

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

**Mail  
Stop**

391	<b>BOARD OF CIVIL SERVICE COMMISSIONERS</b> ..... 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
	..... <b>FAX</b>	213 473-9110
391	<b>ADMINISTRATION</b> ..... 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
	..... <b>FAX</b>	213 473-9347
391	<b>ADMINISTRATIVE SERVICES DIVISION</b> ..... Room 375	
	Chief, Susan Nakafuji .....	213 473-9120
391	<b>Fiscal Operations Section</b> ..... Room 375	
	Budget Officer, Michael De La Rosa .....	213 473-9145
	Contract Administration, Sherry Cox .....	213 473-9122
	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 Accounting .....	213 473-9136
	Parking Accounting.....	213 473-9136
	Vanpool Accounting .....	213 473-9136
	Workers' Compensation Accounting, Carol Jones .....	213 473-9165
	..... <b>FAX</b>	213 473-9114
391	<b>IT/Technology Section</b> ..... 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, David Ayvazian .....	213 473-0174
391	<b>CLASSIFICATION DIVISION</b> ..... Room 320	

	Chief, Jim Abalos.....	213 473-9159
	<b>Classification</b>	
	Manager, Don Harrahill.....	213 473-9158
	Support Staff.....	213 473-9153
	..... <b>FAX</b>	213 473-9115
	<b>Candidate and Employment Records Services Section</b>	
	(Background, Certifications, Folders and Records) . Room 235	
	Section Manager, Adrienne Chavez.....	213 473-9339
	Assistant Section Manager, Anna Marie Valdez.....	213 473-9338
	..... <b>FAX</b>	213 473-9313
	<b>Background Unit</b> .....	213 473-9316
	Conviction	
	Traffic Records	
	Fingerprinting	
	<b>Folders Unit</b> .....	213 473-9311
	.....Option 5, option 3	
	<b>Records Unit</b> .....	213 473-9311
	.....Option 5, option 4	
	Eligible Lists	
	Emergency Appointments	
	Transfers, Leaves, Restorations	
	<b>Certification Unit</b> .....	213 473-9315
621	<b>EMPLOYEE BENEFITS DIVISION</b> ..... Room 867, CH	
	200 North Spring Street, Los Angeles, 90012 .....	213 978-1655
	Chief, Steven Montagna.....	213 978-1621
	<b>Commute Options &amp; Parking Section</b>	
	Supervisor, Leonor Gardere.....	213 978-1644
	Van Program Manager, Francois Verin .....	213 978-1593
	Parking Supervisor.....	213 978-1625
	Vanpool Program Member Support.....	213 978-1651
	Parking, Carpool, Transit, and TSA/PSA Information .....	213 978-1634
	..... <b>FAX</b>	213 978-1590
	<b>Employee Benefits Section</b>	
	Assistant Chief, Jenny Mach-Yau .....	213 978-1597
	Sr. Personnel Analyst, Paul Makowski.....	213 978-1646
	Personnel Analyst, Daisy Tam .....	213 978-1666
	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
	..... <b>FAX</b>	213 978-1623
	Benefits Accounting, Rose Tang .....	213 473-9125
	Benefits Billing	
	A-L.....	213 473-9135
	M-Z.....	213 473-9150
	<b>Deferred Compensation and Pensions Savings Plan</b>	
	Deferred Compensation Plan Participant Services.....	844 523-2457
	Pension Savings Plan Participant Services.....	800 669-7400
	Payroll Contributions and Distributions, Matthew Vong .....	213 978-1629
	Administration and Communications, Daniel Powell .....	213 978-1586
	Governance and Operations, Kevin Hirose .....	213 978-1595

