

APS HUMAN RESOURCES & LEGAL SUPPORT SERVICES

Updated 1/14/2020

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

Main Phone: 505-880-3700

Human Resources & Legal Support Services Departments

Department Name	Physical Address	Suite	Email	Phone (505)	FAX (505)
Applicant Processing	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 205 East	aprequest@aps.edu	889-4820	889-4880
Employee Benefits	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 115 & 120 East	employee.benefits@aps.edu	889-4859	889-0536
Employee Data Center/Compensation	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East	employee.records@aps.edu	889-4844	889-4885
Employee Leaves	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East	extended.leaves@aps.edu	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	HROperations@aps.edu	889-4861	889-4883
Licensure	6400 Uptown Blvd. NE, Albuquerque, NM 87110	Suite 210 East	licensure@aps.edu	889-4846	889-4885
Mentor Programs	912 Oak St SE, Albuquerque, NM 87106	Bldg. M	mentorprogram@aps.edu	253-0335	883-2773
Peer Assistance and Review	912 Oak St SE, Albuquerque, NM 87106	Bldg. M	PAR@aps.edu	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		amos@aps.edu	889-4852	200 East
Torgerson, Todd	Chief: Human Resources & Legal Support Services		todd.torgerson@aps.edu	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	andrea.biggs@aps.edu	889-4814	115 East
Duncan, David	Senior Analyst: Employee Benefits		duncan_d@aps.edu	889-4812	115 East
Herrera, Angela	Specialist: Sick Leave Bank Specialist/Work Comp Leaves		angela.herrera@aps.edu	889-4808	115 East
Jaramillo, Sheila	Supervisor: Employee Benefits and Leaves	Last names R-Z	jaramillo_sh@aps.edu	889-4817	115 East
Johnson, Ann	Analyst: Employee Benefits	403b, 457b Deferred Compensation	ann.johnson@aps.edu	889-4821	115 East
Johnson, Veronica	Specialist: Extended Leaves	Last names M-Z	veronica.johnson2@aps.edu	889-4865	210 East
Larribas, Erika	Specialist: Extended Leaves	Last names I -P	erika.larribas@aps.edu	830-6246	210 East
Lucero, Susan	Specialist: Leave of Absence	Last names A-H	susan.lucero@aps.edu	889-4824	210 East
MacGregor, Becky	Coordinator: Employee Wellness		becky.macgregor@aps.edu	889-4895	120 East
Rodriguez, Debbie	Specialist: Benefits		rodriguez_debb@aps.edu	889-4866	115 East
Tyndall, Mark	Senior Director: Employee Benefits	Employee Wellness, Leaves	mark.tyndall@aps.edu	889-4813	115 East
Velasquez, Claudia	Specialist: Employee Benefits	Last names E-K	claudia.velasquez@aps.edu	889-4816	115 East
Wheat, Rebecca	Specialist: Employee Benefits	Last names A-D	rebecca.wheat@aps.edu	889-4815	115 East

Employee Relations

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

Employee Records and Compensation

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

HR Operations

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Amos, Le'Sean	Technician: Licensure		lesean.amos@aps.edu	889-4846	210 East
Bruckner, Karen	Coordinator: HR Systems	ERO, SafeSchools	bruckner@aps.edu	889-4893	200 East
Chavez, Dorothy	Manager: Employee Processes	WinOcular	chavez_do@aps.edu	889-4898	200 East
Garro, Myra	Manager: Licensure		myra.garro@aps.edu	889-4806	210 East
Nabors, Patti	Director: HR Operations		nabors@aps.edu	889-4855	200 East
Olivarez, Veronica	Support Staff: Applicant Processing		veronica.olivarez@aps.edu	889-4818	205 East
Rangel, Connie	Coordinator: Employee Processes		connie.rangel@aps.edu	889-4830	200 East
Sandoval, Emily	Support Staff: Applicant Processing		emily.sandoval@aps.edu	889-4820	205 East
Torres, Danielle	Specialist: Licensure		danielle.torres@aps.edu	889-4803	210 East
TBD	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	Secretary: Mentor Program, Peer Assistance Review		emilia.abeyta@apse.edu	253-0335 x67052	912 Oak St SE
Chacon, Ree	Coordinator: Peer Assistance Review (PAR)		chacon_am@aps.edu	253-0335 x67055	912 Oak St SE
Conley, Shaness	Consulting Teacher		conley_s@aps.edu		912 Oak St SE
Lemons, Michelle	Coordinator: Mentor Program		lemons_m@aps.edu	253-0335 x67051	912 Oak St SE
Mackie, Linda	Consulting Teacher		mackie_l@aps.edu		912 Oak St SE
Miner, Nicole	Consulting Teacher		miner_n@aps.edu		912 Oak St SE
Rodriguez, Mary Kathy	Clerk: Mentor Program, Peer Assistance Review		rodriguez_k@aps.edu	253-0321 x67083	912 Oak St SE
Wicks, Laura	Consulting Teacher		wicks@aps.edu		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	atencio_v@aps.edu	889-4873	210 East
Dayhoff, Lynne	Executive Administrative Assistant: Labor Relations & Staffing		dayhoff@aps.edu	889-4861	200 East
Duran, Nancy	Manager: Administrative and District Support Staffing	Management/Professional, Computer Technician	duan_n@aps.edu	889-4822	250 East
Hansen, Kristine	Specialist: Certified Staffing	MS General Ed & SPED Teachers	kristine.hansen@aps.edu	889-4886	210 East
Hoose, Valerie	Executive Director: Certified Staffing, Labor Relations		valerie.hoose@aps.edu	889-4897	210 East
Keith, Stanley	Specialist: Recruiting	Recruiter, SETT, ATRP, VISA, Student Teacher	stanley.keith@aps.edu	889-4831	210 East

