

# Human Resources Staff

## Who we are and how you can reach us!

### **Sandra McArthur, Director of Human Resources**

[smcarthur@haverhill-ps.org](mailto:smcarthur@haverhill-ps.org) - 978-374-3411

### **Krysten Howell, Human Resources Coordinator**

[khowell@haverhill-ps.org](mailto:khowell@haverhill-ps.org) - 978-420-1962

Confidential Assistant to the Director of HR ~ Assist in all Aspects of the Department Including Contracts, Grievances, Legal Concerns, Union Labor Relations & Negotiations ~ Coordinate Administrator Interviews ~ Coordinate Job Fairs ~ Appointment Scheduling ~ Organizational Charts ~ Website ~ Course Approval and Tuition Reimbursement (Administrators, Clerical, Custodians, ESP's, Maintenance, Nurses, Security Specialists, Teachers ~ Update HR Forms ~ Federal Reports ~ EEOC Report ~ Longevity ~ Seniority ~ Transcripts for Salary Increases ~ School Brains Database ~ 20 Year Veteran and Retiree List for HEA ~ Holiday Schedule ~ PowerSchool, etc.

### **Judy Manzi, Intake Coordinator**

[jmanzi@haverhill-ps.org](mailto:jmanzi@haverhill-ps.org) - 978-420-1915

All Aspects of Hiring ~ Appointment Letters & Contracts Professional Staff: Administrators, Clerical, ESP's, Non-Unit Staff, Nurses, Teachers, Technology and Therapists ~ Budget Sense ~ Postings (Professional Staff) ~ Onboarding ~ Fingerprinting ~ DESE Verifications ~ Licensure ~ Waivers ~ SEI Endorsements ~ MEPIDS ~ Input EPIMS Data ~ Transfers ~ Professional Teacher Status ~ Non-Renewal Letters ~ ~ School Brains Database ~ PowerSchool, etc.

### **Diana Espinosa, Human Resource Specialist**

[diana.espinosa@haverhill-ps.org](mailto:diana.espinosa@haverhill-ps.org) - 978-420-1912

Attendance Accruals ~ Perfect Attendance (Cafeteria & ESP) ~ Loan Forgiveness Forms ~ Verification of Employment (Non-Salary) ~ Suitability Letters ~ Appointment Letters & Postings for Support Staff: Custodians, Food Service, Lunch Monitors, Maintenance, Security, Student Interns, Transportation and Tutors ~ Collection of Evaluations ~ Coordinate Summer School Appointments ~ Ethics Trainings A-M ~ Leave of Absence Letters (non-medical) ~ Maintain Archives ~ Scanning & Filing ~ New Hire Orientation ~ PowerSchool, etc.

### **Tracey Prescott, Human Resource Specialist**

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Central Office Attendance ~ CORI's & Fingerprints (Process and Maintain Logs) ~ Suitability Letters ~ Ethics Trainings N-Z ~ Personal Day Requests ~ Employee Change of Information Forms ~ Appointment Letters & Postings for Athletic Coaches, Discovery/Access 21, Grants, Stipends and Substitutes ~ Reasonable Assurance ~ Unemployment ~ Process Resignation and Retirement Letters ~ Inactivate Files (SB, Pull File, Archives) ~ Send Exit Interview ~ Separation Log ~ Maintain Archives ~ Scanning & Filing ~ New Hire Orientation ~ PowerSchool, etc.

### **Jennifer Schmidt, Benefits Specialist**

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Manage All Aspects of Benefits: Health ~ Dental ~ Cobra ~ Disability ~ Family Medical Leave Act (FMLA) ~ Parental Leave ~ Leave of Absences (Medical) ~ Medical Billing ~ Sick Bank ~ Workers Comp ~ ACA Reporting ~ Maintain Medical Files, etc.