



HUMAN RESOURCES DEPARTMENT

Gonzales Independent School District

1615 St. Louis Street

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www.gonzalesisd.net

WHO TO
Contact



Mary Lynn Ramirez

Director of Human Resources

Ext. 1336

mary.ramirez@gonzalesisd.net

- Human Resources Oversight
- Employee Relations & Grievances
- Student/Parent Complaints and Grievances Oversight
- Investigations
- Compensation Inquiries
- ADA Accommodations
- Annual Contracts
- Grow Your Own Teacher Processing/Tracking
- Title IX Coordinator
- Employee Handbook & Policy Updates
- TalentEd Function
- 1095s
- Exit Interviews
- District notary
- Unemployment Claims



Tessa Cain

Talent Advisor Coordinator

Ext. 1334

Tessa.cain@gonzalesisd.net

- Teacher Incentive Allotment
- Recruiting & Retention
- Staff Development
- Substitute Training
- New Hire Orientation
- Mentor Program
- Grow Your Own Teachers Initiative
- Paraprofessional Training
- Certifications Support
- Job Fairs/Recruiting
- University Relations
- Employee Wellness
- Student Teacher Contact



Dalila Pizano

HR Specialist

Ext. 1335

dalila.guzman@gonzalesisd.net

- Onboarding support/verifications
- Administration Office Translator
- District notary
- Employment Verification
- New hire records verification
- Employee Memberships Management
- Payroll Deductions management
- TRS Activecare management/balancing
- Supplemental Policies management
- Insurance Benefits Annual Enrollment
- Optional Retirement Plans management
- Job Description Management
- Separation of service/payoffs
- Work Calendars



Deanna Martinez

HR Clerk/Administrative Assistant

Ext. 1330

deanna.martinez@gonzalesisd.net

- Assists HR Director & HR Department
- HR Budget
- Workers Compensation
- Aesop management/campus support
- PTO Management
- Management of leaves and absences
- Professional Development Organization
- Website
- Substitutes Onboarding
- Growing Certified Teachers Process
- New Hire Orientation
- Employee Recognition & Event Planning



Karen Grauke

District/HR Secretary

Ext. 1000

karen.grauke@gonzalesisd.net

- Answer Administration Main Line
- Assist with overall operations
- General HR questions
- Address Changes
- Password Reset assistance
- Verification on Employment Request
- Volunteer Applications
- Background Checks & Fingerprinting
- Service Records & Years of Service Verification
- ID Badge Processing
- District Notary