Lovato, Joseph	Technician: District Support Staffing		joseph.lovato@aps.edu	889-4835	250 East
Luna, Alma G	Specialist: Certified Staffing	SPED-Elementary & Ancillary	luna_ag@aps.edu	889-4847	210 East
Mackey, Jennifer	Specialist: District Support Staffing	Secretaries, Clerks, School Police	mackey@aps.edu	889-4823	250 East
Mayberry, Florence	Secretary: Certified Staffing		florence.mayberry@aps.edu	889-4844	210 East
McCullen, Catherine	Specialist: Certified Staffing	Elementary: Zones 1 & 3	catherine.mccullen@aps.edu	889-4825	210 East
Moore, Johnna	Specialist: Certified Staffing	Educational Assistants and Nurse/ Health EA	johnna.moore@aps.edu	889-4858	210 East
Ortiz, Marena	Specialist: Certified Staffing	Elementary: Zones 2 & 4	marena.ortiz@aps.edu	889-4805	210 East
Palmer, Karyn	Specialist: Certified Staffing	Athletic Coaches, Secondary Differentials, School Counselors	palmer_ka@aps.edu	889-4832	210 East
Perrault, Brian	Specialist: Administrative Staffing	Principals, Department Resource Teachers, Fine Arts	perrault@aps.edu	889-4836	250 East
Peterson, Kathy	Secretary: Certified Staffing		peterson_kg@aps.edu	889-4845	210 East
Petit, Casie	Specialist: District Support Staffing	Custodians, Senior Trades	casie.petit@aps.edu	889-4838	250 East
Sanchez, Louise	Manager: Certified Staffing	Career Pathway	louise.sanchez@aps.edu	889-4827	210 East
Sanders, Tereasa	Specialist: District Support Staffing	Student Transportation Services, Drivers and Attendants	teresa.sanders@aps.edu	889-4833	250 East
Velasquez, Makalya	Receptionist: Front Desk		makayla.velasquez@aps.edu	880-3700 x80101	Main Entrance
TBD	Assistant Specialist: Staffing	Educational Assistants and Nurse/ Health EA			210 East

Risk Management

Name	Title: Position Description	Additional Description	Email	Phone (505)	Suite
Brown, Michael	Senior Director: Risk Management		michael.brown@aps.edu	830-8472	400 West
Callahan, Ginny	Analyst: Claims		callahan_v@aps.edu	830-8468	400 West
Gabriel, Janet	Analyst: Claims		janet.gabriel@aps.edu	830-8471	400 West
Kaehler, Hope	Coordinator: Claims Technical		kaehler@aps.edu	830-8469	400 West
Lucero, Geraldine	Specialist: Safety		lucero_q@aps.edu	830-8464	400 West
Marvin, Kelly	Specialist: ADA		kelly.marvin@aps.edu	830-8463	400 West
McLaren, Pat	Coordinator: Claims Technical		mclaren@aps.edu	830-8460	400 West
Portillo, Janice	Analyst: Claims		janice.portillo@aps.edu	830-8470	401 West
Rodriguez, Socorro	Coordinator: ADA		rodriguez_so@aps.edu	855-9852 ext. 69852	400 West
Urioste, Jessica	Coordinator: Return to Work		jessica.urioste@aps.edu	830-8465	400 West