

Human Resources: Who to contact...

Samantha Tobias-Espinosa, Assistant Superintendent, Human Resources
samanthatobiasespinoza@berkeley.net

Rhonda Cervantes, Executive Assistant I (Confidential)
rhondacervantes@berkeley.net 644-6229

Glendaly Gascot-Rios, Director, Human Resources
glendalygascotrios@berkeley.net 644-8924

Certificated Personnel

Betty James, Human Resources Specialist (Confidential)

644-6152

- Name/Address/Phone Changes
- Credentials
- Verification of Employment - Work Experience for Salary Placement
- Certificated Job Postings
- Certificated Job Descriptions
- Certificated Evaluations
- Professional Growth
- Certificated Personnel File Reviews (by appointment)

Lona Kelly, Senior HR Technician

lonakelly@berkeley.net

644-6417

- Leaves
- Reasonable Accommodations

Elizabeth (Betty) Pizarro, HR Technician

elizabethpizarro@berkeley.net

644-4539

- Frontline: Sub System
- Certificated Substitutes

Sharon Vernae , HR Technician

sharonvernae@berkeley.net

644-6270

- Leave Balances (Sick)

For Salary Placement, send transcripts and In-Service Credits to:

transcripts@berkeley.net

Classified & Personnel Commission

Kimberle Sanders, Director, Classified Personnel
kimberlesanders@berkeley.net 644-8636

- Personnel Commission Secretary

Erin Ariñez, Classified Personnel Supervisor
erinarinez@berkeley.net 644-8975

- Classified Job Postings
- Classified Job Descriptions
- Classified Testing

Málíka Upshur, Human Resources Analyst (Confidential)
malikaupshur@berkeley.net 644-8924

- Name/Address/Phone Changes
- Fingerprinting
- Classified Staffing
- Classified Employee Orientation
- Classified Employment Verification
- Classified Evaluations
- Classified Personnel File Review (by appointment)

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lonakelly@berkeley.net 644-6417

- Leaves
- Reasonable Accommodations

Elizabeth (Betty) Pizarro, HR Technician
elizabethpizarro@berkeley.net 644-4539

- Frontline: Sub System

Sharon Vernae , HR Technician
sharonvernae@berkeley.net 644-6270

- Leave Balances (Sick/Vacation)
- Classified Substitutes/Limited Term Assignments

Brian Westover, HR Technician
brianwestover@berkeley.net 644-4808

- Classified Testing