

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, Jeanne A. Fugate	
	Vice President, Raul Perez	
	Members:	
	Erica L. Jacquez	
	Nancy P. McClelland	
	Marina A. Torres	
	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. Yoxximer	213 473-3470
	Assistant General Manager, William Weeks	213 473-3470
	Assistant General Manager, Aram Kouyoumdjian.....	213 473-3470
	Assistant General Manager, Gracye Liu.....	213 473-3470
	Executive Admin Assistant, Veronica Cavanaugh.....	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, Michael De La Rosa	213 281-8508
391	Fiscal Operations Section Room 375	
	Budget Officer, Nell Dizon.....	213 476-9930
	Contract Administration, Sherry Cox.....	213 473-9122
	Emergency Operations, Bobbi Jacobsen	213 473-9148
	General Accounting, Rose Tang	213 473-9125
	Loren Mac	213 675-3295
	Payroll, Jude Carranceja	213 473-9126
	Benefits Accounting, Andrew Pollard	213 473-9364
	Direct Billing.....	213 473-9150
	Commute Options and Parking	213 473-9136
	Workers' Compensation Accounting,	213 473-9165
391	IT/Technology Section Room 375	
	Infrastructure	
	Keith Giles, Manager	213 268-1607
	Application Development	
	Rommel Rufon, Manager	213-473-0173
391	CLASSIFICATION DIVISION Room 320	
	Chief, Jim Abalos.....	213 473-9159
	Classification	
	Manager, Don Harrahill.....	213 473-9158
	Support Staff.....	213 473-9153

 FAX	213 473-9115
	Candidate and Employment Records Services Section.....	
	Manager, Adrienne Chavez	213 473-9339
	Assistant Manager, Anna Marie Valdez	213 473-9338
 FAX	213 473-9313
	Certification Unit	213 473-9315
	Civilian Background Unit.....	213 473-9316
	(Degree Verification, Fingerprint Verification, Criminal History Review)	
	Civil Services 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
621	EMPLOYEE BENEFITS DIVISION Room 867, CH	
	200 North Spring Street, Los Angeles, 90012	213 978-1655
	Chief, Steven Montagna.....	213 978-1621
	Assistant Chief, Jenny Mach-Yau.....	213 978-1597
	Assistant Chief, Paul Makowski.....	213 978-1646
	Employee Benefits Section	
	LAwell Program	
	Section Manager, Vacant	213 978-1627
	Senior Personnel Analyst, Vacant	213 978-1666
	Personnel Analyst, Helen Georgeson.....	213 978-1588
	Life Insurance & Flexible Spending Accounts.....	213 978-1591
	LAwell Benefits	213 978-1615
	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
	Benefits Accounting, Rose Tang	213 473-9125
	Benefits Billing	
	A-L.....	213 473-9135
	M-Z.....	213 473-9150
	Wellness Program	
	Section Manager, Leo Reyes	213 978-1619
	Events and Programs, Ted Vasquez.....	213 978-1617
	Commute Options & Parking Section	
	Section Manager, Kevin Hirose	213 978-1595
	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
 FAX	213 978-1590
	Deferred Compensation and Pensions Savings Plan	
	Section Manager, Daniel Powell.....	213 978-1586
	Deferred Compensation Plan Participant Services	844 523-2457
	Pension Savings Plan Participant Services	800 669-7400
	Operations, Mindy Lam	213 978-1644

