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<ul style="list-style-type: none"> <li>• Appraisal System</li> <li>• Compensation</li> <li>• Personnel Issues</li> <li>• Recruiting</li> <li>• Staffing</li> <li>• School/Employee Calendar</li> <li>• Recognition</li> <li>• HR Budget Prep</li> <li>• Employee Handbook</li> <li>• Salary/Stipend Surveys</li> <li>• Teacher Allotment</li> </ul>	<ul style="list-style-type: none"> <li>• Certifications</li> <li>• Hire/Resignations</li> <li>• Admin/Professional Employees</li> <li>• TalentED</li> <li>• Job Descriptions/Job Postings</li> <li>• Contracts</li> <li>• Stipends</li> <li>• Service Awards</li> <li>• Recruiting</li> <li>• SBEC Permits</li> <li>• LORA's</li> <li>• Service Records</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Employee Benefits Program</li> <li>• Balance Benefit Accounts</li> <li>• Benefits/Insurance Questions</li> <li>• Medical Leave (FML/TDL)</li> <li>• Gators Helping Gators</li> <li>• Worker's Comp</li> <li>• District Baby Shower</li> <li>• Benefit Meeting/Orientation</li> <li>• SWAMP (Employee Wellness)</li> </ul>	<ul style="list-style-type: none"> <li>• District Condolences</li> <li>• Employee Handbook</li> <li>• HR Attendance</li> <li>• HR Board Agenda</li> <li>• HR Budget &amp; Travel</li> <li>• HR Documents/Forms</li> <li>• Service Records for DISD</li> <li>• Special Assignment Agreements</li> <li>• HR Purchasing</li> <li>• HR Webpage Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Benefit Accounts</li> <li>• Payroll Benefit Deductions</li> <li>• Collect Out of Pocket Premiums</li> <li>• Benefits/Insurance Questions</li> <li>• Assist w/District Baby Shower</li> <li>• Qualifying Life Events/Family Status Changes</li> <li>• Medical Leave (FML/TDL)</li> <li>• Worker's Comp</li> <li>• SWAMP (Employee Wellness)</li> </ul>
<p><b>Hilarie Gonzalez</b> HR Generalist 281-229-6074 <a href="mailto:hgonzalez@dickinsonisd.org">hgonzalez@dickinsonisd.org</a></p>	<p><b>Maria Vargas</b> HR Generalist 281-229-6077 <a href="mailto:mvargas@dickinsonisd.org">mvargas@dickinsonisd.org</a></p>	<p><b>Traci Quilter</b> HR Generalist 281-229-6077 <a href="mailto:tquilter@dickinsonisd.org">tquilter@dickinsonisd.org</a></p>	<p><b>LaShaunna Smith</b> HR Generalist 281-229-6063 <a href="mailto:lsmith@dickinsonisd.org">lsmith@dickinsonisd.org</a></p>	<p><b>Sharon Robert</b> Publications Tech/Receptionist 281-229-6081 <a href="mailto:srobert@dickinsonisd.org">srobert@dickinsonisd.org</a></p>
<ul style="list-style-type: none"> <li>• Auxiliary Personnel: Maintenance, Custodial, F&amp;N, Summer Workers</li> <li>• LORA for Assigned Areas</li> <li>• TalentED Recruit/Hire &amp; Records</li> <li>• Salary Adjustments for Auxiliary Staff</li> <li>• Bilingual Assistance for all areas of HR</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Personnel</li> <li>• LORA for Assigned Areas</li> <li>• TalentED Recruit/Hire &amp; Records</li> <li>• DPS-Criminal Background Checks</li> <li>• TEA-Fingerprints/Fast Passes</li> <li>• Do Not Hire Registry</li> <li>• Volunteer Tracker</li> <li>• Extra/Special/Professional Duty Agmts.</li> <li>• Laserfiche Records</li> <li>• Bilingual Assistance for all areas of HR</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Verification</li> <li>• ID Badges &amp; Proxy's</li> <li>• TalentED Recruit/Hire &amp; Records</li> <li>• Substitutes/AVID Tutors</li> <li>• Substitute Handbook</li> <li>• Frontline/AESOP System</li> <li>• E-Verify</li> <li>• Substitute Safety Training</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment (TWC)</li> <li>• Paraprofessional Personnel</li> <li>• Name Change Processing</li> <li>• TalentED Recruit/Hire &amp; Records</li> <li>• Assist w/Volunteer Tracker</li> <li>• Assist w/Worker's Comp Claims</li> <li>• LORA's for Assigned Areas</li> </ul>	<ul style="list-style-type: none"> <li>• Mail Preparation</li> <li>• Production of District-Wide Documents</li> <li>• Receive/Disseminate Deliveries</li> <li>• Work Requests for Copy Production</li> <li>• District Receptionist</li> </ul>