



**Human Resources Staff &**

**Division of Duties**

\*Subject to change

**Robert Van Keuren**

❖ **Director of Human Resources**

- Labor Relations
- Negotiations
- Investigations
- Discipline
- Health Insurance

**Gladira Velázquez Cruz**

❖ **Assistant Director of Human Resources**

- Recruitment and Retention
- Hiring Processes
  - Job Descriptions
  - Systems Administrator
  - Hiring Process Bias Training
- HR Office Manager

**Kyna Alexander**

❖ **Administrative Assistant**

- HR Representative for Employees' Association (EA) , Ithaca Principal & Directors (IPDA) and Managerial & Confidential Personnel
  - Onboarding
  - Employee Maintenance
  - Salary Calculation
  - Longevity
  - Benefits
  - Attendance Management
  - Tenure

**Bianca Wilcox**

❖ **Administrative Assistant**

- HR Representative for Education Support Professionals (ESP)
  - Onboarding
  - Employee Maintenance
  - Salary Calculation
  - Longevity
  - Benefits
  - Attendance Management

- Tenure

### **Mary Heffner**

#### **❖ Administrative Assistant**

- HR Representative for Ithaca Teachers Association (ITA)
  - Onboarding
  - Employee Maintenance
  - Salary Calculation
  - Longevity
  - Benefits

### **Jalissa Elias**

#### **❖ Administrative Assistant**

- HR Representative for Ithaca Teachers Association (ITA)
  - Coaches
  - Attendance Management
  - Stipends
  - Certifications
  - Tenure
- Recruitment
  - Vacancy Management (Back up to Mark right now)
  - Social Media Marketing

### **Mark Vrede**

#### **❖ Administrative Assistant**

- Recruitment
  - Vacancy Management
    - Job Postings
      - ◆ Communications
      - ◆ Scheduling
        - Screenings and Interviews
        - Stakeholder Management

### **Ronald Campbell-Herron**

#### **❖ Administrative Assistant**

- HR Representative for Ithaca Substitutes Association (ISA) and all other Substitutes ( Aides, Teaching Assistants, Nurses, Food Service, etc) ■
  - Onboarding
    - Employee Maintenance
    - Attendance Management
- Employee Verifications
- Unemployment Insurance

### **Anne Barnes**

#### **❖ Senior Typist - Seasonal**

- Salary Increments
- Letters of Reasonable Assurance
- Board Approval Letters
- New Teacher Hires Tracking