

PERSONNEL DEPARTMENT
 700 East Temple Street, Los Angeles, CA 90012
 (213) 473-9311
 Internet: <http://per.lacity.org/>

**Mail
 Stop**

391	BOARD OF CIVIL SERVICE COMMISSIONERS Room 360	
	Commission Office Main Telephone.....	213 473-9107
	President, Jonathan M. Weiss	
	Vice President, Jeanne A. Fugate	
	Members:	
	Gabriel J. Esparza	
	Nancy P. McClelland	
	Raul Perez	
	Commission Executive Director, Bruce Whidden.....	213 473-9106
	Commission Executive Assistant I, Jolene Reyes.....	213 473-9109
	Court Reporter, Lupe Durazo	213 473-9108
	FAX	213 473-9110
391	ADMINISTRATION Room 305	
	General Manager, Wendy Macy.....	213 473-3470
	Assistant General Manager, Jody A. Yoxsimer.....	213 473-3470
	Assistant General Manager, William Weeks	213 473-3470
	Assistant General Manager, Aram Kouyoumdjian.....	213 473-3470
	Assistant General Manager, Raul Lemus.....	213 473-3470
	Executive Admin Assistant, Vicki Keoseian.....	213 473-3470
	Executive Admin Assistant, Michele Godinez	213 473-3470
	Secretary, Leticia Martinez	213 473-3470
	FAX	213 473-9347
391	ADMINISTRATIVE SERVICES DIVISION Room 375	
	Chief, Susan Nakafuji.....	213 473-9120
391	Fiscal Operations Section Room 375	
	Budget Officer, Michael De La Rosa	213 473-9145
	Contract Administration, Bobbi Jacobsen.....	213 473-9148
	Emergency Operations, Bobbi Jacobsen	213 473-9148
	General Accounting, Gable Ohashi.....	213 473-9143
	Payroll, Jude Carranceja	213 473-9126
	Benefits Accounting, Rose Tang	213 473-9125
	Flex Billing:	
	A-L.....	213 473-9135
	M-Z	213 473-9150
	Transit Reimbursement:	
	A-LE	213 473-9136
	LI-Z	213 473-9128
	Parking Accounting	213 473-9136
	Vanpool Accounting	213 473-9128
	Workers' Compensation Accounting, Carol Jones	213 473-9165
	FAX	213 473-9114
391	IT/Technology Section Room 375	
	Manager, Keith Giles.....	213 473-9161
	CAPS Support, Larry Chow.....	213 473-9154
	PC Support/Equipment Problems/Lan Support, Paul Mai	213 473-0152

	Manager, IT/Applications/Public Safety Support, Rommel Rufon	213 473-0173
	Workers' Compensation Support, Ken Huang.....	213 473-0174
391	CLASSIFICATION DIVISION Room 320	
	Chief, Jim Abalos.....	213 473-9434
	Classification	
	Manager, Don Harrahill	213 473-9158
	Support Staff	213 473-9153
 FAX	213 473-9115
	Candidate and Employment Records Services Section (Background, Certifications, Folders and Records). Room 235	
	Section Manager, Carmen Lopez.....	213 473-9339
	Assistant Section Manager, Anna Marie Valdez	213 473-9338
	FAX	213 473-9313
	Background Unit	213 473-9316
	Conviction	
	Traffic Records	
	Fingerprinting	
	Folders Unit	213 473-9311
Option 5, option 3	
	Records Unit	213 473-9311
Option 5, option 4	
	Eligible Lists	
	Emergency Appointments	
	Transfers, Leaves, Restorations	
	Certification Unit	213 473-9315
	Workforce Development Section (Targeted Local Hire Program and Succession Plans)	
	Section Manager, Vincent Cordero	213-473-9367
621	EMPLOYEE BENEFITS DIVISION Room 867, CH	
	200 North Spring Street, Los Angeles, 90012	213 978-1655
	Chief, Steven Montagna	213 978-1621
	Commute Options & Parking Section	
	Supervisor, Leonor Gardere	213 978-1644
	Van Program Coordinator & AQMD Plan.....	213 978-1593
	Parking Administration	213 978-1634
	Van Program.....	213 978-1651
	Parking Information.....	213 978-1634
 FAX	213 978-1590
	Employee Benefits Section	
	Assistant Chief, Jenny Mach-Yau.....	213 978-1597
	Sr. Personnel Analyst, Paul Makowski.....	213 978-1646
	Sr. Management Analyst, Neil Malabuyoc.....	213 978-1627
	Personnel Analyst II, Helen Georgeson	213 978-1588
	Life Insurance & Flexible Spending Accounts	213 978-1591
	LAWell Benefits	
	A-F	213 978-1615
	G-I & K-M.....	213 978-1600
	N-V.....	213 978-1640
	J & W-Z.....	213 978-1584
	Sworn Benefits Assistance	213 978-1584
 FAX	213 978-1623
	Deferred Compensation and Pensions Savings Plan	
	Administration and Operations Manager	

