

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, Susan Nakafuji	213 473-9120
391	Fiscal Operations Section 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
 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 213 473-9115
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 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
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 213 978-1590
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 213 978-1623
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, Deborah Caruso.....	213 978-1800
	Personnel Records/Payroll, Tasha Tennell	213 978-1818
505	Animal Services	
	Personnel Director I, Leticia Ortiz.....	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	
	Personnel Director I, Leticia Ortiz.....	213 978-1810
	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, Lupe Ortiz	213 847-0829
	Personnel Records, Maricel Reyes	213 847-0814
	Employment Verification/Subpoenas, Sharon Bruce	213 978-1817
 FAX	213 978-1813
391	Liaison Services Division II Supporting Departments of DONE, EI 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 II, Lupe Ortiz	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, 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,.....	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, Michael Gold.....	213 473-0172
	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
<u>Civilian Claims</u>	
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