

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 Gascof-Rios	Director, Human Resources	glendalygascotrios@berkeley.net	644-4580

CERTIFICATED PERSONNEL

Name	Title	Responsibilities	Email	Phone
Glendaly Gascof-Rios	Director, Human Resources	Certificated Recruitment Certificated Retirement (STRS) Certificated Staffing Grievances Investigations Prob-Releasees Substitute Evaluations	glendalygascotrios@berkeley.net	644-4580
Rhonda Cervantes	Executive Assistant II (Confidential)	Board Report Items Calendars Certificated Employment Verifications Evaluations Certificated Sick Leave Balance Transfers Certificated Verification of Experience TB Clearances	rhondacervantes@berkeley.net	644-6229
Elizabeth James	Human Resources Specialist (Confidential)	Cal-SAAS Assignment Monitoring Credentials Certificated Personnel File Reviews (by appointment) 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
Nestor Aliga	Senior Human Resources Technician	EDJOIN Postings Informed K-12 Support Onboarding New Employees (Certificated Salaried) Retirement - CalSTRS	nestoraliga@berkeley.net	898-9116
Larona Custer	Senior Human Resources Technician	Onboarding New Employees (Hourly/Non-Merit) Process all hourly changes	laronacuster@berkeley.net	644-6270
Elizabeth Pizarro	Human Resources Technician	Personnel File Reviews Phone/Address Changes	elizabethpizarro@berkeley.net	644-4539
Paisley Dews	Human Resources Technician	Absence Management Frontline/Substitute desk Sick Leave Balances, docks	paisleydews@berkeley.net	898-9086

CLASSIFIED PERSONNEL

Name	Title	Responsibilities	Email	Phone
Málíka Upshur	Senior Human Resources Analyst (Confidential)	Classified Bargaining Unit Reports Classified Board Reports Classified Employee Summer Assistance Program (CSEAP) Classified Longevity and Merit Increases Classified Separations Classified Sick Leave Balance Transfers Employment Verification Notices LiveScan Fingerprinting New Classified Employee Orientation Onboarding New Employees (Classified Salaried) Pay Advances (BCCE) Professional Growth Proof of Employment letters (Classified) Reasonable Assurance Letters Retirement (PERS) Temporary Higher Duty Differential Calculations Staffing/Personnel Action Forms Unemployment Insurance Claims	malikaupshur@berkeley.net	644-8924
Lona Kelly	Senior Human Resources Technician	Leaves Reasonable Accommodations	lonakelly@berkeley.net	644-6417
Larona Custer	Senior Human Resources Technician	Onboarding New Employees (Hourly/Non-Merit) Process Athletic stipends	laronacuster@berkeley.net	644-6270
Elizabeth Pizarro	Human Resources Technician	Personnel File Reviews Phone/Address Changes	elizabethpizarro@berkeley.net	644-4539
Paisley Dews	Human Resources Technician	Absence Management Frontline/Substitute desk Sick Leave Balances, docks	paisleydews@berkeley.net	898-9086

PERSONNEL COMMISSION

Name	Title	Responsibilities	Email	Phone
Charlie Castillo	Executive Director, Classified Personnel	Classified Staffing Secretary to the Personnel Commission	charliecastillo@berkeley.net	644-8636
Erin Ariñez	Classified Personnel Supervisor	Classified Job Descriptions Classified Job Postings Classified Recruitment Classified Staffing Classified Testing	erinarinez@berkeley.net	644-8975
Brian Westover	Human Resources Technician	Classified Testing	brianwestover@berkeley.net	644-4808
Olga Villanueva	Human Resources Technician	Classified Testing	olgavillanueva@berkeley.net	486-9307

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