



X 3687

Charity Alejos

*Human Resources
Specialist*

- Department Office Manager
- Catastrophic Leaves
- Credentialing
- Employee Recognition
- Employment Contracts / Salary Placement
- Payroll Submission
- Personal/Medical Leaves of Absence
- Bargaining Co-Facilitator

calejos@dmusd.org



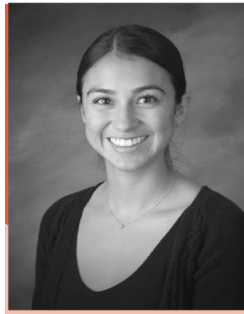
X 3692

Jennifer Venyak

*Human Resources
Benefits Specialist*

- Health Benefits
- Retirement
- Student Teaching Placements
- Workers Compensation

jvenyak@dmusd.org



X 3663

Alexis Esparza

*Human Resources
Assistant*

- Department Administrative Support
- Purchasing
- Onboarding Support
- Personnel File Management
- Interview Scheduling
- Tracking Mandated Personnel Items (Evaluations, TB Tests, Trainings)
- Verification of Employment
- Unemployment Claims

aesparza@dmusd.org



X 3661

Gilbert Araiza

*Human Resources
Multi-Media Technician*

- District Audio / Video Production
- District Email & Password setup
- Job Postings
- Department Website Management
- Onboarding New Employees

garaiza@dmusd.org



X 3678

Jenny Thomas

*Substitute Consortium
Coordinator*

- Frontline Absence Management Administration & Training
- Onboarding and Training of Substitute Employees
- Substitute Pool Management
- Website Management (NCCSC)

jthomas@dmusd.org



Jason Romero
Assistant Superintendent, Human Resources
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Del Mar Union School District

Human Resources Department

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