



EMPLOYMENT &  
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff, Code 2A Date: May 20, 2020  
From: Debora Boutte, Personnel Services Officer  
Subject: Important Updates to Current Open Bids and Temporary Upgrade Application Process

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Please read the important changes to the application process in regards to current open Bids and Temporary Upgrades (TUs) below. We hope the changes will provide a smoother process during this unprecedented time.

CHANGES EFFECTIVE IMMEDIATELY

In addition to acceptance of physical applications and notices of interest, Personnel Services will now accept them by email.

If sending your application or notice of interest by email:

1. The applicant MUST send to the assigned clerical support person.
2. In the Subject line of the email, include the classification and BID/TU number.

Please note that failure to follow the instructions above may result in processing delays or your application not being processed. The following pages of this memo includes the list of currently active Bids and TUs, and Personnel Services clerical support contact information.

## List of currently active Bids

Bid No	Open Date	Close Date	Classification	Office Location	Supervisor
<a href="#">11RB20</a>	05/19/20	05/26/20	Social Casework Assistant		
<a href="#">08LH20</a>	05/19/20	05/26/20	Clerk-Senior Level	400 Ellinwood Way	Kathleen Murphy
<a href="#">13BT20</a>	05/19/20	05/22/20	SOC SVC Program Assistant	1305 Macdonald Avenue	Craig Roney
<a href="#">12BT20</a>	05/18/20	05/26/20	Clerk Experienced Level	1275 A Hall Avenue	Victoria Cunningham
<a href="#">12RB20</a>	05/18/20	05/22/20	Clerical Supervisor	500 Ellinwood Way	Nancy Fernandez
<a href="#">11BT20</a>	05/15/20	05/22/20	Administrative Svcs Asst III	4071 Port Chicago Highway, Ste 250	Donna P. Van Wert
<a href="#">12LH20</a>	05/15/20	05/21/20	SOC SVC Program Assistant	151 Sand Creek Road	Lloyd Amog
<a href="#">10LH20</a>	05/14/20	05/21/20	Eligibility Work Supervisor I	400 Ellinwood Way	Sandy Bustillo
<a href="#">01RR20</a>	05/14/20	05/20/20	Administrative Svcs Asst III	40 Douglas Drive	Alexandra Madsen
<a href="#">11LH20</a>	05/14/20	05/21/20	Eligibility Work Supervisor I	1650 Cavallo Road	Renee Giometti
<a href="#">09LH20</a>	05/13/20	05/20/20	Clerk-Specialist Level	4545 Delta Fair Blvd	Theresa Bradshaw

## List of currently active TUs

TU No	Open Date	Close Date	Classification	Office Location	Supervisor
<a href="#">03TULH20</a>	05/14/20	05/20/20	Eligibility Work Supervisor I	4545 Delta Fair Blvd Antioch	Angela Bullock-Hayes
<a href="#">02TULH20</a>	05/13/20	05/20/20	SOC SVC Program Assistant	151 Sand Creek Road Brentwood	Kenneth Barnes

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# Personnel Services Bureau Assignments

