

## Who's Who In Human Resources

Name/Position	Responsibilities	Phone
<b>Human Resources</b> <b>General Information</b> <a href="http://www.epjobs.org">www.epjobs.org</a>	<ul style="list-style-type: none"> <li>• Positions Available</li> <li>• Application Process</li> <li>• Address &amp; Name Changes</li> <li>• Employee ID Badges</li> <li>• Personnel File</li> <li>• General HR Questions</li> <li>• Aesop Information</li> </ul>	952-975-7100
<b>Thomas May,</b> <b>Executive Director</b>	<ul style="list-style-type: none"> <li>• Labor Relations/Master Agreements</li> <li>• Human Rights Officer</li> <li>• Interpretation of HR Policies</li> <li>• Discrimination/Harassment</li> <li>• Conflict Mediation</li> </ul>	952-975-7102
<b>Teresa Sokol,</b> <b>Director of Employee Services</b>	<ul style="list-style-type: none"> <li>• Staffing</li> <li>• Leaves</li> <li>• Seniority</li> <li>• Salary Placement</li> <li>• Supervises Benefits Coordinator and Staffing Specialists</li> <li>• Aesop Management</li> </ul>	952-975-7132
<b>Denise Batson,</b> <b>Human Resources Generalist</b>	<ul style="list-style-type: none"> <li>• Recruiting/Advertising</li> <li>• Interviewing Standards &amp; Hiring</li> <li>• Job Descriptions</li> <li>• Data Requests</li> <li>• Applitrack Management</li> </ul>	952-975-7106
<b>Katy Stromberg,</b> <b>Benefits Coordinator</b>	<ul style="list-style-type: none"> <li>• Medical, Dental, Life, and Flex enrollment</li> <li>• Tax Sheltered Annuities/403(b)</li> <li>• Additional Life Insurance &amp; Long Term Care</li> <li>• Benefit Continuation (COBRA)</li> <li>• Maternity Leaves</li> <li>• VEBA/Health Reimbursement Accounts</li> </ul>	952-975-7035
<b>Jessica McCandless,</b> <b>Executive Assistant</b>	<ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Administrative support to Executive Director</li> <li>• Worker's Compensation</li> <li>• LTD/Medical Leave of Absence</li> </ul>	952-975-7105
<b>Dave Hicks,</b> <b>Staffing Specialist:</b> <ul style="list-style-type: none"> <li>• 7-12</li> <li>• Building Services</li> <li>• Food Service</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing Processing</li> <li>• Job Postings</li> <li>• New Hire Orientations, Paperwork, and Background Checks</li> <li>• Teacher Licensing/Lane Changes</li> <li>• Aesop Leave Records</li> </ul>	952-975-7103
<b>Liz Cowan,</b> <b>Staffing Specialist:</b> <ul style="list-style-type: none"> <li>• K-6</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing Processing</li> <li>• Job Postings</li> <li>• New Hire Orientations, Paperwork, and Background Checks</li> <li>• Teacher Licensing/Lane Changes</li> <li>• Aesop Leave Records</li> <li>• Reserve Teacher/ Paraprofessional</li> </ul>	952-975-7104

<b>Camille Sherman</b> <b>Staffing Specialist:</b> <ul style="list-style-type: none"> <li>• Early Childhood</li> <li>• ECSE</li> <li>• Community Education</li> <li>• Little Eagles</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing Processing</li> <li>• Job Postings</li> <li>• New Hire Orientations, Paperwork, and Background Checks</li> <li>• Teacher Licensing/Lane Changes</li> <li>• Aesop Leave Records</li> <li>• Reserve Teacher/ Paraprofessional</li> </ul>	952-975-6951
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