	Communications, Anna Ancheta	213-978-1629
	Contributions and Distributions, Claudia Guevara	213 978-1636
391	EQUAL EMPLOYMENT OPPORTUNITY DIVISION .. Room 380	
	Chief Equity Officer, Malaika Billups.....	213 675-4459
	Equal Opportunity Programs and EEO Compliance	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
 FAX	213 473-9113
	LIAISON SERVICES DIVISION	
505	Liaison Services Division I (Supporting the Department of Animal Services and Bureaus of Public Works)	
	Personnel Director III, Lupe Ortiz	213 978-1800
	Personnel Records/Payroll, Tasha Tennell	213 978-1818
505	Animal Services	
	Sr. Personnel Analyst I, Elizabeth Torres	213 978-1806
	Personnel Records/Employment Verification/Subpoenas, Eileen Reed	213 978-1808
	Payroll, Irene Castillo	213 482-2961
 FAX	213 978-1813
505	Department of Public Works	
	Board Office	
	Management Analyst I, Antonio Zepeda.....	213 978-1807
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
 FAX	213 978-1813
550	Bureau of Contract Administration	
	Sr. Personnel Analyst II, Faye Jones	213 485-5097
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
 FAX	213 978-1813
550	Bureau of Engineering	
	Sr. Personnel Analyst II, Faye Jones	213 485-5097
	Personnel Records, Luz Fabic	213 485-5142
	Employment Verification/Subpoenas, Teresa Arreola	213 978-1817
 FAX	213 978-1813
520	Bureau of Sanitation	
	Personnel Director II, Rafael Porter.....	213 485-2973
	Personnel Records, Paulina Zabala	213 485-2683
	Employment Verification/Subpoenas, Arthur Palomar	213 978-1815
 FAX	213 978-1813
550	Bureau of Street Lighting	
	Sr. Personnel Analyst II, Jose Del Rio.....	213 487-0829
	Employment Verification/Subpoenas, Mai Nguyen	213 978-1812
 FAX	213 978-1813
550	Bureau of Street Services	
	Sr. Personnel Analyst II, Jose Del Rio.....	213 847-0829
	Personnel Records,.....	213 847-0836
	Employment Verification/Subpoenas, Mai Nguelyn	213 978-1812
 FAX	213 978-1813
391	Liaison Services Division II Supporting Departments of DONE, El Pueblo, EMD, EWDD Finance, ITA, Personnel, Planning and DOT)	
	Manager, Deborah Caruso	
	Personnel Department	213 473-9055

391	DONE	
	Personnel Director I, Regina Hernandez	213 978-3394
	Sr. Personnel Analyst, Susan Asuncion	213 978-3392
	Sr. Personnel Analyst, Jun Abad	213 978-3390
232	EI Pueblo	
	Sr. Personnel Analyst II, Oliver Quirante	213 978-1772
	Sr. Personnel Analyst I, Bryan Tamashiro	213 473-9938
	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	
	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
 FAX	213 744-9308
766	Finance	
	Personnel Director I, Elba Pallais	213 978-1764
	Management Assistant, Sahar Ghaffari	213 978-1763
	Management Analyst, Noel Zara	213 978-1766
	Personnel Analyst, Vacant	213 978-1768
	Tax Renewal Assistant, Tyler Ehrig	213 978-1762
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll	213 978-1750
 FAX	213 978-1752
232	ITA	
	Personnel Director I, Regina Hernandez	213 978-3394
	Sr. Personnel Analyst I, Susan Asuncion	213 978-3392
	Sr. Personnel Analyst I, Jun Abad	213 978-3390
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-5980
	Payroll, Pauline Loo	213 978-3399
 FAX	213 978-0513
391	Personnel	
	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
 FAX	213 473-9113
395	Planning	
	Sr. Personnel Analyst II, Oliver Quirante	213 978-1772
	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
 FAX	213 978-1289

725	Transportation	
	Personnel Director II, Howard Wada.....	213 972-8402
	Sr. Personnel Analyst I, William Gomez.....	213 972-5986
	Sr. Personnel Analyst I, Andrea Karcher.....	213 972-5987
	Sr. Personnel Analyst I, Stephanie Castro.....	213 972-5988
	Sr. Personnel Analyst I, Jazmine Bennett.....	213 972-5993
	Sr. Personnel Analyst I, Joe Cruz.....	213 972-5995
	Personnel Analyst, Kathie Yang.....	213 972-5970
	Personnel Analyst, Samantha English.....	213 972-5994
	Personnel Records Supervisor, Sheriece Sewell.....	213 972-5985
	Personnel Records Supervisor, Tina Rodriguez.....	213 928-9719
	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 Analyst, Jacyn Clayton.....	213 482-6727
	Employment Verification,.....	213 482-6722
	Subpoena Desk,.....	213 482-6722
	Payroll,.....	213 482-6722
115	Building and Safety	
	Personnel Director II, Gina Tervalon.....	213 482-6720
	Personnel Director I, Hosie Thomas.....	213 482-6728
	Employment Verification,.....	213 482-6722
	Subpoena Desk,.....	213 482-6722
	Payroll,.....	213 482-6722
508	Cannabis Regulation	
	Personnel Director I, Narvia Wells.....	213 922-8565
	Personnel Records, Janice Baumgarten.....	213 922-8567
	Subpoena Desk, Lupe Marquez.....	213 922-8585
	Payroll, Patrice Thomas.....	213 978-1900
508	Convention and Tourism Development	
	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	Cultural Affairs	
	Personnel Director I, Hosie Thomas.....	213 482-6728
	Employment Verification,.....	213 482-6722
	Subpoena Desk,.....	213 482-6722
	Payroll,.....	213 482-6722
115	Disability	
	Sr. Personnel Analyst I, Andrew Jedlinsky.....	213 922-8519
	Employment Verification, Anne Spurgeon.....	213 922-8585
	Subpoena Desk, Lupe Marquez.....	213 922-8585
	Payroll, Victor De La Cruz.....	213 202-2765
508	General Services	
	Personnel Director I, Narvia Wells.....	213 922-8565

