

Fax # for Classified Matters: (510) 644-6151

Certificated Matters: (510) 644-2883

<b>Evelyn Tamondong-Bradley, Assistant Superintendent, Human Resources</b>	<b>evelynbradley@berkeley.net</b>	<b>644-6229</b>
<b>Carol Pacheco, Executive Assistant I (Confidential)</b>	<b>carolpacheco@berkeley.net</b>	<b>644-6229</b>
<b>Brent Daniels, Director, Human Resources</b>	<b>brentdaniels@berkeley.net</b>	<b>644-4580</b>
<b>Sheila Rose, Human Resources Specialist (Confidential)</b>	<b>sheilarose@berkeley.net</b>	<b>644-6152</b>
<b>Vacancy, Human Resources Analyst (Confidential)</b>		<b>644-8924</b>
<b>Sharon Vernae, HR Technician</b>	<b>sharonvernae@berkeley.net</b>	<b>644-6270</b>
<b>Lona Kelly, HR Technician</b>	<b>lonakelly@berkeley.net</b>	<b>644-6417</b>
<b>Paisley Dews, HR Technician</b>	<b>paisleydews@berkeley.net</b>	<b>644-4539</b>
<b>Patricia Duwel, Director, Classified Personnel</b>	<b>patriciaduwel@berkeley.net</b>	<b>644-8636</b>
<b>Erin Ariñez, Classified Personnel Supervisor</b>	<b>erinarinez@berkeley.net</b>	<b>644-8975</b>
<b>Brian Westover, HR Technician</b>	<b>brianwestover@berkeley.net</b>	<b>644-4808</b>

**SUBJECT**

Absence Certificates  
 Board Report Items  
 Calendars  
 Certificated Personnel  
 Change of Name and Contact Information
 

- *Certificated*
- *Classified*

 Classified Personnel
 

- *Posting*
- *Testing*
- *Leaves*
- *Staffing/Personnel Requisitions*

 Contract Management  
 Credentials  
 Employee Assistance Program  
 Employee Orientation (Classified)  
 Employment Verifications
 

- *Certificated*
  - ~ Financial Institutions and Housing
  - ~ Work Experience for Salary Placement
- *Classified*
  - ~ Employee Last Name A-M
  - ~ Employee Last Name N-Z
- *Substitutes*
  - ~ Certificated and Classified

 Evaluations
 

- *Certificated*
- *Classified*
- *Substitutes*

 Fingerprinting (DOJ/FBI)  
 Grievances  
 Investigations  
 Job Descriptions
 

- *Certificated*
- *Classified*

**CONTACT**

Sharon Vernae  
 Evelyn Tamondong-Bradley/Carol Pacheco  
 Carol Pacheco  
 Sheila Rose  
  
 Sheila Rose  
 Vacancy, call 644-8924  
  
 Erin Ariñez  
 Brian Westover  
 Lona Kelly  
 Vacancy, call 644-8924  
 Evelyn Tamondong-Bradley  
 Sheila Rose  
 Brent Daniels  
 Brent Daniels  
  
 Carol Pacheco  
 Sheila Rose  
  
 Vacancy, call 644-6417  
 Lona Kelly  
  
 Sharon Vernae  
  
 Carol Pacheco  
 Vacancy, call 644-8924  
 Brent Daniels  
 Vacancy, call 644-8924  
 Brent Daniels/Evelyn Tamondong-Bradley  
 Brent Daniels  
  
 Sheila Rose  
 Erin Ariñez

**SUBJECT**

**CONTACT**

Job Postings

- *Certificated*
- *Classified*

Sheila Rose  
 Erin Ariñez

Leaves

- *Certificated*
- *Classified*
- *Leave Balance*

Sheila Rose  
 Lona Kelly  
 Sharon Vernae

Legal Resources

Evelyn Tamondong-Bradley

Negotiations

Evelyn Tamondong-Bradley

Pay Advances (BCCE)

Vacancy, call 644-8924

Personnel Commission

Patricia Duwel

Personnel File Reviews

- *Certificated*
- *Classified*

Sheila Rose

~ Employee Last Name A-M

Vacancy, call 644-6417

~ Employee Last Name N-Z

Lona Kelly

Professional Growth

- *Certificated*
- *Classified*

Evelyn Tamondong-Bradley  
 Vacancy, call 644-8924

Reasonable Accommodation

Patricia Duwel

Reasonable Assurance Letters

Patricia Duwel

Recruitment

- *Certificated*
- *Classified*

Brent Daniels  
 Erin Ariñez

Retirement

- *Certificated (STRS)*
- *Classified (PERS)*

Brent Daniels  
 Vacancy, call 644-8924

Salary Schedules

Brent Daniels

Secretary to Personnel Commission

Patricia Duwel

Staffing

- *Certificated*
- *Classified*

Brent Daniels  
 Brent Daniels and Patricia Duwel

Substitute Employee Management System

Paisley Dews

- *Substitute permit expiration*

Paisley Dews

- *Monitoring of days*

~ *Certificated*

Paisley Dews /Sheila Rose

~ *Classified*

Paisley Dews

TB Clearance

Carol Pacheco

Teaching Intern Program

Brent Daniels

Transcripts

- *Certificated*
- *Classified*

Sheila Rose  
 Vacancy, call 644-8924

Unemployment Insurance Claims

Vacancy, call 644-8636

Vacation Balances

- *Classified*

Sharon Vernae