

# Who Does What in Human Resources

Name	Title	Areas of Responsibility	Phone Number / E-mail
<b>HUMAN RESOURCES SUPERVISORY STAFF</b>			
Bolton, Scott	Executive Director of Human Resources	Directs, Plans and Supervises the Operations of the Human Resources Department	594-1090 scott.bolton@knoxschools.org
Huffaker, Ashley	HR Elementary Staffing, Operations Supervisor	Elementary Staffing and HR Operations	594-1919 ashley.huffaker@knoxschools.org
Siebe, Ryan	HR Secondary Staffing Supervisor	Secondary Staffing	594-1910 ryan.siebe@knoxschools.org
Rucker, Adrian	Director of Human Resources Operations	Day to Day Operations Of Human Resources and Benefits, Coordinator of Procedure G-280	594-1926 adrian.rucker@knoxschools.org
Hemmelgarn, Jennifer	Director of Employee Relations	Tenure, Employee Training, Compliance, Complaints and Grievances, HR Support	594-1903 jennifer.hemmelgarn@knoxschools.org
Cox, Mitchell	Supervisor of Employee Relations	Licensure Advancement, TIGER, Complaints and Grievances, HR Support	594-1929 mitchell.cox@knoxschools.org
Wuethrich, Becky	Investigator/Manager	Investigations	594-1929 becky.wuethrich@knoxschools.org
Langlois, Nathan	Director of Diversity and Advancement	Minority recruitment, Talent acquisition, Retention, Clinical Placements, EPP Partnerships/Outreach, Alt. Licensure Pathways, Grow Your Own Programming	594-1929 nathan.langlois@knoxschools.org
Hinton, Briana	Title IX Coordinator/Compliance Officer	Trainings, Complaints, and Investigations; Compliance	594-1918 briana.hinton@knoxschools.org
<b>HUMAN RESOURCES SUPPORT STAFF</b>			
Atkins, Mike	Retirement Manager	Retirement Requests, Assistance Processing Forms, Payroll Deduction	594-1100 mike.atkins@knoxschools.org

Bell, Barbara	Administrative Assistant	Receptionist, Name & Address Change	594-1929 barbara.bell@knoxschools.org
Blanton, Kristin	Lead Benefits Manager	Benefits Classified & Certified Employees	594-0193 kristin.blanton@knoxschools.org
Busby, Lori	Employee Relations Manager	LOA's Admin Leave Requests	594-2984 lori.busby@knoxschools.org
Cox, Lindsey	Insurance Manager	Insurance for Classified & Certified Employees	594-9568 lindsey.cox@knoxschools.org
Damron, Susan	Human Resources Generalist	Secondary Staffing, Central Office Staffing, Custodial/Maintenance	594-4436 susan.damron@knoxschools.org
Glenn, Alicia	Human Resources Generalist	Elementary Staffing, Food Service, and Homebound, Clinical Placement Assistance	594-1920 alicia.glenn@knoxschools.org
Hoffman, Lisa	Human Resources Generalist	Secondary Staffing, Lead Teachers, Custodial/Maintenance	594-1922 lisa.hoffman@knoxschools.org
Green, Amanda	Human Resources Generalist	Elementary Staffing, Food Service, PIRS, Distinguished Professionals, Great Schools Partnership	594-1840 amanda.green2@knoxschools.org
Herlong, Kaitlin	Human Resources Generalist	Elementary Staffing, Food Service, Security	594-3818 kaitlin.herlong@knoxschools.org
Lawson, Amanda	File Room Clerk	Maintains Employee Records/File Room, Date Entry	594-1748 amanda.lawson@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 karen.mccormack@knoxschools.org
Parson, Adam	Safety Engineer	Worker's Compensation	594-1683 adam.parson@knoxschools.org
Russell, Consuela	Employee Relations Specialist	Unemployment, Life Ins., Background Checks, Compliance Support	594-1915 consuela.russell@knoxschools.org
Sims, Alice	Worker's Comp Specialist	Assistant to Adam Parson, Worker's Compensation Benefits Sick Leave for Certified/ Classified	594-1682 alice.sims@knoxschools.org
Robillard, Leanne	Human Resources Generalist	Secondary Staffing, ROTC, Adult Ed, Athletic Coaches, Custodial/Maintenance, Team lead	594-1911 leanne.robillard@knoxschools.org

Samar, Janet	Human Resources Specialist	Position Control	594-1913 janet.samar@knoxschools.org
TBD	Administrative Assistant	Assistant to the Executive Director of Human Resources	594-1090 TBD
Wolf, Christine	Human Resources Specialist	Randa Tower System Administrator, Evaluations certified / classified, TNCompass licensure advancement, renewal, Tenure Verification, TASL Support	594-1912 christine.wolf@knoxschools.org
Wright, Donna	Benefits Accountant	Billing for Insurance and Support for Benefits	594-1685 donna.wright1@knoxschools.org