



# Human Resources

Tyler Gwynn

Assistant Superintendent of Human Resources

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| Director of Employment Services   | Director of Employee Relations, Compliance and Performance   | Recruitment & Retention Manager  | HR Specialist Elementary   | HR Specialist Middle & High   | HR IT Support Manager   | HR Support Analyst   | Executive Secretary   |
|---|--|--|--|---|---|--|---|
| <b>Vicki Piedmont<br/>Paula Smith</b>   | <b>Tamika Spirling-Brooks</b>  | <b>Michele McInnish</b>  | <b>Michelle Rivera</b>   | <b>LaFaye Harris</b>  | <b>Rodolph Forgue</b>   | <b>Mary Rhodes</b>   | <b>Terry Vann</b>   |
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| <ul style="list-style-type: none"> <li>➤ Employment</li> <li>➤ Resignations &amp; Retirements</li> <li>➤ Promotions</li> <li>➤ Transfers</li> <li>➤ Re-elects</li> <li>➤ Job Descriptions</li> <li>➤ ESSA Letter</li> </ul> | <ul style="list-style-type: none"> <li>➤ Staff Evaluation (TKES/LKES and non-instructional performance evaluation)</li> <li>➤ Contract &amp; Non-Renewal Decision</li> <li>➤ Performance Improvement</li> <li>➤ Disciplinary Documentation</li> <li>➤ Appropriate Delivery Protocol</li> <li>➤ Compliance</li> <li>➤ ADA and FLSA</li> </ul> | <ul style="list-style-type: none"> <li>➤ Interview Guides</li> <li>➤ Job Fairs</li> <li>➤ Recruitment &amp; Retention</li> <li>➤ Student Teacher Placement</li> <li>➤ New Employee Onboarding</li> <li>➤ New Teacher Orientation</li> <li>➤ New Teacher Mentor Program</li> <li>➤ Certificate &amp; Endorsements</li> <li>➤ Teacher Of The Year</li> <li>➤ Retirement Recognition</li> </ul> | <ul style="list-style-type: none"> <li>➤ Onboarding Needs</li> <li>➤ Extended day, year, etc...</li> <li>➤ MCS Experience Verification</li> <li>➤ Supplement Lists</li> <li>➤ Benefits: (Enrollment, plans, policies, changes, deduction of premiums)</li> <li>➤ Leaves</li> <li>➤ Transportation &amp; Food Services</li> </ul> | <ul style="list-style-type: none"> <li>➤ Onboarding needs</li> <li>➤ Extended day, year, etc...</li> <li>➤ Supplement Lists</li> <li>➤ Benefits: (Enrollment, plans, policies, changes, deduction of premiums)</li> <li>➤ Leaves</li> <li>➤ Central Office &amp; Community Schools</li> </ul> | <ul style="list-style-type: none"> <li>➤ ESS Email Help</li> <li>➤ Certified Contracts</li> <li>➤ Vacancy Postings</li> <li>➤ HR Munis and TalentEd Contact</li> <li>➤ Kelly Services</li> <li>➤ In-house Training</li> <li>➤ Develops HR Website</li> <li>➤ Generates Reports for BOE, HR &amp; District</li> <li>➤ HR Open Records Request</li> </ul> | <ul style="list-style-type: none"> <li>➤ Data Analysis</li> <li>➤ School &amp; District Auditing</li> <li>➤ Salary Schedules</li> <li>➤ Work Calendars</li> <li>➤ Evaluation of New Positions</li> </ul> | <ul style="list-style-type: none"> <li>➤ Employee Badges</li> <li>➤ Employment Verification</li> <li>➤ Secretarial duties for the Assistant Superintendent</li> </ul> |