as of April 8, 2020

Main Line: (925) 608-5020

Fax: (925) 228-0244

Bureau / Assignment Name	Bureau/Assignment Team	Phone Number	Email	
<b>Personnel Services</b>	<i>EHSD Personnel Services Officer</i>	Debora Boutté	(925) 608-5016	<a href="mailto:dboutte@ehsd.cccounty.us">dboutte@ehsd.cccounty.us</a>
	<i>Advanced Level Secretary</i>	Julie Bloxham	(925) 608-5017	<a href="mailto:jbloxham@ehsd.cccounty.us">jbloxham@ehsd.cccounty.us</a>
	<i>*Departmental HR Analyst II</i>	Michelle Fregoso	(925) 608-5025	<a href="mailto:mfregoso@ehsd.cccounty.us">mfregoso@ehsd.cccounty.us</a>
	<i>Administrative Services Assistant III</i>	Cheryl Leonor	(925) 608-5038	<a href="mailto:leonoc@ehsd.cccounty.us">leonoc@ehsd.cccounty.us</a>
	<i>Ecotime Administrator</i>	Natalie Shandera-Smith	(925) 608-5029	<a href="mailto:nshandera-smith@ehsd.cccounty.us">nshandera-smith@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	<a href="mailto:cjewell@ehsd.cccounty.us">cjewell@ehsd.cccounty.us</a>
<b>Administrative Services</b>	<i>Departmental HR Analyst II</i>	Reni Radeva	(925) 608-5020	<a href="mailto:rradeva@ehsd.cccounty.us">rradeva@ehsd.cccounty.us</a>
	<i>Departmental HR Analyst II (IT/Fraud Only)</i>	Bao Tran	(925) 608-5027	<a href="mailto:btran@ehsd.cccounty.us">btran@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	<a href="mailto:eramos@ehsd.cccounty.us">eramos@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	<a href="mailto:cjewell@ehsd.cccounty.us">cjewell@ehsd.cccounty.us</a>
	<i>Account Clerk Supervisor</i>	Cheryl McDaniel	(925) 608-5031	<a href="mailto:cmcdaniel@ehsd.cccounty.us">cmcdaniel@ehsd.cccounty.us</a>
<b>Aging &amp; Adult Services</b>	<i>Departmental HR Analyst II</i>	Bao Tran	(925) 608-5027	<a href="mailto:btran@ehsd.cccounty.us">btran@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	<a href="mailto:clegaspi@ehsd.cccounty.us">clegaspi@ehsd.cccounty.us</a>
	<i>Clerk-Specialist Level</i>	Melissa Lovelin	(925) 608-5037	<a href="mailto:mlovelin@ehsd.cccounty.us">mlovelin@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	<a href="mailto:kmoore@ehsd.cccounty.us">kmoore@ehsd.cccounty.us</a>
	<i>Account Clerk Supervisor</i>	Cheryl McDaniel	(925) 608-5031	<a href="mailto:cmcdaniel@ehsd.cccounty.us">cmcdaniel@ehsd.cccounty.us</a>
<b>Children and Family Services</b>	<i>Departmental HR Analyst II</i>	Robin Bates	(925) 608-5023	<a href="mailto:rbates@ehsd.cccounty.us">rbates@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	<a href="mailto:clegaspi@ehsd.cccounty.us">clegaspi@ehsd.cccounty.us</a>
	<i>Clerk-Specialist Level</i>	Melissa Lovelin	(925) 608-5037	<a href="mailto:mlovelin@ehsd.cccounty.us">mlovelin@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	<a href="mailto:kmoore@ehsd.cccounty.us">kmoore@ehsd.cccounty.us</a>
	<i>Account Clerk-Advanced Level</i>	William Axel	(925) 608-5033	<a href="mailto:waxel@ehsd.cccounty.us">waxel@ehsd.cccounty.us</a>
<b>Community Services</b>	<i>Departmental HR Analyst II</i>	Reni Radeva	(925) 608-5020	<a href="mailto:rradeva@ehsd.cccounty.us">rradeva@ehsd.cccounty.us</a>
	<i>Clerk Specialist Level</i>	Ivy Bushnell-Jackson	(925) 608-5046	<a href="mailto:ijackson@ehsd.cccounty.us">ijackson@ehsd.cccounty.us</a>
	<i>Clerk Specialist Level</i>	Shawn DeLaTorre	9925) 608-5047	<a href="mailto:sdelatorre@ehsd.cccounty.us">sdelatorre@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Shirly Naoom	(925) 608-5020	<a href="mailto:snaoom@ehsd.cccounty.us">snaoom@ehsd.cccounty.us</a>
