Human Resources Staff
Who we are and how you can reach us!

**Sandra McArthur**  
Human Resources Coordinator  
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**Krysten Howell**  
Administrative Assistant to the Human Resources Coordinator  
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Confidential Administrative Assistant to the HR Coordinator. Assist in all aspects of the department including contracts, grievances, legal concerns, Union Labor Relations, negotiations, scheduling, fingerprinting, etc.

**Judy Manzi**  
Intake Coordinator  
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All aspects of hiring, fingerprinting, licensure & waivers, PCF’s, job postings, course approvals, transcripts, etc.

**Cherie Pinardi**  
Principal Clerk, Human Resources  
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Attendance accruals, CORI’s, correspondence, personal days, employee change of information forms, loan forgiveness, verifications of employment (non salary), substitutes, suitability letters, receive and process resignation and retirement letters, etc.

**Christine McAuliffe**  
Benefits Specialist  
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Benefits: health & dental, Cobra, disability, FMLA, incident reports, maternity/paternity leave, leave of absences, medical, sick bank