	Assistant Chief, Vacant	213 978-1619
	Deferred Compensation Plan: Communications	213 978-1586
	Participant Services: Deferred Comp/Pensions Savings Plan .	213 978-1636
	Wellness Section	
	Sr. Management Analyst, Neil Malabuyoc.....	213 978-1627
391	EQUAL EMPLOYMENT OPPORTUNITY DIVISION .. Room 380	
	Manager, Olivia Flores.....	213 473-0182
	Equal Opportunity Programs and EEO Compliance	213 473-9100
	Olivia Flores, City Sexual Orientation Counselor	213 473-0182
	Olivia Flores, City Sexual Harassment Counselor.....	213 473-0182
	Olivia Flores, City Disability Coordinator	213 473-0182
	Joe O'Toole, Citywide Placement Officer	213 473-0178
 FAX 213 473-9113	
	LIAISON SERVICES DIVISION	
505	Liaison Services Division I (Supporting the Department of Animal Services and Bureaus of Public Works)	
	Manager, Deborah Caruso	213 978-1800
	Personnel Records/Payroll, Susy Gomez.....	213 978-1818
505	Animal Services	
	Sr. Personnel Analyst II, Leticia Ortiz	213 978-1821
	Personnel Records/Employment Verification/Subpoenas, Antonio Zepeda	213 978-1808
	Payroll, Irene Castillo.....	213 482-2961
	FAX213 978-1813	
505	Department of Public Works	
	Board Office	
	Sr. Personnel Analyst II, Leticia Ortiz	213 978-1810
	Employment Verification/Subpoenas, Stephanie Barajas	213 978-1830
	FAX213 978-1813	
550	Bureau of Contract Administration	
	Sr. Personnel Analyst II, Faye Jones.....	213 847-2485
	Employment Verification/Subpoenas, Stephanie Barajas	213 978-1830
	FAX213 978-1813	
550	Bureau of Engineering	
	Sr. Personnel Analyst II, Faye Jones.....	213 485-4543
	Personnel Records, Luz Fabric.....	213 485-5142
	Employment Verification/Subpoenas, Sharon Bruce.....	213 978-1817
	FAX213 978-1813	
520	Bureau of Sanitation	
	Personnel Director II, Rafael Porter.....	213 485-2667
	Sr. Personnel Analyst II, Rosie Michel.....	213 485-2671
	Personnel Records, Susan Villaescusa.....	213 485-2685
	Employment Verification/Subpoenas.....	213 978-1815
	FAX213 978-1813	
550	Bureau of Street Lighting	
	Personnel Director II, Mark Crisan.....	213 847-0829
	Employment Verification/Subpoenas, Sharon Bruce.....	213 978-1817
	FAX213 978-1813	
550	Bureau of Street Services	
	Personnel Director II, Mark Crisan.....	213 847-0829
	Personnel Records, Maricel Reyes.....	213 847-0814
	Employment Verification/Subpoenas, Sharon Bruce	213 978-1817
	FAX213 978-1813	