	<b>Wellness Section</b>	
	Wellness Coordinator, Leo Reyes.....	213 978-1619
	Events and Programs, Ted Vasquez.....	213 978-1617
391	<b>EQUAL EMPLOYMENT OPPORTUNITY DIVISION .. Room 380</b>	
	Manager, Olivia Flores .....	213 473-0182
	<b>Equal Opportunity Programs and EEO Compliance .....</b>	213 473-9100
	Monique Lewis, City Sexual Orientation Counselor.....	213 473-0166
	Rizza Abuan, City Sexual Harassment Counselor .....	213 473-3344
	Lindi Willhite, City Disability Coordinator .....	213 473-0171
	Joe O'Toole, Citywide Placement Officer .....	213 473-0178
	..... <b>FAX</b>	213 473-9113
	<b>LIAISON SERVICES DIVISION</b>	
505	<b>Liaison Services Division I (Supporting the Department of Animal Services and Bureaus of Public Works)</b>	
	Manager, Deborah Caruso.....	213 978-1800
	Personnel Records/Payroll, Tasha Tennell .....	213 978-1818
505	<b>Animal Services</b>	
	Sr. Personnel Analyst II, Leticia Ortiz .....	213 978-1821
	Personnel Records/Employment Verification/Subpoenas, Eileen Reed .....	213 978-1808
	Payroll, Irene Castillo .....	213 482-2961
	..... <b>FAX</b>	213 978-1813
505	<b>Department of Public Works</b>	
	<b>Board Office</b>	
	Sr. Personnel Analyst II, Leticia Ortiz .....	213 978-1810
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
	..... <b>FAX</b>	213 978-1813
550	<b>Bureau of Contract Administration</b>	
	Sr. Personnel Analyst II, Faye Jones .....	213 847-2485
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
	..... <b>FAX</b>	213 978-1813
550	<b>Bureau of Engineering</b>	
	Sr. Personnel Analyst II, Faye Jones .....	213 485-4543
	Personnel Records, Luz Fabric .....	213 485-5142
	Employment Verification/Subpoenas, Sharon Bruce .....	213 978-1817
	..... <b>FAX</b>	213 978-1813
520	<b>Bureau of Sanitation</b>	
	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
	..... <b>FAX</b>	213 978-1813
550	<b>Bureau of Street Lighting</b>	
	Personnel Director I, Lupe Ortiz .....	213 847-0829
	Employment Verification/Subpoenas, Sharon Bruce .....	213 978-1817
	..... <b>FAX</b>	213 978-1813
550	<b>Bureau of Street Services</b>	
	Personnel Director I, Lupe Ortiz .....	213 847-0829
	Personnel Records, Maricel Reyes .....	213 847-0814
	Employment Verification/Subpoenas, Sharon Bruce .....	213 978-1817
	..... <b>FAX</b>	213 978-1813
391	<b>Liaison Services Division II Supporting Departments of DONE, El Pueblo, EMD, EWDD Finance, ITA, Personnel, Planning and DOT)</b>	
	Manager, Mark Crisan	
	Personnel Department .....	213 473-9055