	<i>Intermediate Clerk-Project</i>	Andrea Andalon	(925) 608-5045	<a href="mailto:aandalon@ehsd.cccounty.us">aandalon@ehsd.cccounty.us</a>
	<i>Intermediate Clerk-Project (Temp)</i>	Maata Katoa	(925) 608-5048	<a href="mailto:mkatoa@ehsd.cccounty.us">mkatoa@ehsd.cccounty.us</a>
	<i>Account Clerk Supervisor</i>	Cheryl McDaniel	(925) 608-5031	<a href="mailto:cmcdaniel@ehsd.cccounty.us">cmcdaniel@ehsd.cccounty.us</a>
<b>Workforce Services 1</b>	<i>*Departmental HR Analyst II</i>	Lisa Harris	(925) 608-5025	<a href="mailto:lharris@ehsd.cccounty.us">lharris@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	<a href="mailto:eramos@ehsd.cccounty.us">eramos@ehsd.cccounty.us</a>
	<i>Clerk-Specialist Level</i>	Melissa Lovelin	(925) 608-5037	<a href="mailto:mlovelin@ehsd.cccounty.us">mlovelin@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	<a href="mailto:cjewell@ehsd.cccounty.us">cjewell@ehsd.cccounty.us</a>
	<i>Account Clerk-Experienced Level</i>	Bouba Diatta	(925) 608-5035	<a href="mailto:bdiatta@ehsd.cccounty.us">bdiatta@ehsd.cccounty.us</a>
	<i>Director/Division Managers Supported</i>	Kelley Curtis, Angela Bullock-Hayes, Sandy Bustillo, Jerald Sams, Hoa Van		
<b>Workforce Services 2</b>	<i>Departmental HR Analyst II</i>	Lisa Harris	(925) 608-5030	<a href="mailto:lharris@ehsd.cccounty.us">lharris@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	<a href="mailto:clegaspi@ehsd.cccounty.us">clegaspi@ehsd.cccounty.us</a>
	<i>Clerk-Specialist Level</i>	Melissa Lovelin	(925) 608-5037	<a href="mailto:mlovelin@ehsd.cccounty.us">mlovelin@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	<a href="mailto:kmoore@ehsd.cccounty.us">kmoore@ehsd.cccounty.us</a>
	<i>Account Clerk-Advanced Level</i>	Rashonda Trammel	(925) 608-5034	<a href="mailto:rtrammel@ehsd.cccounty.us">rtrammel@ehsd.cccounty.us</a>
	<i>Director/Division Managers Supported</i>	Rebecca Darnell, Robyn Currie		
<b>Workforce Services 3</b>	<i>Departmental HR Analyst II</i>	Lisa Harris	(925) 608-5030	<a href="mailto:lharris@ehsd.cccounty.us">lharris@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	<a href="mailto:eramos@ehsd.cccounty.us">eramos@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	<a href="mailto:cjewell@ehsd.cccounty.us">cjewell@ehsd.cccounty.us</a>
	<i>Account Clerk-Advanced Level</i>	Manuel Ayala	(925) 608-5039	<a href="mailto:mayala@ehsd.cccounty.us">mayala@ehsd.cccounty.us</a>
	<i>Division Managers Supported</i>	Renee Giometti, Ann Barrett		
<b>Workforce Development Board</b>	<i>*Departmental HR Analyst II</i>	Bao Tran	(925) 608-5027	<a href="mailto:btran@ehsd.cccounty.us">btran@ehsd.cccounty.us</a>
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	<a href="mailto:eramos@ehsd.cccounty.us">eramos@ehsd.cccounty.us</a>
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	<a href="mailto:cjewell@ehsd.cccounty.us">cjewell@ehsd.cccounty.us</a>
	<i>Account Clerk-Advanced Level</i>	Manuel Ayala	(925) 608-5039	<a href="mailto:mayala@ehsd.cccounty.us">mayala@ehsd.cccounty.us</a>
<b>Leaves/FMLA</b>	<i>Departmental HR Analyst II</i>	Rachelle Clay	(925) 608-5028	<a href="mailto:rclay@ehsd.cccounty.us">rclay@ehsd.cccounty.us</a>
	<i>Departmental HR Analyst II (Temp)</i>	Lorie Rethage	(925) 608-5020	<a href="mailto:lrethage@ehsd.cccounty.us">lrethage@ehsd.cccounty.us</a>
	<i>Clerk-Experienced Level</i>	Shalise Santos	(925) 608-5043	<a href="mailto:ssantos@ehsd.cccounty.us">ssantos@ehsd.cccounty.us</a>

\* Temporary Assignment

Please note this information is subject to change.