

# APS HUMAN RESOURCES & LEGAL SUPPORT SERVICES

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**Mailing Address:** P.O. Box 25704 Albuquerque NM 87125-0704

Main Phone: 505-880-3700

Department Name	Physical Address	Suite	Email	Phone (505)	FAX (505)
Applicant Processing	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 205 East	<a href="mailto:aprequest@aps.edu">aprequest@aps.edu</a>	889-4820	889-4880
Employee Benefits	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 115 & 120 East	<a href="mailto:employee.benefits@aps.edu">employee.benefits@aps.edu</a>	889-4859	889-4882
Employee Data Center/Compensation	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East		889-4844	889-4885
Employee Leaves	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East	<a href="mailto:extended.leaves@aps.edu">extended.leaves@aps.edu</a>	889-4865	884-0536
Employee Relations and Staffing	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 & 250 East		889-4842	884-4271
HR Operations	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 200 East	<a href="mailto:HROperations@aps.edu">HROperations@aps.edu</a>	889-4861	889-4883
Licensure	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East	<a href="mailto:licensure@aps.edu">licensure@aps.edu</a>	889-4846	889-4885
Mentor Programs	912 Oak St SE, Albuquerque, NM 87106	Bldg. M	<a href="mailto:mentorprogram@aps.edu">mentorprogram@aps.edu</a>	253-0335	883-2773
Peer Assistance and Review	912 Oak St SE, Albuquerque, NM 87106	Bldg. M	<a href="mailto:PAR@aps.edu">PAR@aps.edu</a>	253-0335 x67055	883-2773
Risk Management	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 400 West		830-8460	884-4502

## Human Resources & Legal Support Services

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Amos, Gilesa	Executive Administrative Assistant: Human Resources		<a href="mailto:amos@aps.edu">amos@aps.edu</a>	889-4852	200 East
Torgerson, Todd	Chief: Human Resources & Legal Support Services		<a href="mailto:todd.torgerson@aps.edu">todd.torgerson@aps.edu</a>	889-4853	200 East

## Employee Benefits, Wellness and Leaves

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Biggs, Andrea Marie	Specialist: Employee Benefits	Last names L-Q	<a href="mailto:andrea.biggs@aps.edu">andrea.biggs@aps.edu</a>	889-4814	115 East
Duncan, David	Senior Analyst: Employee Benefits		<a href="mailto:duncan_d@aps.edu">duncan_d@aps.edu</a>	889-4812	115 East
Herrera, Angela	Specialist: Sick Leave Bank		<a href="mailto:angela.herrera@aps.edu">angela.herrera@aps.edu</a>	889-4808	115 East
Jaramillo, Sheila	Specialist: Employee Benefits	Last names R-Z	<a href="mailto:jaramillo_sh@aps.edu">jaramillo_sh@aps.edu</a>	889-4817	115 East
Johnson, Ann	Analyst: Employee Benefits	403b, 457b Deferred Compensation	<a href="mailto:ann.johnson@aps.edu">ann.johnson@aps.edu</a>	889-4821	115 East
Johnson, Veronica	Specialist: Extended Leaves	Last names Q-Z	<a href="mailto:veronica.johnson2@aps.edu">veronica.johnson2@aps.edu</a>	889-4865	210 East
Lucero, Susan	Specialist: Leave of Absence	Last names A-H	<a href="mailto:susan.lucero@aps.edu">susan.lucero@aps.edu</a>	889-4824	210 East
MacGregor, Becky	Coordinator: Employee Wellness		<a href="mailto:becky.macgregor@aps.edu">becky.macgregor@aps.edu</a>	889-4895	120 East
Rodriguez, Debbie	Specialist: Benefits		<a href="mailto:rodriguez_debb@aps.edu">rodriguez_debb@aps.edu</a>	889-4866	115 East
Tyndall, Mark	Senior Director: Employee Benefits	Employee Wellness, Leaves	<a href="mailto:mark.tyndall@aps.edu">mark.tyndall@aps.edu</a>	889-4813	115 East
Velasquez, Claudia	Specialist: Employee Benefits	Last names E-K	<a href="mailto:claudia.velasquez@aps.edu">claudia.velasquez@aps.edu</a>	889-4816	115 East
Wheat, Rebecca	Specialist: Employee Benefits	Last names A-D	<a href="mailto:rebecca.wheat@aps.edu">rebecca.wheat@aps.edu</a>	889-4815	115 East