Liaison Services Division II (Supporting Departments of DONE, El Pueblo, EMD, EWDD, Finance, ITA, Personnel, Planning and DOT)

	Manager, John Dunlop	
	Personnel Department	213 473-9055
	Department of Transportation	213 972-8402
391	DONE	
	Management Assistant, Binh Le	213 473-0175
232	El Pueblo	
	Personnel Director II, Ruben B. Vasquez Jr.	213 978-1172
	Management Assistant, Mindy De Young.....	213 473-9958
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll	213 485-8248
 FAX	213 972-5916
391	EMD	
	Sr. Personnel Analyst I, Yuri Zaich	213 473-9057
854	EWDD	
	Sr. Personnel Analyst II, Tonja Bellard	213 744-7279
	Sr. Personnel Analyst I, Cynthia Winston	213 744-7274
	Support Staff.....	213 744-9300
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll, Perry Lopez.....	213 744-9384
 FAX	213 744-9308
766	Finance	
	Personnel Director I, Elba Pallais	213 978-1764
	Personnel Analyst II, Andrea San Agustin	213 978-1766
	Personnel Analyst II, Kevin Hirose.....	213 978-1768
	Management Assistant, Theresa Forand.....	213 978-1745
	Tax Renewal Assistant, Hammad Siddiqui	213 978-1762
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll, Dads Morales.....	213 978-1750
 FAX	213 978-1752
232	ITA	
	Personnel Director II, Elba Pallais.	213 978-1764
	Sr. Personnel Analyst II, Regina Hernandez	213 978-3394
	Sr. Personnel Analyst I, Susan Bautista Asuncion	213 978-3392
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll, Sandra Valdez	213 978-3399
 FAX	213 972-5916
391	Personnel	
	Sr. Personnel Analyst II, Fatima De Mesa	213 473-9052
	Personnel Records, Patricia Ortega	213 473-9054
	Subpoena Desk, Nora Fain.....	213 473-9056
	Employment Verification	213 473-9058
 FAX	213 473-9113
395	Planning	
	Personnel Director II, Ruben B. Vasquez Jr.	213 978-1172
	Sr. Personnel Analyst I, Rizza Abuan	213 978-9938
	Management Assistant, Mindy De Young.....	213 473-9958

	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll, Patrice Thomas.....	213 978-0169
 FAX	213 978-1289
725	Transportation	
	Personnel Director II, Tammy Watson.....	213 972-8402
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-8466
	Payroll,.....	213 972-5933
 FAX	213 972-5916
	Liaison Services Division III (Supporting Aging, Building and Safety, Cultural Affairs, Convention Center, Disability, General Services and Housing and Community Investment)	
	Manager, Dan Yoshimura.....	213 922-8577
115	Aging	
	Personnel Director II, Gina Tervalon.....	213 482-6720
	Sr. Personnel Analyst II, Hosie Thomas	213 482-6728
	Employment Verification, James Don.....	213 202-5612
	Employment Verification (Alternate), Marco Perez.....	213 202-5637
	Subpoena Desk, Hazel Harris.....	213 482-6765
	Payroll, Ester Vibal.....	213 482-6801
	FAX	213 482-6733
115	Building and Safety	
	Personnel Director II, Gina Tervalon.....	213 482-6720
	Sr. Personnel Analyst II, Hosie Thomas	213 482-6728
	Employment Verification	213 482-6722
	Subpoena Desk, Hazel Harris.....	213 482-6765
	Payroll, Ester Vibal.....	213 482-6801
	FAX	213 482-6733
508	Convention Center	
	Sr. Personnel Analyst II, Narvia Wells	213 922-8565
	Personnel Records Supervisor	213 922-8567
	Subpoena Desk, Lupe Marquez	213 922-8585
	Payroll, Ripsime Nikogosyan (Ext 5348).....	213 741-1151
 FAX	213 922-8513
115	Cultural Affairs	
	Sr. Personnel Analyst II, Hosie Thomas	213 482-6728
	Personnel Analyst II, Anthony Castro.....	213 482-7400
	Employment Verification, Emma Sunico.....	213 202-5531
	Subpoena Desk, Hazel Harris.....	213 482-6765
	Payroll, Ester Vibal.....	213 482-6801
 FAX	213 482-6733
115	Disability	
	Personnel Director II, Gina Tervalon.....	213 482-6720
	Sr. Personnel Analyst I, Sean Cumbie.....	213 482-6729
	Employment Verification, Tony Abraham.....	213 202-2746
	Subpoena Desk, Hazel Harris.....	213 482-6765
	Payroll, Ester Vibal.....	213 482-6801
 FAX	213 482-6733
508	General Services	
	Sr. Personnel Analyst II, Narvia Wells	213 922-8565
	Personnel Records Supervisor	213 922-8567
	Subpoena Desk, Lupe Marquez	213 922-8585

