

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

Certificated Matters: (510) 644-2883

Human Resources Staff

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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/Lorraine Mahley

Lorraine Mahley

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

Lorraine Mahley

Sheila Rose

Málíka Upshur

Lona Kelly

Elizabeth Pizarro

Sharon Vernae

Lorraine Mahley

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

Kimberle Sanders

Personnel File Reviews

- *Certificated*
- *Classified*
- ~ Employee Last Name A-M
- ~ Employee Last Name N-Z

Sheila Rose

 Málíka Upshur
 Lona Kelly

Professional Growth

- *Certificated*
- *Classified*

Sheila Rose
 Málíka Upshur

Reasonable Accommodation

Lona Kelly

Reasonable Assurance Letters

Kimberle Sanders

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

Kimberle Sanders

Staffing

- *Certificated*
- *Classified*

Brent Daniels
 Kimberle Sanders, Erin Ariñez, Brent Daniels

Substitute Employee Management System

Elizabeth Pizarro

- *Substitute permit expiration*
- *Monitoring of days*
- ~ *Certificated*
- ~ *Classified*

Elizabeth Pizarro
 Elizabeth Pizarro
 Elizabeth Pizarro /Sheila Rose
 Elizabeth Pizarro

TB Clearance

Lorraine Mahley

Teaching Intern Program

Brent Daniels

Transcripts

- *Certificated*
- *Classified*

Sheila Rose
 Málíka Upshur

Unemployment Insurance Claims

Kimberle Sanders

Vacation Balances

- *Classified*

Sharon Vernae