

# Human Resources Department

**Superintendent**  
Enikia Ford Morthel

**Assistant Superintendent**  
Samantha Tobias-Espinosa  
510-644-6229

[samanthatobiasespinosa@berkeley.net](mailto:samanthatobiasespinosa@berkeley.net)

- Negotiations
- Grievances

**HR Director**  
Alexander Billotte  
510-644-4580

[alexanderbillotte@berkeley.net](mailto:alexanderbillotte@berkeley.net)

- Employee Discipline
- Employee Investigations
- Accommodations

**Executive Assistant II**  
to the Assistant Superintendent  
(Confidential)

**Rhonda Cervantes**  
510-644-6229

[rhondacervantes@berkeley.net](mailto:rhondacervantes@berkeley.net)

- Board Report Items
- Calendars
- Employee Performance Evaluations
- TB Clearances
- Independent Contractor clearances
- Bargaining Unit & University MOUs
- Student Teachers/Interns clearances
- Certificated Salary Schedules
- Outgoing employment verifications and sick leave balance transfers (AB2534)

**Sr. HR Analyst**  
(Confidential)

**Málíka Upshur**  
510-644-8924

[malikaupshur@berkeley.net](mailto:malikaupshur@berkeley.net)

- LiveScan (all employees)
- Student Teachers/Interns clearances
- Classified Personnel changes
- Classified Separations
- Classified Assignment Control
- Classified Union and Board reports
- Classified Offer/Employment Letters
- Retirement (CalPERS)
- New Classified Employee Orientation
- Pay Advances (BCCE) and Vacation payouts
- Classified School Employee Summer Assistance
- Classified Professional Growth
- Reasonable Assurance Letters
- Employee Annual Verification letters
- Classified employment verifications and sick leave balance transfers

**HR Specialist**

(Confidential)

**Betty Dwivedi**  
510-644-6152

[bettydwivedi@berkeley.net](mailto:bettydwivedi@berkeley.net)

- Certificated Contracts
- Credentialing
- Certificated Union and Board reports
- Cal-SAAS Cred Assignment Monitoring
- Transcript analysis/Inservice Credit
- Certificated Schedule Placement
- Data Reports & Audit Requests
- Retirement (CALSTRS)

**Sr. HR Technician**

**Lona Kelly**  
510-644-6417

[lonakelly@berkeley.net](mailto:lonakelly@berkeley.net)

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

**Sr. HR Technician**

**Rainna Lim**  
510-898-9116

- Certificated Assignment Control
- Certificated Substitutes
- Form Management
- Certificated Onboarding, NeoGov/NeoEd
- Incoming 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](mailto:laronacuster@berkeley.net)

- Classified Onboarding (salaried)
- Classified Separations
- Retirement (CalPERS)

**HR Technician**

**Paisley Dews**  
510-898-9086

[paisleydews@berkeley.net](mailto:paisleydews@berkeley.net)

- Frontline/Substitute desk
- Absence Management (Cls & Crt)
- Leave Balances, docks (Cls & Crt)
- Onboarding Student Workers & Interns

**HR Technician**

**Zahra Aziz**  
510-644-4539

- Classified hourly, Coaches, and Non-Merit onboarding
- Classified Summer School
- Personnel File Reviews (Cls & Crt)
- File room maintenance

# Personnel Commission

