

Human Resources Staff

Who we are and how you can reach us!

Sandra McArthur

Human Resources Coordinator - 978-374-3411

smcarthur@haverhill-ps.org

Krysten Howell

Administrative Assistant to the Human Resources Coordinator - 978-420-1962

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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 ~ Coordinate Administrator Interviews ~ Appointment Scheduling ~ Organizational Charts ~ Website ~ Course Approval and Tuition Reimbursement ~ Update HR Forms as Needed ~ Longevity ~ Seniority ~ Transcripts for Salary Increases ~ HR Staff Attendance ~ School Brains Database ~ 20 Year Veteran and Retiree List for HEA ~ Holiday Schedule, etc.

Judy Manzi

Intake Coordinator - 978-420-1915

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All Aspects of Hiring ~ PCF's (Personnel Change Forms) ~ Postings ~ Appointment Letters ~ Contracts ~ Onboarding ~ Fingerprinting ~ Licensure ~ Waivers ~ SEI Endorsements ~ Professional Teacher Status ~ Non-Renewal Letters ~ Vacancy Report ~ School Brains Database ~ School Spring Database, etc.

Cherie Pinardi

Human Resource Specialist - 978-420-1912

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Attendance Accruals ~ Perfect Attendance (Cafeteria & ESP) ~ Fingerprinting ~ Loan Forgiveness Forms ~ Verifications of Employment (Non-Salary) ~ Suitability Letters ~ Postings and Appointments for Support Staff (Custodians, Food Service, Long Term Subs and Transportation) ~ COVID-19 Lead ~ Unemployment ~ Collection of Evaluations ~ Coordinate Summer School Appointments ~ Leave of Absence Letters (non-medical) ~ Maintain Archives ~ Scanning & Filing ~ Docuware, etc.

Tracey Prescott

Human Resource Specialist - 978-420-1970

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Process and Maintain CORI's ~ Ethics Online Training ~ Ethics Conflict of Interest ~ Personal Day Requests ~ Employee Change of Information Forms ~ Oversee Substitutes/Lunch Monitors (Log & SB) ~ Reasonable Assurance ~ Process Resignation and Retirement Letters ~ Discovery/Access Appointment Letters ~ Athletic Appointment Letters ~ Transfer Letters ~ Inactivate Files (SB, Pull File, Archives) ~ SB Rollover ~ Send Exit Interview ~ Separation Log ~ Maintain Archives ~ Scanning & Filing ~ Docuware, etc.

Jennifer Schmidt

Benefits Specialist - 978-420-1964

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Manage all aspects of Benefits: Health ~ Dental ~ Cobra ~ Disability ~ Family Medical Leave Act (FMLA) ~ Parental Leave ~ Leave of Absences ~ Medical ~ Sick Bank ~ Workers Comp ~ Maintain Medical Files, etc.

Deb Ray

Principal Clerk, Central Office - 978-374-3400

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Employee IDs, Para-Pro Testing, I-9's

*Responsibilities & duties may be subject to change

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