	Payroll, Peggy Buck.....	213 978-4043
 FAX	213 922-8513
958	Housing and Community Investment	
	Personnel Director I, Alfonso Perez.....	213 808-8804
	Sr. Personnel Analyst I, Arlene Johnson.....	213 808-8470
	Sr. Personnel Analyst I, Stephen Cross.....	213 808-8478
	Management Analyst II, Maritess Go.....	213 808-8473
	Personnel Analyst II, Daisy Tam.....	213 744-7114
	Employment Verification, Paula Hudak.....	213 808-8476
	Subpoena Desk	213 922-9612
	Payroll.....	213 808-8426
 FAX	213 808-8477
620	MEDICAL SERVICES DIVISON	
	520 East Temple Street, Los Angeles 90012	
	Correctional Care – LAPD Jail Facilities	
	77 th Street Jail Clinic.....	213 473-5023
	Parker Center Jail Clinic.....	213 356-3750
	Van Nuys Jail Clinic.....	818 374-9665
	Medical Records Section	213 473-6960
 FAX	213 473-3774
	Appointment Scheduling.....	213 473-6960
	Medical Test Results	
	Request for Medical Records	
	Subpoena Control Desk	
	Division Administration	
	Director, Joanne O'Brien (direct line).....	213 473-7037
	Sr. Clerk Typist, Sylvia Solis	213 473-7033
 FAX	213 473-3776
	Managing Physician, Arthur Manoukian (direct line).....	213 473-6978
	Personnel Analyst II, Mirna Hanger (direct line)	213 473-7039
	Administrative Services	213 473-6950
 FAX	213 473-3789
	Billing/Invoices.....	213 473-6950
	Occupational Health Section	213 473-6970
 FAX	213 473-3891
	Nurse Manager, Stephen Kalb (direct line)	213 473-7099
	Commercial Driver's License (DL51)	
	Alcohol/Drug Testing	
	Communicable Disease (Blood Borne Pathogen) Exposures	
	Immunizations	
	Medical Surveillance Evaluations	
	Nurses Station	
	Periodic Medical Evaluations	
	Pre-employment Medical Examinations	
	Return-to-Work Evaluations	213 473-6960
	Van Pool Medical Evaluations.....	213 473-6970
	Psychology Section FAX	213 473-3890
	Director, Diane Levitan, PhD.....	213 473-6974
	Main Office	213 473-6958
620	Occupational Health and Safety (OHS)	
	Safety Administrator, Najma Bashar	213 473-7097
	Employee Safety Section	
	Safety Engineer, Coil Dunn.....	213 473-6956