## Employee Relations

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Bullis, Breanna	Secretary: Administrative Staffing	Principal Hotline	<a href="mailto:breanna.bullis@aps.edu">breanna.bullis@aps.edu</a>	889-4868	250 East
O'Connell, Jennifer	Assistant Specialist: Employee Relations		<a href="mailto:jennifer.oconnell@aps.edu">jennifer.oconnell@aps.edu</a>	880-2572	250 East
Rivera, Jessica	Senior Specialist: Employee Relations		<a href="mailto:rivera_j@aps.edu">rivera_j@aps.edu</a>	889-4826	250 East

## Employee Records and Compensation

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Baca, Pauline	Technician: Employee Records		<a href="mailto:pauline.baca@aps.edu">pauline.baca@aps.edu</a>	889-4863	210 East
Barela, LaVerne	Specialist: Employee Records		<a href="mailto:laverne.barela@aps.edu">laverne.barela@aps.edu</a>	889-4810	210 East
Carter, Eva	Specialist: Employee Records		<a href="mailto:eva.carter@aps.edu">eva.carter@aps.edu</a>	889-4809	210 East
Jones, Denise	Lead Specialist: Employee Records		<a href="mailto:jones_den@aps.edu">jones_den@aps.edu</a>	889-4881	210 East
Leon, Lupe	Secretary: Employee Records, Verifications		<a href="mailto:guadalupe.leon@aps.edu">guadalupe.leon@aps.edu</a>	889-4802	115 East
Rendon, Rebecca	Manager: Employee Data Center & Compensation		<a href="mailto:rendon_r@aps.edu">rendon_r@aps.edu</a>	889-4837	200 East
Zuluaga Alzate, Judith	Specialist: Employee Records		<a href="mailto:judith.zuluagaalzate@aps.edu">judith.zuluagaalzate@aps.edu</a>	889-4804	210 East

## HR Operations

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Amos, Le'Sean	Technician: Licensure		<a href="mailto:lesean.amos@aps.edu">lesean.amos@aps.edu</a>	889-4846	210 East
Bruckner, Karen	Coordinator: HR Systems	ERO, SafeSchools	<a href="mailto:bruckner@aps.edu">bruckner@aps.edu</a>	889-4893	200 East
Chavez, Dorothy	Manager: Employee Processes	WinOcular	<a href="mailto:chavez_do@aps.edu">chavez_do@aps.edu</a>	889-4898	200 East
Garro, Myra	Manager: Licensure		<a href="mailto:myra.garro@aps.edu">myra.garro@aps.edu</a>	889-4806	210 East
Nabors, Patti	Director: HR Operations		<a href="mailto:nabors@aps.edu">nabors@aps.edu</a>	889-4855	200 East
Olivarez, Veronica	Support Staff: Applicant Processing		<a href="mailto:veronica.olivarez@aps.edu">veronica.olivarez@aps.edu</a>	889-4818	205 East
Rangel, Connie	Specialist: HR Operations		<a href="mailto:connie.rangel@aps.edu">connie.rangel@aps.edu</a>	889-4830	200 East
Sandoval, Emily	Support Staff: Applicant Processing		<a href="mailto:emily.sandoval@aps.edu">emily.sandoval@aps.edu</a>	889-4820	205 East
Torres, Danielle	Specialist: Licensure		<a href="mailto:danielle.torres@aps.edu">danielle.torres@aps.edu</a>	889-4803	210 East
<b>TBD</b>	Coordinator: Employee Processes			889-4857	200 East