	Department of Transportation .....	213 972-8402
391	<b>DONE</b>	
	Personnel Director II, Ruben B. Vasquez Jr. ....	213 978-1172
	Bryan Tamashiro, Sr. Personnel Analyst.....	213 473-9938
232	<b>EI Pueblo</b>	
	Personnel Director II, Ruben B. Vasquez Jr. ....	213 978-1172
	Bryan Tamashiro, Sr. Personnel Analyst.....	213 473-9938
	Employment Verification.....	213 972-5980
	Subpoena Desk .....	213 972-5980
	Payroll.....	213 485-8248
	..... <b>FAX</b>	213 972-5916
391	<b>EMD</b>	
	Sr. Personnel Analyst I, Yuri Zaich.....	213 473-9057
854	<b>EWDD</b>	
	Personnel Director, Tonja Bellard.....	213 744-7279
	Personnel Analyst I, Zina Abram .....	213 744-7270
	Support Staff.....	213 744-9300
	Employment Verification.....	213 972-5980
	Subpoena Desk .....	213 972-5980
	Payroll, Perry Lopez.....	213 744-9384
	..... <b>FAX</b>	213 744-9308
766	<b>Finance</b>	
	Personnel Director I, Elba Pallais .....	213 978-1764
	Management Analyst, Gustavo Cuadra.....	213 978-1763
	Personnel Analyst, Anna Divina .....	213 978-1766
	Personnel Analyst, Vacant .....	213 978-1768
	Tax Renewal Assistant, Vacant.....	213 978-1762
	Employment Verification.....	213 972-5980
	Subpoena Desk .....	213 972-5980
	Payroll.....	213 978-1750
	..... <b>FAX</b>	213 978-1752
232	<b>ITA</b>	
	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, Pauline Loo .....	213 978-3399
	..... <b>FAX</b>	213 978-0513
391	<b>Personnel</b>	
	Personnel Director I, Fatima De Mesa.....	213 473-9052
	Personnel Records, Nora Fain .....	213 473-9056
	Subpoena Desk, Pat Gonzalez .....	213 473-9054
	Employment Verification.....	213 473-9058
	..... <b>FAX</b>	213 473-9113
395	<b>Planning</b>	
	Personnel Director II, Ruben B. Vasquez Jr. ....	213 978-1172
	Sr. Personnel Analyst I, Bryan Tamashiro.....	213 473-9938
	Personnel Analyst, James Schuyler .....	213 473-9958
	Employment Verification.....	213 972-5980
	Subpoena Desk .....	213 972-5980
	Payroll, Gina Ginete .....	213 978-0169
	..... <b>FAX</b>	213 978-1289
725	<b>Transportation</b>	
	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
	<b>Liaison Services Division III (Supporting Aging, Building and Safety, Cultural Affairs, Convention Center, Disability, General Services and Housing and Community Investment)</b>	
	Manager, Dan Yoshimura .....	213 922-8577
115	<b>Aging</b>	
	Personnel Analyst, Jacyn Clayton .....	213 482-6727
	Employment Verification, Johanna Neighbors .....	213 482-6722
	Subpoena Desk, Johanna Neighbors .....	213 482-6722
	Payroll, Johanna Neighbors .....	213 482-6722
115	<b>Building and Safety</b>	
	Personnel Director II, Gina Tervalon .....	213 482-6720
	Personnel Director I, Hosie Thomas.....	213 482-6728
	Employment Verification, Johanna Neighbors .....	213 482-6722
	Subpoena Desk, Johanna Neighbors .....	213 482-6722
	Payroll, Johanna Neighbors .....	213 482-6722
508	<b>Convention and Tourism Development</b>	
	Personnel Director I, Narvia Wells.....	213 922-8565
	Personnel Records Supervisor.....	213 922-8576
	Subpoena Desk, Lupe Marquez .....	213 922-8585
	Payroll, Tigran Avetisyan.....	213 765-4244
	..... FAX	213 922-8513
115	<b>Cultural Affairs</b>	
	Personnel Director I, Hosie Thomas.....	213 482-6728
	Employment Verification, Johanna Neighbors .....	213 482-6722
	Subpoena Desk, Johanna Neighbors .....	213 482-6722
	Payroll, Johanna Neighbors .....	213 482-6722
115	<b>Disability</b> .....	
	Sr. Personnel Analyst I, Judy Rodgers .....	213 922-8579
	Employment Verification, Lupe Marquez .....	213 922-8588
	Subpoena Desk, Judy Rodgers.....	213 922-8579
	Payroll, Judy Rodgers .....	213 922-8579
508	<b>General Services</b>	
	Personnel Director I, Narvia Wells.....	213 922-8565
	Personnel Records Supervisor.....	213 922-8576
	Subpoena Desk, Lupe Marquez .....	213 922-8585
	Payroll, Peggy Buck .....	213 978-4043
	..... FAX	213 922-8513
958	<b>Housing and Community Investment</b>	
	Personnel Director I, Alfonso Perez.....	213 808-8804
	Sr. Personnel Analyst I, Vacant.....	213 808-8470
	Sr. Personnel Analyst I, Stephen Cross .....	213 808-8478
	Personnel Analyst, Connie Tan .....	213 808-8473
	Personnel Analyst, Ruth Rodrigues.....	213 808-8445
	Employment Verification, Valerie Walker.....	213 808-8476
	Subpoena Desk .....	213 922-9612
	Payroll.....	213 808-8426
	..... FAX	213 808-8477
620	<b>MEDICAL SERVICES DIVISON</b>	
	520 East Temple Street, Los Angeles 90012	
	<b>Correctional Care – LAPD Jail Facilities</b>	
	77 <sup>th</sup> Street Jail Clinic .....	213 473-5023
	Parker Center Jail Clinic .....	213 356-3750

	Van Nuys Jail Clinic .....	818 374-9665
	<b>Medical Records Section</b> .....	213 473-6960
	..... <b>FAX</b>	213 473-3774
	Appointment Scheduling .....	213 473-6960
	Medical Test Results	
	Request for Medical Records	
	Subpoena Control Desk	
	<b>Division Administration</b>	
	Director, Joanne O'Brien (direct line).....	213 473-7037
	Sr. Clerk Typist, Sylvia Solis.....	213 473-7033
	..... <b>FAX</b>	213 473-3776
	Managing Physician, Arthur Manoukian (direct line) .....	213 473-6978
	Management Analyst, Lorrie Dacuma .....	213 473-7039
	<b>Administrative Services</b> .....	213 473-6950
	..... <b>FAX</b>	213 473-3789
	Billing/Invoices .....	213 473-6950
	<b>Occupational Health Section</b> .....	213 473-6970
	..... <b>FAX</b>	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
	<b>Psychology Section</b> .....	<b>FAX</b> 213 473-3890
	Director, Diane Levitan, PhD.....	213 473-6974
	Main Office .....	213 473-6958
620	<b>Occupational Safety and Health (OSHD)</b>	
	Safety Administrator, Najma Bashar .....	213 473-7097
	Employee Safety Section	
	Safety Engineer, Coil Dunn.....	213 473-6956
	Safety Engineer, Daniel Choy .....	213 473-6995
	Safety Engineer, Allan Tan .....	213 473-6981
	Ergonomist, Daniela Zaccaro.....	213 473-6982
391	<b>OFFICE OF DISCRIMINATION COMPLAINT RESOLUTION, Rm. 380</b>	
	Executive Director, Olivia Flores .....	213 473-0182
	Support Staff.....	213 473-9123
	..... <b>FAX</b>	213 473-9113
391	<b>PUBLIC SAFETY DIVISION</b>	
	Chief, Raelynn Napper.....	213 473-9063
	<b>Public Safety Selection</b> ..... Room 150	
	Section Manager, Art Irigoyen.....	213 473-9134
	<b>Public Safety Recruitment</b> ..... Room 150	
	Section Supervisor, Isaac Maya.....	213 473-9075
	<b>Support Staff</b>	
	Personnel Records Supervisor, Kendra Cantrell .....	213 473-9065
	Main Line for Candidate Processing .....	213 473-9060
391	<b>PUBLIC SAFETY BACKGROUND INVESTIGATION DIVISION</b>	
	Chief, Shelly Del Rosario .....	Room B-22 213 473-9483