	Safety Engineer, Lisa Phillian	213 473-6995
	Safety Engineer, Allan Tan.....	213 473-6981
	Ergonomist, Daniela Zacarro.....	213 473-6982
391	OFFICE OF DISCRIMINATION COMPLAINT RESOLUTION, Rm. 380	
	Executive Director, Olivia Flores	213 473-0182
	Support Staff	213 473-9123
	FAX	213 473-9113
391	PUBLIC SAFETY DIVISION	
	Chief, Raelynn Napper	213 473-9063
	Public Safety Selection	Room 150
	Section Manager, Art Irigoyen	213 473-9134
	Public Safety Recruitment	Room 150
	Section Supervisor, Isaac Maya	213 473-9075
	Support Staff	
	Personnel Records Supervisor, Kendra Cantrell.....	213 473-9065
	Main Line for Candidate Processing.....	213 473-9060
391	PUBLIC SAFETY BACKGROUND INVESTIGATION DIVISION	
	Chief, Shelly Del Rosario.....	Room B-22 213 473-9483
	Public Safety Backgrounds Section	Rooms B-22 & B-23
	Asst. Chief and Review Unit Manager, Tap Camacho	213 473-9386
	Investigative Unit	Room B-22 213 473-0100
	Investigative Unit Manager, Tom Ward	213 473-0168
	Investigative Unit Manager, Rafael Casillas	213 473-9402
	Investigative Unit Manager, David Lubeley	213 473-9059
	Support Staff	
	Personnel Records Supervisor, Kathy Walker	213 473-3387
391	SELECTION DIVISION	Room 320
	Chief, Tina Lee Rodriguez	213 473-9044
	Examination Section	Room 320 213 473-9163
	Manager, Debora Rainford	213 473-9170
	Manager, Jackie Zarate	213 473-9183
	Research/Appeals Section	
	Manager, Steve Rivera.....	213 473-9194
	Examining Clerical Support	
	Personnel Records Supervisor, Marviana Jones (acting).....	213 473-9190
	Examination Information	213 473-9163
	FAX 213 473-9119
391	Employment Services Section	Room 100
	Manager, Janell Ishii Hata	213 473-9393
	Applicant Services	Room 100
	Employment Information (24-Hour Recording)	213 473-9310
	Application Information	213 473-9311
	FAX	213 473-9324
	TDD	213 473-9354
	Executive and General Recruitment	Room 100
	General Recruitment	
	Sr. Personnel Analyst I, Orlando Lepe.....	213 473-9398
	Executive Recruitment	
	Sr. Personnel Analyst I, Leonard Torres.....	213 473-9394
	Employment Services Clerical Support	
	Personnel Records Supervisor, Pat Munoz	213 473-9350
	FAX	213 473-9324

	Central Services	Room 140	
	Chief Clerk, Dale Pieplow		213 473-9443
	Personnel Records Supervisor, Angela Witts		213 473-9452
	Personnel Records Supervisor, Frank Lim.		213 473-9444
	Duplicating	Room 145	213 473-9463
	Mail Messenger	Room 141	213 473-9462
	Scoring		213 473-9400
	Test Administration		213 473-9400
	FAX	213 473-9466
	Interview Room	Room 135	213 473-9470
	FAX	213 473-9119	
391	Employee Development Section	Room 380	213 473-9100
	Manager, Michael Gold.....		213 473-0172
	Special Projects	Room 380	
	Sr. Personnel Analyst II, Charlette Rodgers Starkey		213 473-9124
	FAX	213 473-9113	
391	WORKERS' COMPENSATION DIVISION	Room 210	213 473-3400
	Chief, David Noltemeyer.....		213 473-3374
	Sworn Claims & Police Civilian		
	Workers' Compensation Administrator, Dawn Alvarado.....		213 473-3378
	Civilian Claims		
	Workers' Compensation Administrator, Tyrone Spears,		213 473-3420
	Fire Sworn Claims.....		855 605-3438
	FAX	855 605-3439
	Police Sworn Claims.....		866 842-1547
	FAX	626 407-0425	
	Civilian Police Claims.....		213 473-3400
	FAX	213 473-3333
		213 473-3334
		213 473-3377
	Return to Work Program		213 473-3326