

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, 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 213 473-9145
391	Fiscal Operations Section Room 375 Budget Officer, Nell Dizon..... 213 473-9145 Contract Administration, Sherry Cox 213 473-9120 Emergency Operations, Bobbi Jacobsen 213 473-9148 General Accounting, Loren Mac..... 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 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 213 473-0174

391	CLASSIFICATION DIVISION	Room 320	
	Chief, Jim Abalos.....		213 473-9159
	Classification		
	Manager, Don Harrahill.....		213 473-9158
	Support Staff.....		213 473-9153
		FAX
	Candidate and Employment Records Services Section		
	(Background, Certifications, Folders and Records) . Room 235		
	Section Manager, Adrienne Chavez.....		213 473-9339
	Assistant Section Manager, Anna Marie Valdez.....		213 473-9338
		FAX
	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
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 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
	Employee Benefits Section		
	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
		FAX
	Benefits Accounting, Rose Tang.....		213 473-9125
	Benefits Billing		
	A-L.....		213 473-9135
	M-Z.....		213 473-9150

	Deferred Compensation and Pensions Savings Plan	
	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
	Wellness Section	
	Wellness Coordinator, Leo Reyes.....	213 978-1619
	Events and Programs, Ted Vasquez.....	213 978-1617
391	EQUAL EMPLOYMENT OPPORTUNITY DIVISION .. Room 380	
	Manager, Olivia Flores	213 473-0182
	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)	
	Manager, Lupe Ortiz	213 978-1800
	Personnel Records/Payroll, Tasha Tennell	213 978-1818
505	Animal Services	
	Sr. Personnel Analyst II, Michelle Upshaw	213 978-1821
	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	
	Sr. Personnel Analyst II, Michelle Upshaw	213 978-1821
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
 FAX	213 978-1813
550	Bureau of Contract Administration	
	Sr. Personnel Analyst II, Faye Jones	213 847-2485
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
 FAX	213 978-1813
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
 FAX	213 978-1813
520	Bureau of Sanitation	
	Personnel Director II, Rafael Porter.....	213 485-2667
	Personnel Records, Susan Villaescusa.....	213 485-2685
	Employment Verification/Subpoenas.....	213 978-1815
 FAX	213 978-1813
550	Bureau of Street Lighting	
	Personnel Director I, Rosie Michel	213 485-2671
	Employment Verification/Subpoenas, Sharon Bruce	213 978-1817
 FAX	213 978-1813

550	Bureau of Street Services	
	Personnel Director I, Rosie Michel	213 847-2671
	Personnel Records, Maricel Reyes	213 847-0814
	Employment Verification/Subpoenas, Sharon Bruce	213 978-1817
 FAX	213 978-1813
391	Liason Services Division II Supporting Departments of DONE, El Pueblo, EMD, EWDD Finance, ITA, Personnel, Planning and DOT)	
	Manager, Mark Crisan	
	Personnel Department	213 473-9055
	Department of Transportation	213 972-8402
391	DONE	
	Personnel Director II, Ruben B. Vasquez Jr.	213 978-1172
	Bryan Tamashiro, Sr. Personnel Analyst.....	213 473-9938
232	El Pueblo	
	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
 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 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
 FAX	213 978-1752
232	ITA	
	Personnel Director I, 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
 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	
	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
 FAX	213 978-1289
725	Transportation	
	Personnel Director I, Howard Wada	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 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	Building and Safety	
	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	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, Johanna Neighbors	213 482-6722
	Subpoena Desk, Johanna Neighbors	213 482-6722
	Payroll, Johanna Neighbors	213 482-6722
115	Disability	
	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	General Services	
	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	Housing and Community Investment	
	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	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
	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, Diane Levitan, 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	
	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, Michel Gold	213 473-0172
	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	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	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
	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, Kyren Harvey.		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
	Examination Section	Room 320	213 473-9163
	Manager, Debora Rainford.....		213 473-9170
	Manager, Vacant.....		213 473-9183
	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, Charlette Rodgers Starkey		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
	Claims Handled by Third Party Administrator		
	Workers' Compensation Administrator, Dawn Alvarado		213 473-3378
	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
	Civilian Claims		
	Workers' Compensation Administrator, Tyrone Spears,		213 473-3420
	Civilian		213 473-3400
	FAX	213 473-3333
		213 473-3334
	Return to Work Program		213 473-3436