	<b>Public Safety Backgrounds Section</b> .....	Rooms B-22 & B-23	
	Asst. Chief and Review Unit Manager, Tap Camacho.....		213 473-9386
	<b>Investigative Unit</b> .....	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,.....		213 473-9059
	<b>Support Staff</b>		
	Personnel Records Supervisor, Kathy Walker.....		213 473-3387
391	<b>SELECTION DIVISION</b> .....	Room 320	
	Chief, Tina Lee Rodriguez.....		213 473-9044
391	<b>Employment Services Section</b> .....	Room 100	
	Manager, Janell Ishii Hata.....		213 473-9393
	<b>Applicant Services</b> .....	Room 100	
	Employment Information (24-Hour Recording) .....		213 473-9310
	Application Information.....		213 473-9311
	.....		213 473-9324
	.....		213 473-9354
	<b>Executive and General Recruitment</b> .....	Room 100	
	<b>General Recruitment</b> .....		
	Sr. Personnel Analyst I, Orlando Lepe .....		213 473-9398
	<b>Executive Recruitment</b> .....		
	Sr. Personnel Analyst I, Leonard Torres.....		213 473-9394
	<b>Employment Services Clerical Support</b> .....		
	Personnel Records Supervisor, Pat Munoz .....		213 473-9350
	.....		213 473-9324
	<b>Central Services</b> .....	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
	<b>Duplicating</b> .....	Room 145	213 473-9463
	<b>Mail Messenger</b> .....	Room 141	213 473-9462
	<b>Scoring</b> .....		213 473-9400
	<b>Test Administration</b> .....		213 473-9400
	.....		213 473-9466
	<b>Interview Room</b> .....	Room 135	213 473-9470
	.....		213 473-9119
	<b>Examination Section</b> .....	Room 320	213 473-9163
	Manager, Debora Rainford.....		213 473-9170
	Manager, Vacant.....		213 473-9183
	Manager, Steve Rivera.....		213 473-9194
	<b>Examining Clerical Support</b>		
	Personnel Records Supervisor, Vacant.....		213 473-9190
	Examination Information.....		213 473-9163
	.....		213 473-9119
391	<b>Employee Development Section</b> .....	Room 380	213 473-9100
	Manager, Michael Gold .....		213 473-0172
	<b>Special Projects</b> .....	Room 380	
	Sr. Personnel Analyst II, Charlette Rodgers Starkey .....		213 473-9124
391	<b>WORKFORCE DEVELOPMENT SECTION</b>		
	<b>(Targeted Local Hire Program and Succession Plans)</b>		
	Section Manager, Vince Cordero .....		213 473-9367
391	<b>WORKERS' COMPENSATION DIVISION</b> .....	Room 210	213 473-3400
	Chief, David Noltemeyer .....		213 473-3374
	<b>Claims Handled by Third Party Administrator</b>		

Workers' Compensation Administrator, Dawn Alvarado .....	213 473-3378
Fire Sworn and Civilian Claims .....	855 605-3438
..... <b>FAX</b>	855 605-3439
Police Sworn Claims .....	866 842-1547
..... <b>FAX</b>	626 407-0425
Police Civilian Claims	
City Attorney Claims .....	
Personnel Claims.....	888 525-2263
..... <b>FAX</b>	951-676-7258
<b><u>Civilian Claims</u></b>	
Workers' Compensation Administrator, Tyrone Spears, .....	213 473-3420
Civilian .....	213 473-3400
..... <b>FAX</b>	213 473-3333
.....	213 473-3334
Return to Work Program .....	213 473-3436