

**HR TEAM ASSIGNMENTS - Effective 4/1/2017**

**HR Team:**

Malika Evanco	HR Director	834-6551
Tracey Caradine	Employee Relations Manager	834-6522
Connie Sobczak	HR Specialist	834-6504
Heather Gronke	Benefits Specialist	834-6519
Andrea Ramirez	HR Recruitment/Benefits Asst.	834-6598
Elizabeth Berndt	HR Assistant	834-6503
Tonya Toth	Substitute Coordinator	834-6508

<b>School/Department</b>	<b>Recruitment Liaison</b>	<b>Employee Relations Liaison</b>
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<b>Athletics &amp; Activities</b>	Andrea Ramirez	Malika Evanco
<b>CH Bird</b>	Andrea Ramirez	Malika Evanco
<b>Eastside</b>	Andrea Ramirez	Malika Evanco
<b>ELRC/SP4K</b>	Andrea Ramirez	Malika Evanco
<b>Patrick Marsh</b>	Andrea Ramirez	Malika Evanco
<b>Prairie View</b>	Andrea Ramirez	Malika Evanco
<b>Royal Oaks</b>	Andrea Ramirez	Malika Evanco
<b>Cardinal Heights</b>	Connie Sobczak	Tracey Caradine
<b>Creekside</b>	Connie Sobczak	Malika Evanco
<b>Horizon</b>	Connie Sobczak	Tracey Caradine
<b>Northside</b>	Connie Sobczak	Tracey Caradine
<b>Technology</b>	Connie Sobczak	Malika Evanco
<b>TLE Administration/Student Services</b>	Connie Sobczak	Tracey Caradine
<b>Business &amp; Finance</b>	Tracey Caradine	Tracey Caradine
<b>Facilities and Grounds</b>	Tracey Caradine	Tracey Caradine
<b>High School</b>	Tracey Caradine	Tracey Caradine
<b>Prairie Phoenix Academy</b>	Tracey Caradine	Tracey Caradine
<b>School Nutrition</b>	Tracey Caradine	Tracey Caradine
<b>Westside</b>	Tracey Caradine	Tracey Caradine
<b>Senior Leadership</b>	Malika Evanco	Malika Evanco
<b>Substitutes</b>	Tonya Toth	Tonya Toth

<p><b>Recruitment:</b>                  Position Req., Postings, App. Pools                  Develop/update Pos. Descriptions                  New hire, FTE Changes, Transfer Letters                  Exit Interviews, DP Licensing</p>	<p><b>Employee Relations:</b>                  Performance Issues                  Discipline                  Termination                  Complaints, Investigations</p>
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