher of the Year

Terry Nolan, Director

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Classified Recruitment, Hiring & Staffing
Classified Evaluations
Contracted Employees
Contract Management (Classified)
CBEDS
District Socials
Maternity and Family Leaves
CSEA/SEIU Negotiations & Personnel Committees
New Teacher Processing

Janny Chan, Analyst

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CBEDS

Classified Employee Orientation & Processing
Classified Staffing/Position Control
Contracted Employee Processing
Salary for Classified
Seniority Classified
Summer School

Sylvia Conklin, Analyst

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Attendance Reports

Substitute/Absence Automated System Help Desk
Substitute Services/Orientations

Aurora Noguera, Analyst

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Employee Health Benefits
New Employee Health Benefits Orientation
Retiree Benefits
Update Dependent Information
Worker's Compensation

Debi Pariente, Technician

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Applicant Records
Classified Affirmative Action
Classified Applications
Classified Orientation and Processing
Classified Interview Scheduling/Recaps
Classified Job Postings
Noon Duty Processing

Dawn Lucero, Technician

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Applicant Testing
Classified Evaluations
Request for Leave Processing
TB Renewal
Unemployment Responses
Verification of Employment

Doug Baughn, Director

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CEA Negotiations
Certificated Evaluations
Certificated Recruitment, Hiring, and Staffing
CLAD
Contract Coordinating Committee
Credential Monitoring
Employee Recognition
Housing
New Teacher Assignments
No Child Left Behind
Student Teacher Placement
University Intern Programs

Amy Roth, Analyst

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Certificated/Management Applications
Certificated/Management Postings
Certificated Processing/Position Control
Credential Monitoring
Salary for Certificated
Staff Development Units/Conversion
Transcripts
Staff Development Options A & B

Muff Hernandez, Manager, Payroll

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Employee of the Month Recognition
Payroll
STRS/PERS Reporting
TAX Deferred Programs
CSEA/SEIU Negotiations & Per. Committees

Victor Perlas, Analyst, Payroll Extension

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Payroll
STRS/PERS Reporting
Tax Deferred Programs

Charlene Hsiung, Receptionist

Extension 100

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