## Mentor Program and Peer Assistance Review (PAR)

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Abeyta, Emilia	Clerk: Mentor Program, Peer Assistance Review		<a href="mailto:emilia.abeyta@apse.edu">emilia.abeyta@apse.edu</a>	253-0321 x67083	912 Oak St SE
Chacon, Ree	Coordinator: Peer Assistance Review (PAR)		<a href="mailto:chacon_am@aps.edu">chacon_am@aps.edu</a>	253-0335 x67055	912 Oak St SE
Conley, Shaness	Consulting Teacher		<a href="mailto:conley_s@aps.edu">conley_s@aps.edu</a>		912 Oak St SE
Lemons, Michelle	Coordinator: Mentor Program		<a href="mailto:lemons_m@aps.edu">lemons_m@aps.edu</a>	253-0335 x67051	912 Oak St SE
Mackie, Linda	Consulting Teacher		<a href="mailto:mackie_l@aps.edu">mackie_l@aps.edu</a>		912 Oak St SE
Miner, Nicole	Consulting Teacher		<a href="mailto:miner_n@aps.edu">miner_n@aps.edu</a>		912 Oak St SE
Osborne, Kimberly	Secretary: Mentor Program, Peer Assistance Review		<a href="mailto:kimberly.osborne@aps.edu">kimberly.osborne@aps.edu</a>	253-0335 x67052	912 Oak St SE
Wicks, Laura	Consulting Teacher		<a href="mailto:wicks@aps.edu">wicks@aps.edu</a>		912 Oak St SE

## Staffing and Labor Relations

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Atencio, Valerie	Specialist: Certified Staffing	HS General Ed & SPED Teachers	<a href="mailto:atencio_v@aps.edu">atencio_v@aps.edu</a>	889-4873	210 East
Dayhoff, Lynne	Executive Administrative Assistant: Labor Relations & Staffing		<a href="mailto:dayhoff@aps.edu">dayhoff@aps.edu</a>	889-4861	200 East
Duran, Nancy	Manager: Administrative and District Support Staffing		<a href="mailto:duran_n@aps.edu">duran_n@aps.edu</a>	889-4822	250 East
Hansen, Kristine	Specialist: Certified Staffing	MS General Ed & SPED Teachers	<a href="mailto:kristine.hansen@aps.edu">kristine.hansen@aps.edu</a>	889-4886	210 East
Hoose, Valerie	Executive Director: Certified Staffing, Labor Relations		<a href="mailto:valerie.hoose@aps.edu">valerie.hoose@aps.edu</a>	889-4897	210 East

