

# DICKINSON ISD HUMAN RESOURCES

- Compensation
- Personal Issues
- Staffing
- Employee Calendars
- Salary/Stipend Surveys

**Kimberly Rich**  
Executive Director



- Certifications
- Job Descriptions
- Contracts
- Recruiting
- SBEC Permits

**Patricia Andersen**  
Director



- Administer Employee Benefits Program
- Insurance Deductions
- Gators Helping Gators
- District Baby Shower
- SWAMP

**Morgan Ester**  
Coordinator of Benefits



- Qualifying Life Events
- Medical Leave
- Workers Comp
- Unemployment Claims
- HR Newsletter

**Maria Vargas**  
Benefits Specialist



- District Condolences
- Employee Handbook
- HR Board Agenda
- HR Budget & Travel
- Service Records

**Traci Quilter**  
HR Administrative Assistant



- Hire/Resignations Maintenance/Custodial Transportation
- LORA
- Summer Workers
- Bilingual Assistance

**Alejandra Davila**  
HR Generalist



- Hire/Resignations Paraprofessional/FNS
- Name Changes
- Special Projects
- LORA
- Paraprofessional Testing

**LaShaunna Smith**  
HR Generalist



- Employee Verification
- ID Badges & Proxy's
- Substitutes
- E-Verify
- Transcripts

**Erika Garcia**  
HR Generalist



- Volunteer Background
- DPS Background Checks
- DNHR Registry
- Fast Pass
- Special Assignment Agreements

**Cynthia Corona**  
HR Generalist



- Greet and assist visitors
- Monitor visitor access; follow security protocols
- Answer and route phone calls
- Provide general information

**Lissette Ibanez**  
HR Generalist

