

# Who Does What in Human Resources

| Name                                     | Title                                  | Areas of Responsibility  | Phone Number / E-mail                           |
|--|--|--|---|
| <b>HUMAN RESOURCES SUPERVISORY STAFF</b> |  |  |   |
| Bolton, Scott<br>(Interim)               | Executive Director of Human Resources  | Directs, Plans and Supervises the Operations of the Human Resources Department     | 594-1090<br>Scott.bolton@knoxschools.org        |
| Huffaker, Ashley                         | HR Staffing Supervisor                 | Elementary and Secondary Staffing  | 594-1919<br>ashley.huffaker@knoxschools.org     |
| Rucker, Adrian                           | Director of Human Resources Operations | Day to Day Operations Elementary and Secondary Staffing                            | 594-1926<br>adrian.rucker@knoxschools.org       |
| Mashburn, Pat                            | Director of Employee Relations         | Tenure, Licensure Advancement, TEAM, HR Support                                    | 594-1922<br>pat.mashburn@knoxschools.org        |
| Hemmelgarn, Jennifer                     | Supervisor of Employee Relations       | Employee Training, Compliance, Complaints and Grievances                           | 594-1903<br>jennifer.hemmelgarn@knoxschools.org |
| Wuethrich, Becky                         | Investigator/Manager                   | Investigations   | 594-1929<br>becky.wuethrich@knoxschools.org     |
| Dennard Rosser, Brook                    | Talent Acquisition & Retention Liaison | Recruiting Talent, Customer Focus, Retention of Employees, Screening, Interviewing | 594-1922<br>brook.dennard@knoxschools.org       |
| <b>HUMAN RESOURCES SUPPORT STAFF</b>     |  |  |   |
| Bell, Barbara                            | Administrative Assistant               | Receptionist, Name & Address Change, Substitute Scheduling Coordinator             | 594-1929<br>barbara.bell@knoxschools.org        |
| Busby, Lori                              | Employee Relations Generalist          | LOA's Admin Leave Requests   | 594-2984<br>lori.busby@knoxschools.org          |
| Damron, Susan                            | Human Resources Generalist             | Elementary-Classified, Food Service, Maintenance and Central Office Staffing       | 594-4436<br>susan.damron@knoxschools.org        |
| Glenn, Alicia                            | Human Resources Generalist             | Staffing Certified Elementary Schools and Homebound                                | 594-1920<br>alicia.glenn@knoxschools.org        |

|  |                            |   |  |
|--|----------------------------|---|--|
| Goddard, Angie                           | Human Resources Generalist | Staffing Substitutes, System-Wide, Lead Teachers, Athletic Coaches, Intern pre-employment screenings                              | 594-1918<br>angie.goddard@knoxschools.org    |
| Green, Amanda                            | Administrative Assistant   | Assistant to Adrian Rucker, P.I.R.S<br>Great Schools Partnership  | 594-1840<br>amanda.green@knoxschools.org     |
| Samar, Janet                             | Human Resources Specialist | Searchsoft, AESOP, Private Duty Nurses, Non-Employee Numbers Background Checks  | 594-1913<br>Janet.samar@knoxschools.org      |
| McCormack, Karen                         | Human Resources Specialist | P.I.R.S., Employee Verification, Loan Forgiveness, Tuition Assistance, Fee Discounts, Student Loans, Step and Degree Verification | 594-1921<br>karen.mccormack@knoxschools.org  |
| Robillard, Leanne                        | Human Resources Generalist | Middle & High Certified High and Master Teachers, ROTC, Adult Education, Security and Orientation (Lead Generalist)               | 594-1911<br>leanne.robillard@knoxschools.org |
| Russell, Consuela                        | Administrative Assistant   | Central Office Staffing, Administrative and Supervisory Employees, Principal and Assistant Principal LOA's                        | 594-1090<br>consuela.russell@knoxschools.org |
| Cook, Arnetrise                          | Human Resources Generalist | Position Control  | 594-3818<br>arnetrise.tedder@knoxschools.org |
| Wolf, Christine                          | Human Resources Specialist | Certified / Classified Evaluations<br>TNCompass Administrator<br>Licensure Advancement, Tenure Verification                       | 594-1912<br>christine.wolf@knoxschools.org   |
| Madgett, Kaitlin                         | Administrative Assistant   | Maintains Employee Records/File Room, Date Entry  | 594-1748                                     |
| <b>BENEFITS &amp; EMPLOYEE RELATIONS</b> |                            |   |  |
| Bolton, Scott                            | Director of Benefits       | Directs, Plans and Supervises the Operations of Benefits & Employee Relations   | 594-1686<br>scott.bolton@knoxschools.org     |
| Blanton, Kristin                         | Lead Benefits Manager      | Benefits Classified & Certified Employees   | 594-0193<br>kristin.blanton@knoxschools.org  |

|                |                          |   |   |
|----------------|--------------------------|---|---|
| Cox, Lindsey   | Insurance Manager        | Insurance for Classified & Certified Employees  | 594-9568<br>lindsey.cox@knoxschools.org   |
| Atkins, Mike   | Retirement Manager       | Retirement Requests, Assistance Processing Forms, Payroll Deduction                           | 594-1100                                  |
| Parson, Adam   | Safety Engineer          | Worker's Compensation   | 594-1683<br>adam.parson@knoxschools.org   |
| Seymour, Bunny | Administrative Secretary | Receptionist, Benefits Support  | 594-1686<br>bunny.seymour@knoxschools.org |
| Sims, Alice    | Administrative Secretary | Assistant to Adam Parson, Worker's Compensation Benefits Sick Leave for Certified/ Classified | 594-1682<br>alice.sims@knoxschools.org    |
| Wright, Donna  | Benefits Accountant      | Billing for Insurance and Support for Benefits  | 594-1685<br>donnawright1@knoxschools.org  |