**Staffing and Labor Relations (continued)**

<b>Name</b>	<b>Title: Position Description</b>	<b>Additional Description</b>	<b>Email</b>	<b>Phone (505)</b>	<b>Suite</b>
Keith, Stanley	Specialist: Special Education & Recruiting	Recruiting, SPED-ES & Ancillary	<a href="mailto:stanley.keith@aps.edu">stanley.keith@aps.edu</a>	889-4831	210 East
Larribas, Erika	Secretary: Certified Staffing	Principal Hotline	<a href="mailto:Erika.Larribas@aps.edu">Erika.Larribas@aps.edu</a>	830-6246 x76246	210 East
Lovato, Joseph	Technician: District Support Staffing		<a href="mailto:joseph.lovato@aps.edu">joseph.lovato@aps.edu</a>	889-4835	250 East
Luna, Alma G	Specialist: Certified Staffing	SPED-Elementary & Ancillary	<a href="mailto:luna_ag@aps.edu">luna_ag@aps.edu</a>	889-4847	210 East
Mackey, Jennifer	Specialist: District Support Staffing	Custodians, M&O, Secretaries/Clerks, School Police	<a href="mailto:mackey@aps.edu">mackey@aps.edu</a>	889-4823	250 East
Mayberry, Florence	Secretary: Certified Staffing		<a href="mailto:florence.mayberry@aps.edu">florence.mayberry@aps.edu</a>	889-4844	210 East
McCullen, Catherine	Specialist: Certified Staffing	Educational Assistants, Health Assistants	<a href="mailto:catherine.mccullen@aps.edu">catherine.mccullen@aps.edu</a>	889-4825	210 East
Moore, Johnna	Assistant Specialist: Staffing	EA's and Nurses	<a href="mailto:johnna.moore@aps.edu">johnna.moore@aps.edu</a>	889-4858	210 East
Olson, Lynda	Specialist: Certified Staffing	Elementary: Learning Zones 1 & 2	<a href="mailto:olson_ly@aps.edu">olson_ly@aps.edu</a>	889-4828	210 East
Ortiz, Marena	Specialist: Certified Staffing	MS General Ed & SPED Teachers	<a href="mailto:marena.ortiz@aps.edu">marena.ortiz@aps.edu</a>	889-4805	210 East
Palmer, Karyn	Specialist: Certified Staffing	Athletic Coaches, Secondary Differentials, School Counselors	<a href="mailto:palmer_ka@aps.edu">palmer_ka@aps.edu</a>	889-4832	210 East
Perrault, Brian	Specialist: Administrative Staffing	Principals, Resource Teachers, Counselors	<a href="mailto:perrault@aps.edu">perrault@aps.edu</a>	889-4836	250 East
Peterson, Kathy	Secretary: Certified Staffing		<a href="mailto:peterson_kg@aps.edu">peterson_kg@aps.edu</a>	889-4845	210 East
Petit, Casie	Specialist: District Support Staffing	Sub Custodians, Custodian Transfers	<a href="mailto:casie.petit@aps.edu">casie.petit@aps.edu</a>	889-4838	250 East
Sanchez, Louise	Manager: Certified Staffing		<a href="mailto:louise.sanchez@aps.edu">louise.sanchez@aps.edu</a>	889-4827	210 East
Sanders, Tereasa	Specialist: District Support Staffing	Student Transportation Services, District Support, Administration	<a href="mailto:tereasa.sanders@aps.edu">tereasa.sanders@aps.edu</a>	889-4833	250 East
Velasquez, Makalya	Receptionist: Front Desk		<a href="mailto:makayla.velasquez@aps.edu">makayla.velasquez@aps.edu</a>	880-3700 x80101	Main Entrance
<b>TBD</b>	Specialist: Certified Staffing	Elementary: Learning Zones 3 & 4			210 East

**Risk Management**

<b>Name</b>	<b>Title: Position Description</b>	<b>Additional Description</b>	<b>Email</b>	<b>Phone (505)</b>	<b>Suite</b>
Brown, Michael	Senior Director: Risk Management		<a href="mailto:michael.brown@aps.edu">michael.brown@aps.edu</a>	830-8472	400 West
Callahan, Ginny	Analyst: Claims		<a href="mailto:callahan_v@aps.edu">callahan_v@aps.edu</a>	830-8468	400 West
Gabriel, Janet	Analyst: Claims		<a href="mailto:janet.gabriel@aps.edu">janet.gabriel@aps.edu</a>	830-8471	400 West
Kaehler, Hope	Coordinator: Claims Technical		<a href="mailto:kaehler@aps.edu">kaehler@aps.edu</a>	830-8469	400 West
Lucero, Geraldine	Specialist: Safety		<a href="mailto:lucero_g@aps.edu">lucero_g@aps.edu</a>	830-8464	400 West
Marvin, Kelly	Coordinator: Claims Technical		<a href="mailto:kelly.marvin@aps.edu">kelly.marvin@aps.edu</a>		400 West
Portillo, Janice	Analyst: Claims		<a href="mailto:janice.portillo@aps.edu">janice.portillo@aps.edu</a>	830-8470	401 West
Rodriguez, Socorro	Coordinator: ADA		<a href="mailto:rodriguez_so@aps.edu">rodriguez_so@aps.edu</a>		400 West
Urioste, Jessica	Coordinator: Return to Work		<a href="mailto:jessica.urioste@aps.edu">jessica.urioste@aps.edu</a>	830-8465	400 West
<b>TBD</b>	Specialist: ADA				400 West