	Personnel Records Supervisor, Anne Spurgeon	213 922-8576
	Subpoena Desk, Lupe Marquez	213 922-8585
	Payroll, Maria Pena	213 978-4041
 FAX	213 922-8513
958	Housing and Community Investment	
	Personnel Director I, Alfonso Perez.....	213 808-8804
	Sr. Personnel Analyst II, Stephen Cross	213 808-8478
	Sr. Personnel Analyst I, Ruth Rodrigues	213 808-8445
	Personnel Analyst, Connie Tan	213 808-8473
	Personnel Analyst, James Wiebers.....	213 744-7636
	Management Assistant, Maria Montoya	213 808-8481
	Personnel Records Supervisor, Valerie Walker.....	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	323-786-5543
	Metro Detention Center.....	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
	Management Analyst, Lorrie Dacuma	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, Laura Kokinda, PhD	213 473-6974
	Main Office	213 473-6958

620	Occupational Safety and Health (OSHD)	
	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	OFFICE OF DISCRIMINATION COMPLAINT RESOLUTION, Rm. 380	
	Chief Equity Officer, Malaika Billups	213 675-4459
	Support Staff.....	213 473-9123
 FAX	213 473-9113
391	PUBLIC SAFETY DIVISION	
	Chief, Raelynn Napper.....	213 473-9189
	Public Safety Selection Room 150	
	Section Manager, Michel Gold	213 473-0172
	Public Safety Recruitment Room 150	
	Section Supervisor, Michael Rose	213 473-9096
	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,.....	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
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
	Employment Services Clerical Support	
	Personnel Records Supervisor, Lillian Myrato	213 473-9350
 FAX	213 473-9324
	Central Services	Room 140
	Chief Clerk, Dale Pieplow.....	213 473-9443
	Personnel Records Supervisor, Margarita Tuck	213 473-9444
	Personnel Records Supervisor, Angela Witts	213 473-9452
	Duplicating	Room 145 213 473-9463
	Mail Messenger.....	Room 141 213 473-9462
	Scoring	213 473-9400
	Interview Room	Room 135 213 473-9470
	Test Administration	213 473-9400
 FAX	213 473-9466

	Examination Section	Room 320	213 473-9163
	Manager, Ingrid Herda		213 473-9171
	Manager, Rhiannon Kirchner		213 473-9184
	Manager, Steve Rivera.....		213 473-9194
	Examining Clerical Support		
	Personnel Records Supervisor, Frank Lim		213 473-9190
	Examination Information.....		213 473-9163
	FAX	213 473-9119
391	Employee Development Section	Room 380	213 473-9100
	Manager, Art Irigoyen.....		213 473-9134
	Special Projects	Room 380	
	Sr. Personnel Analyst II,.....		213 473-9124
391	WORKFORCE DEVELOPMENT SECTION (Targeted Local Hire Program and Succession Plans)		
	Section Manager, Vince Cordero		213 473-9367
391	WORKERS' COMPENSATION DIVISION	Room 210	213 473-3400
	Chief, David Noltemeyer		213 473-3374
	Workers' Compensation Administrator, Tyrone Spears.....		213 473-3378
	Claims Handled by Third Party Administrator		
	Fire Sworn and Civilian Claims		855 605-3438
	FAX	855 605-3439
	Police Sworn Claims		866 842-1547
	FAX	626 407-0425
	Police Civilian Claims		
	City Attorney Claims		
	Personnel Claims.....		888 525-2263
	FAX	951-676-7258
	<u>Civilian Claims</u>		
	Civilian		213 473-3400
	FAX	213 473-3333
		213 473-3334