

Human Resources Department

Enikia Ford Morthel, Superintendent

Assistant Superintendent
Samantha Tobias-Espinosa
510-644-6229
samanthatobiasespinosa@berkeley.net

- Negotiations
- Grievances

Executive Assistant II
to the Assistant Superintendent
(Confidential)

Rhonda Cervantes
510-644-6229

rhondacervantes@berkeley.net
[Appointment Page](#)

- Board Report Items
- Calendars
- Employee Performance Evaluations
- TB Clearances
- Independent Contractors clearances
- Bargaining Unit & University MOUs
- Student Teachers/Interns clearances
- Certificated Salary Schedules
- Outgoing employment verifications and sick leave balance transfers

HR Director
Glendaly Gascot-Rios
glendalygascotrios@berkeley.net
[Appointment Page](#)
925-338-7990

- Employee Discipline
- Employee Investigations
- Accommodations

Málika Upshur, Sr. HR Analyst
(Confidential)
510-644-8924

malikaupshur@berkeley.net

- Classified Onboarding/Promotion (Salaried)
- Classified Offer Letters and Separations, Retirement
- New Classified Employee Orientation
- LiveScan (all employees)
- Pay Advances (BCCE)
- EDD/Equifax claims
- Summer Assistance Program
- Changes in FTE, positions, location, and rehires
- Professional Growth
- Reasonable Assurance Letters
- Emp Annual Verification letters
- Concentra contact
- Classified Salary Schedules (Posting)
- Reports and Audits

Betty James, HR Specialist
Certificated Personnel (Confidential)
510-644-6152

bettyjames@berkeley.net
[Appointment Page](#)

- Certificated Contracts
- Credentialing
- Cal-SAAS Cred Assignment Monitoring
- Transcript analysis/Inservice Credit
- Cert Annual Verification Letters
- Certificated Schedule Placement
- Data Reports & Audit Requests

Lona Kelly, Sr. HR Technician
510-644-6417

lonakelly@berkeley.net
[Appointment Page](#)

- Leaves of absences (CIs & Crt)
- Accommodations (CIs & Crt)
- Classified Employment Verifications (CIs)

Nestor Aliga, Sr. HR Technician
510-898-9116

nestoraliga@berkeley.net
[Appointment Page](#)

- Retirement STRS
- Certificated Onboarding, NeoGov
- Incoming employment verifications and sick leave balance transfers
- Certificated Job Postings/Edjoin
- Informed k12 Management
- Certificated Separations
- Certificated Personnel Action Forms (PAFs)

Sr. HR Technician
Larona Custer
510-644-6270

laronacuster@berkeley.net

- Hourly Classified and Certificated Onboarding (Coaches, Hourly, & Subs)

Elizabeth Pizarro, HR Technician
510-644-4539

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elizabethpizarro@berkeley.net

- Personnel File Reviews (CIs & Crt)
- Phone/Address Changes (CIs & Crt)

HR Technician
Paisley Dews
510-898-9086

paisleydews@berkeley.net

- Frontline/Substitute desk
- Absence Management (CIs & Crt)
- Sick Leave Balances, docks (CIs & Crt)

Personnel Commision

