

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

Certificated Matters: (510) 644-2883

Human Resources Staff

Samantha Tobias-Espinosa, Assistant Superintendent, Human Resources	samanthatobiasespinoza@berkeley.net	644-6229
Carol Pacheco, Executive Assistant I (Confidential)	carolpacheco@berkeley.net	644-6229
Brent Daniels, Director, Human Resources	brentdaniels@berkeley.net	644-8924
Sheila Rose, Human Resources Specialist (Confidential)	sheilarose@berkeley.net	644-6152
Málíka Upshur, Human Resources Analyst (Confidential)	malikaupshur@berkeley.net	644-8924
Lona Kelly, Senior HR Technician	lonakelly@berkeley.net	644-6417
Elizabeth Pizarro, HR Technician	elizabethpizarro@berkeley.net	644-4539
Sharon Vernae, HR Technician	sharonvernae@berkeley.net	644-6270

Personnel Commission Staff

Patricia Duwel, Director, Classified Personnel	patriciaduwel@berkeley.net	644-8636
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
 - ~ Classified

Evaluations

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

Fingerprinting

Grievances

Investigations

Job Descriptions

- *Certificated*
- *Classified*

CONTACT

Sharon Vernae

Samantha Tobias-Espinosa/Carol Pacheco

Carol Pacheco

Sheila Rose

Sheila Rose

Málíka Upshur

Erin Ariñez

Erin Ariñez/Brian Westover

Lona Kelly

Málíka Upshur

Samantha Tobias-Espinosa

Sheila Rose

Brent Daniels

Málíka Upshur

Carol Pacheco

Sheila Rose

Málíka Upshur

Lona Kelly

Elizabeth Pizarro

Sharon Vernae

Carol Pacheco

Málíka Upshur

Brent Daniels

Málíka Upshur

Brent Daniels/Samantha Tobias-Espinosa

Brent Daniels/Samantha Tobias-Espinosa

Sheila Rose

Erin Ariñez

SUBJECT

CONTACT

Job Postings

- *Certificated*
- *Classified*

Sheila Rose
 Erin Ariñez

Leaves

- *Certificated and Classified*
- *Leave Balance*

Lona Kelly
 Sharon Vernae

Legal Resources

Samantha Tobias-Espinosa

Negotiations

Samantha Tobias-Espinosa

Pay Advances (BCCE)

Málíka Upshur

Personnel Commission

Patricia Duwel

Personnel File Reviews

- *Certificated*
- *Classified*

Sheila Rose

~ Employee Last Name A-M

Málíka Upshur

~ Employee Last Name N-Z

Lona Kelly

Professional Growth

- *Certificated*
- *Classified*

Sheila Rose
 Málíka Upshur

Reasonable Accommodation

Lona Kelly

Reasonable Assurance Letters

Patricia Duwel

Recruitment

- *Certificated*
- *Classified*

Brent Daniels/Samantha Tobias-Espinosa
 Erin Ariñez

Retirement

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

Brent Daniels
 Málíka Upshur

Salary Schedule Placement

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
 Málíka Upshur

Unemployment Insurance Claims

Patricia Duwel

Vacation Balances

- *Classified*

Sharon Vernae