

Fax # for Classified Matters: (510) 644-6151

Certificated Matters: (510) 644-2883

Peter Rogosin, Interim Director, Classified Personnel	peterrogosin@berkeley.net	644-8636
Tracie DeAngelis, Human Resources Analyst (Confidential)	traciedeangelis@berkeley.net	644-8924
Erin Ariñez, Classified Personnel Supervisor	erinarinez@berkeley.net	644-8975
Brian Westover, HR Technician	brianwestover@berkeley.net	644-4808
Lona Kelly, HR Technician	lonakelly@berkeley.net	644-6417
Vacancy, Director, Personnel Services		644-4580
Sheila Rose, Human Resources Specialist (Confidential)	sheilarose@berkeley.net	644-6152
Paisley Dews, HR Technician	paisleydews@berkeley.net	644-4539
Sharon Vernae, HR Technician	sharonvernae@berkeley.net	644-6270
Evelyn Tamondong-Bradley, Assistant Superintendent, Human Resources	evelynbradley@berkeley.net	644-6229
Carol Pacheco, Executive Assistant I (Confidential)	carolpacheco@berkeley.net	644-6229

SUBJECT

Absence Certificates
 Board Report Items
 Calendars
 Certificated Personnel
 Change of Name and Contact Information

- *Certificated*
- *Classified*

Classified Personnel

- *Posting*
- *Testing*
- *Leaves*
- *Staffing/Personnel Requisitions*

Contract Management

Credentials

Employee Assistance Program

- *Certificated*
- *Classified*

Employee Orientation (Classified)

Employment Verifications

- *Certificated*
 - ~ Financial Institutions and Housing
 - ~ Work Experience for Salary Placement
- *Classified*
 - ~ Employee Last Name A-M
 - ~ Employee Last Name N-Z
- *Substitutes*
 - ~ Certificated and Classified

Evaluations

- *Certificated*
- *Classified*
- *Substitutes*

Fingerprinting (DOJ/FBI)

Grievances

Investigations

Job Descriptions

- *Certificated*
- *Classified*

CONTACT

Sharon Vernae
 Evelyn Tamondong-Bradley/Carol Pacheco
 Carol Pacheco
 Sheila Rose

Sheila Rose
 Tracie DeAngelis

Erin Ariñez
 Brian Westover
 Lona Kelly
 Tracie DeAngelis
 Evelyn Tamondong-Bradley
 Sheila Rose

Vacancy
 Peter Rogosin
 Evelyn Tamondong-Bradley

Carol Pacheco
 Sheila Rose

Tracie DeAngelis
 Lona Kelly

Sharon Vernae

Carol Pacheco
 Tracie DeAngelis
 Vacancy

Tracie DeAngelis
 Vacancy /Evelyn Tamondong-Bradley
 Vacancy

Sheila Rose
 Erin Ariñez

SUBJECT**CONTACT**

Job Postings

- *Certificated*
- *Classified*

Sheila Rose
Erin Ariñez

Leaves

- *Certificated*
- *Classified*
- *Leave Balance*

Sheila Rose
Lona Kelly
Sharon Vernae

Legal Resources

Evelyn Tamondong-Bradley

Negotiations

Evelyn Tamondong-Bradley

Pay Advances (BCCE)

Tracie DeAngelis

Personnel Commission

Peter Rogosin

Personnel File Reviews

- *Certificated*
- *Classified*

Sheila Rose

~ Employee Last Name A-M

Tracie DeAngelis

~ Employee Last Name N-Z

Lona Kelly

Professional Growth

- *Certificated*
- *Classified*

Evelyn Tamondong-Bradley
Tracie DeAngelis

Reasonable Accommodation

- *Certificated*
- *Classified*

Vacancy
Peter Rogosin

Reasonable Assurance Letters

- *Certificated*
- *Classified*

Vacancy
Tracie DeAngelis

Recruitment

- *Certificated*
- *Classified*

Vacancy
Erin Ariñez

Retirement

- *Certificated (STRS)*
- *Classified (PERS)*

Vacancy
Tracie DeAngelis

Salary Schedules

- *Certificated*
- *Classified*

Evelyn Tamondong-Bradley
Tracie DeAngelis

Secretary to Personnel Commission

Peter Rogosin

Staffing

- *Certificated*
- *Classified*

Vacancy
Peter Rogosin

Substitute Employee Management System

- *Substitute permit expiration*
- *Monitoring of days*

Paisley Dews
Paisley Dews

~ *Certificated*

Paisley Dews /Sheila Rose

~ *Classified*

Paisley Dews

TB Clearance

Carol Pacheco

Teaching Intern Program

Vacancy

Transcripts

- *Certificated*
- *Classified*

Sheila Rose
Tracie DeAngelis