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Erin Ariñez, Classified Personnel Supervisor	erinarinez@berkeley.net	644-8975
Brian Westover, HR Technician	brianwestover@berkeley.net	644-4808

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
 Grievances
 Investigations
 Job Descriptions

- *Certificated*
- *Classified*

CONTACT

Sharon Vernae
 Evelyn Tamondong-Bradley/Carol Pacheco
 Carol Pacheco
 Sheila Rose

 Sheila Rose
 Monique McCray

 Erin Ariñez
 Erin Ariñez/Brian Westover
 Lona Kelly
 Monique McCray
 Evelyn Tamondong-Bradley
 Sheila Rose
 Brent Daniels
 Patricia Duwel

 Carol Pacheco
 Sheila Rose

 Monique McCray
 Lona Kelly

 Sharon Vernae

 Carol Pacheco
 Monique McCray
 Brent Daniels
 Monique McCray
 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)

Monique McCray

Personnel Commission

Patricia Duwel

Personnel File Reviews

- *Certificated*
- *Classified*

Sheila Rose

~ Employee Last Name A-M

Monique McCray

~ Employee Last Name N-Z

Lona Kelly

Professional Growth

- *Certificated*
- *Classified*

Sheila Rose
 Monique McCray

Reasonable Accommodation

Patricia Duwel

Reasonable Assurance Letters

Patricia Duwel

Recruitment

- *Certificated*
- *Classified*

Brent Daniels
 Erin Ariñez

Retirement

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

Brent Daniels
 Monique McCray

Salary Schedules

Brent Daniels

Secretary to Personnel Commission

Patricia Duwel

Staffing

- *Certificated*
- *Classified*

Brent Daniels
 Patricia Duwel, Erin Ariñez, Brent Daniels

Substitute Employee Management System

Elizabeth Pizarro

- *Substitute permit expiration*

Elizabeth Pizarro

- *Monitoring of days*

~ *Certificated*

Elizabeth Pizarro /Sheila Rose

~ *Classified*

Elizabeth Pizarro

TB Clearance

Carol Pacheco

Teaching Intern Program

Brent Daniels

Transcripts

- *Certificated*
- *Classified*

Sheila Rose
 Monique McCray

Unemployment Insurance Claims

Patricia Duwel

Vacation Balances

- *Classified*

Sharon Vernae