

## Directory of Services for Human Resources - Pittsburg Unified School District

Please email or dial 925-473-xxxx (ext number below) to reach our HR team member for additional assistance with your request.

We will return your call within 48 hours.

<u>SERVICE</u>	<u>CONTACT</u>	<u>EXT</u>	<u>E-MAIL</u>
<b>Athletic Coaches</b>	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>
<b>Attendance</b>	Karina Moreno-Coria	2359	<a href="mailto:kmoreno-coria@pittsburg.k12.ca.us">kmoreno-coria@pittsburg.k12.ca.us</a>
<b>Benefits</b>	Karina Moreno-Coria	2359	<a href="mailto:kmoreno-coria@pittsburg.k12.ca.us">kmoreno-coria@pittsburg.k12.ca.us</a>
Medical, Dental & Vision			
<b>Certificated (PEA)</b>	Ann Martinez	2332	<a href="mailto:amartinez@pittsburg.k12.ca.us">amartinez@pittsburg.k12.ca.us</a>
Credentials			
Recruitment			
Retirement			
Resignation			
Salary Placement			
Transcripts			
<b>Certificated Adult Ed (All)</b>	Christine Huston	2429	<a href="mailto:chuston@pittsburg.k12.ca.us">chuston@pittsburg.k12.ca.us</a>
Credentials			
Recruitment			
Retirement			
Resignation			
Salary Placement			
Transcripts			
<b>Certificated Administrators (PASA)</b>	Christine Huston	2429	<a href="mailto:chuston@pittsburg.k12.ca.us">chuston@pittsburg.k12.ca.us</a>
Credentials			
Recruitment			
Retirement			
Resignation			
Salary Placement			
<b>Classified (CSEA)</b>	Brenda Herring	2361	<a href="mailto:bherring@pittsburg.k12.ca.us">bherring@pittsburg.k12.ca.us</a>
Recruitment			
Retirement			
Resignation			
Salary Placement			
Transcripts			
<b>Classified Confidential/Supervisory/Administrators (CAPS)</b>	Christine Huston	2429	<a href="mailto:chuston@pittsburg.k12.ca.us">chuston@pittsburg.k12.ca.us</a>
Recruitment			
Retirement			
Resignation			
Salary Placement			
<b>Change of Address, Phone Number, etc.</b>	Employee Self Service		<a href="https://ess2.cccoe.net/MSSpittsburgLive/default.aspx">https://ess2.cccoe.net/MSSpittsburgLive/default.aspx</a>
<b>Change of Name</b>	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>
<b>Emergency Preparedness</b>	Nelson Alegria	3141	<a href="mailto:nalegria@pittsburg.k12.ca.us">nalegria@pittsburg.k12.ca.us</a>
ALICE Training			
Safety Plan			
<b>Evaluations</b>			
Certificated	Denise Briscoe	2335	<a href="mailto:dbriscoe@pittsburg.k12.ca.us">dbriscoe@pittsburg.k12.ca.us</a>
Classified	Brenda Herring	2361	<a href="mailto:bherring@pittsburg.k12.ca.us">bherring@pittsburg.k12.ca.us</a>
<b>Leaves of Absence</b>	Karina Moreno-Coria	2359	<a href="mailto:kmoreno-coria@pittsburg.k12.ca.us">kmoreno-coria@pittsburg.k12.ca.us</a>
<b>Parent Volunteers</b>	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>
<b>Retirement Benefits</b>	Karina Moreno-Coria	2359	<a href="mailto:kmoreno-coria@pittsburg.k12.ca.us">kmoreno-coria@pittsburg.k12.ca.us</a>
<b>Substitutes; Certificated &amp; Classified</b>	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>

Frontline Assignments			
Recruitment			
Resignations			
<b>Summer School Employment Processing</b>			
Certificated	Ann Martinez	2332	<a href="mailto:amartinez@pittsburg.k12.ca.us">amartinez@pittsburg.k12.ca.us</a>
Classified	Brenda Herring	2361	<a href="mailto:bherring@pittsburg.k12.ca.us">bherring@pittsburg.k12.ca.us</a>
<b>TB Clearances</b>	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>
<b>Unemployment</b>			
Classified	Brenda Herring	2361	<a href="mailto:bherring@pittsburg.k12.ca.us">bherring@pittsburg.k12.ca.us</a>
Substitutes	Ellena Ashley	2335	<a href="mailto:eashley@pittsburg.k12.ca.us">eashley@pittsburg.k12.ca.us</a>
<b>Verifications of Employment (VOE's)</b>			
Please <b>email</b> all VOE's during shelter in place	Christine Huston	2429	<a href="mailto:chuston@pittsburg.k12.ca.us">chuston@pittsburg.k12.ca.us</a>
<b>Verifications of Experience - Certificated</b>	Ann Martinez	2332	<a href="mailto:amartinez@pittsburg.k12.ca.us">amartinez@pittsburg.k12.ca.us</a> or fax to 925-473-4275
<b>Website Requests</b>	Nicole Mora	2427	<a href="mailto:nmora@pittsburg.k12.ca.us">nmora@pittsburg.k12.ca.us</a>
<b>Work Place Injury</b>	Christine Huston	2429	<a href="mailto:chuston@pittsburg.k12.ca.us">chuston@pittsburg.k12.ca.us</a>
Company Nurse	888-375-9779		Code: CSIG