

# HUMAN RESOURCES



**JEFF DAVIS**  
**Director of Human Resources**  
[DavisJ5@citrus.k12.fl.us](mailto:DavisJ5@citrus.k12.fl.us)  
 Personnel Questions/Issues, Evaluations,  
 Investigations, Professional Practices  
 Instructional and Support Staff  
 Fair Labor Standards Act



**LISA STEWART**  
**Administrative Secretary**  
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 Secretary to Jeff Davis  
 Administrative Applications  
 School Board Agenda - Personnel  
 Website Updates  
 HR Payroll/Purchasing/Inventory



**PHYLLIS HICKS**  
**Switchboard Operator**  
[HicksP@citrus.k12.fl.us](mailto:HicksP@citrus.k12.fl.us)  
 Front Desk Receptionist



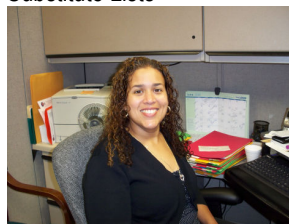
**MICHELLE CROFT**  
**Personnel Analyst**  
[CroftM1@citrus.k12.fl.us](mailto:CroftM1@citrus.k12.fl.us)  
 Salary Schedule Placement  
 Retirement  
 New Hire Orientation  
 Service Pins  
 Data Input



**BELINDA WOYTHALER**  
**Coordinator of Certification and Professional Standards**  
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 Approval for Hire (Instructional, Support, Substitutes)  
 Certification  
 Experience Verification  
 Highly Qualified  
 Reappointments  
 Intern Placement  
 Evaluations, Investigations  
 Out-of-Field



**CAROL BULGIN**  
**Personnel Analyst**  
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 Assistant to Belinda Woythaler  
 Certification Questions  
 Supplements  
 Substitute Lists



**MELINDA BUCKINGHAM**  
**Personnel Analyst**  
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 Position Control  
 Postings  
 New Unit Requests  
 Leave/Resignation/Retirement Form  
 Retirement Plaques  
 Exit Surveys



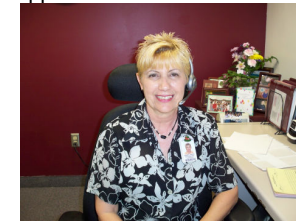
**DENISE LINDEMAN**  
**Personnel Analyst**  
[LindemanD@citrus.k12.fl.us](mailto:LindemanD@citrus.k12.fl.us)  
 Salary Schedule Placement  
 New Hire Orientation  
 Instructional Applicant Questions  
 Data Input



**TERESA ROYAL**  
**Policy Compliance Officer**  
[RoyalT@citrus.k12.fl.us](mailto:RoyalT@citrus.k12.fl.us)  
 Employee Investigations  
 Background Investigations  
 Oversees:  
 -Fingerprinting  
 -Drug Testing  
 Application Review  
 Professional Practices Liaison



**DEBRA IRVING**  
**Office Clerk**  
[IrvingD@citrus.k12.fl.us](mailto:IrvingD@citrus.k12.fl.us)  
 Fingerprinting  
 Initial Background Review  
 Background Investigations  
 Reviews Drug Test Results  
 Employee Re-fingerprinting  
 Application Review



**SHERYL ROACH**  
**Switchboard Operator**  
[RoachS@citrus.k12.fl.us](mailto:RoachS@citrus.k12.fl.us)  
 Switchboard  
 Employee/Substitute Badges  
 Website Applicants

# PAYROLL



**PHERDORIS FRANKLIN**

***Payroll Specialist***

[FranklinP@citrus.k12.fl.us](mailto:FranklinP@citrus.k12.fl.us)

Ensure that School Board policies and governmental regulation are consistently complied with in regard to payroll procedures.



**TAMARA HOLTON**

***Payroll Analyst***

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Responsible for processing payroll for the following schools/departments: HOM, CRMS, CRPS, CRHS, MSS, CSES, CSMS, Ren. Center, Student Service Center, TRC, CR Transportation, Ed. Services



**THERESA GRAU**

***Payroll Analyst***

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Responsible for processing payroll for the following schools/departments: LPS, LMS, LHS, CREST, Administration, Finance, Planning & Development, ESE, Facilities & Construction, Warehouse, Purchasing, Food Service, Lecanto Transportation



**STACEY TAYLOR**

***Payroll Analyst***

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Responsible for processing payroll for the following schools/departments: PGES, IPS, IMS, FCES, WTI, HES, Inverness Transportation, District Transportation



**ANITRA CAMBO**

***Payroll Analyst***

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Responsible for processing payroll for the following schools/departments: FRE, CRE, CHS, AES, Horizon, Maintenance, Human Resources, Risk Management.