

BUSD Human Resources: Who to Contact...

Name	Title	Email	Phone
Samantha Tobias-Espinosa	Assistant Superintendent, Human Resources	samanthatobiasespinoza@berkeley.net	644-6229
Rhonda Cervantes	Executive Assistant (Confidential)	rhondacervantes@berkeley.net	644-6229
Glendaly Gascot-Rios	Director, Human Resources	glendalygascotrios@berkeley.net	644-4580

CERTIFICATED PERSONNEL

Name	Title	Responsibilities	Email	Phone
Glendaly Gascot-Rios	Director, Human Resources	Certificated Recruitment Certificated Retirement (STRS) Certificated Staffing Employee Assistance Program (EAP) Grievances Investigations Substitute Evaluations	glendalygascotrios@berkeley.net	644-4580
Rhonda Cervantes	Executive Assistant (Confidential)	Board Report Items Calendars Employment Verifications Evaluations Name/Address/Phone Changes Sick Leave Balance Transfers TB Clearances Verification of Experience	rhondacervantes@berkeley.net	644-6229
Elizabeth James	Human Resources Specialist (Confidential)	Cal-SAAS Assignment Monitoring Credentials Job Descriptions Job Postings Personnel File Reviews (by appointment) Professional Growth Salary Schedule Placement Teaching Intern Credential Program Transcript Evaluation and Contracts	bettyjames@berkeley.net	644-6152
Lona Kelly	Senior Human Resources Technician	Leaves Reasonable Accommodations	lonakelly@berkeley.net	644-6417
Elizabeth Pizarro	Human Resources Technician	CalSTRS Frontline: Sub System Hourly & Stipends Substitutes	elizabethpizarro@berkeley.net	644-4539
Sharon Vernae	Human Resources Technician	Absence Certificates Sick Leave Balances	sharonvernae@berkeley.net	644-6270

CLASSIFIED PERSONNEL

Name	Title	Responsibilities	Email	Phone
Málika Upshur	Human Resources Analyst	Employee Orientation Employment Verifications (Last Name A-M) Evaluations LiveScan Fingerprinting Name/Address/Phone Changes Pay Advances (BCCE) Personnel File Reviews (Last Name A-M) Professional Growth Retirement (PERS) Staffing/Personnel Requisitions Transcript Evaluations	malikaupshur@berkeley.net	644-8924
Lona Kelly	Senior Human Resources Technician	Employment Verifications (Last Name N-Z) Leaves Personnel File Reviews (Last Name N-Z) Reasonable Accommodations	lonakelly@berkeley.net	644-6417
Elizabeth Pizarro	Human Resources Technician	Frontline: Sub System	elizabethpizarro@berkeley.net	644-4539
Sharon Vernae	Human Resources Technician	Absence Certificates Leave Balances Limited Term Assignments Substitutes	sharonvernae@berkeley.net	644-6270

PERSONNEL COMMISSION

Name	Title	Responsibilities	Email	Phone
Charlie Castillo	Executive Director, Classified Personnel	Secretary to the Personnel Commission Reasonable Assurance Letters Classified Staffing Unemployment Insurance Claims	charliecastillo@berkeley.net	644-8636
Erin Aríñez	Classified Personnel Supervisor	Classified Job Postings Classified Job Descriptions Classified Staffing Classified Testing Classified Recruitment	erinarinez@berkeley.net	644-8975
Brian Westover	Human Resources Technician	Classified Testing	brianwestover@berkeley.net	644-4808

Still don't know who to contact? Email hr@berkeley.net for general assistance.