

## Who's Who in Human Resources

<b>Suzanne Doherty, Director of Human Resources</b> (914) 937-3820 ext. 4553 <a href="mailto:sdoherty@swboces.org">sdoherty@swboces.org</a>	Civil Rights Compliance Officer Accommodations COVID staff issues
<b>Cynthia Bambace, Regional Certification Officer</b> <a href="mailto:cbambace@swboces.org">cbambace@swboces.org</a>	Certification TEACH Registration and CTLE hours
<b>Judy Bullitt, Human Resource Clerk</b> (914) 937-3820 ext. 4523 <a href="mailto:jbullitt@swboces.org">jbullitt@swboces.org</a>	Replace lost or stolen badges for all sites except 450 Mamaroneck Ave. Personnel files and HR records Record evaluations in Wincap
<b>Joanne Lawson, Secretary to School Administrator</b> (914) 937-3820 ext. 4538 <a href="mailto:jlawson@swboces.org">jlawson@swboces.org</a>	Board Recommendations/ Personnel Agenda Updating personal information in Wincap Unemployment claims, verification of employment and loan forgiveness applications Course approval and salary lane movement Fingerprint information
<b>Althea Maxwell-Hunter, Personnel Clerk for Special Services</b> (914) 937-3820 ext. 4532 <a href="mailto:amaxwell-hunter@swboces.org">amaxwell-hunter@swboces.org</a>	Attendance for SS, CS and ACS (All Instructional Programs) Assist with on-boarding documentation and orientation process for new hires Support the hiring process for vacancies in Instructional Programs
<b>Mary Ann Melendez, Executive Assistant for HR</b> (914) 937-3820 ext. 4558 <a href="mailto:mmelendez@swboces.org">mmelendez@swboces.org</a>	COVID staff issues Wincap Web and Wincap reports GCN and RicOne annual training Employee years of service review MLP enrollment and final approval for My Learning Plan (Frontline Professional Growth)
<b>Jodi Rivero, Benefits Coordinator</b> (914) 937- 3820 ext. 4509 <a href="mailto:jrivero@swboces.org">jrivero@swboces.org</a>	Cabinet on-boarding for benefits Retirement process and questions Workers Compensation Open Enrollment
<b>Nancy Riznychok, Personnel Assistant</b> (914) 937-3820 ext. 4523 <a href="mailto:nriznychok@swboces.org">nriznychok@swboces.org</a>	Job Postings for certified and classified staff New hire on-boarding Civil Service OLAS
<b>Diane Sedacca, Personnel Clerk</b> (914) 937-3820 ext. 4506 <a href="mailto:dsedacca@swboces.org">dsedacca@swboces.org</a>	Attendance for all centers except SS, CS and IYP Health Screening/Vaccinations FMLA/Sick Bank Enrollment and Requests
<b>Alison Strauzer, Benefits Representative</b> (914) 937-3820 ext. 4511 <a href="mailto:astrauzer@swboces.org">astrauzer@swboces.org</a>	New hire on-boarding for benefits Replacing medical plan ID cards COBRA Coverage, Qualifying life events and Retiree benefits Open Enrollment