

Human Resources Department

Superintendent
Enikia Ford Morthel

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
VACANT

@berkeley.net

[Appointment Page](#)

- Employee Discipline
- Employee Investigations
- Accommodations

Sr. HR Analyst
(Confidential)

Málíka Upshur

510-644-8924

malikaupshur@berkeley.net

- Classified Assignment Control
- Classified Offer Letters and Separations
- Retirement (CalPERS)
- New Classified Employee Orientation
- LiveScan (all employees)
- Pay Advances (BCCE)
- EDD/Equifax claims (Cls and Crt)
- Classified Employee Summer Assistance Program
- Changes in Classified employment (FTE, positions, location, and rehires, etc...)
- Classified Professional Growth
- Reasonable Assurance Letters
- Emp Annual Verification letters
- Concentra contact
- Classified Salary Schedules (Audits & Posting)
- Reports and Audits

HR Specialist

(Confidential)

Betty James

510-644-6152

bettyjames@berkeley.net

[Appointment Page](#)

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

Sr. HR Technician

Lona Kelly

510-644-6417

lonakelly@berkeley.net

[Appointment Page](#)

- Leaves of Absences (Cls & Cert)
- Accommodations (Cls & Cert)

Sr. HR Technician

Nestor Aliga

510-898-9116

nestoraliga@berkeley.net

[Appointment Page](#)

- Certificated Assignment Control
- Informed K-12 Management
- Certificated Onboarding, NeoGov/NeoEd
- Experience Verifications and Sick Leave balance transfers
- Certificated Job Postings/EdJoin
- Retirement (CalSTRS)
- Certificated Separations

Sr. HR Technician

Larona Custer

510-644-6270

laronacuster@berkeley.net

- Classified Onboarding
- Classified Salaried/Hourly employees
- Retirement (CALSTRS)

HR Technician

Amberlynn Auelua

510-644-4539

amberlynnauelua@berkeley.net

- Onboarding Certificated substitutes, Non-merit & Hourly Employees
- Personnel File Reviews (Cls & Crt)
- Retirement (CalSTRS)
- File room maintenance
- Employment Verifications

HR Technician
Paisley Dews

510-898-9086

paisleydews@berkeley.net

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

Personnel Commision

