

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, Raul Perez	
	Vice President, Karla M. Gold	
	Members:	
	Jeanne Fugate	
	Guy Lipa	
	Nancy P. McClelland	
	Commission Executive Director, Bruce Whidden	213 473-9106
	Executive Admin Assistant II, Michele Garcia-Godinez	213 473-9109
 FAX	213 473-9110
391	ADMINISTRATION Room 305	
	General Manager, Wendy Macy	213 473-3470
	Assistant General Manager, Paula Dayes.....	213 473-3470
	Assistant General Manager, Aram Kouyoumdjian.....	213 473-3470
	Assistant General Manager, Gracye Liu.....	213 473-3470
	Assistant General Manager, Leticia Ortiz.....	213 473-3470
	Executive Admin Assistant III, Veronica Cavanaugh.....	213 473-3470
	Secretary, Leticia Martinez.....	213 473-3470
 FAX	213 473-9347
391	ADMINISTRATIVE SERVICES DIVISION Room 375	
	Manager, Sherry Cox.....	213 473-9122
391	Fiscal Operations Section Room 375	
	Budget Officer,	213 476-9930
	Contract Administration, Sherry Cox	213 473-9122
	Emergency Operations	213 473-9148
	General Accounting, Rose Tang	213 473-9125
	Loren Mac	213 473-9135
	Payroll, Robin Washington	213 473-9126
	Email	per.payroll@lacity.org
	Benefits Accounting, Andrew Pollard	213 473-9364
	Direct Billing, Isela Jurado	213 473-9150
	Commute Options and Parking, Lanellie Aban.....	213 473-9136
	Workers' Compensation Accounting – Civilian, Anthony Valencia	213 473-9127
	Workers' Compensation Accounting- Sworn, Steven Fang	213 473-0184
	Email	per.workcompaccounting@lacity.org
391	IT/Technology Section Room 375	
	Infrastructure	
	Sevak Paramazian, Manager.....	213 820.7287
	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	
 FAX	213 473-9113
	Manager,	213 473-9339
	Supervisor, Shannon Cherry.....	213 473-9330
	Civilian Background Unit	
	Email..... personnel.backgrounds@lacity.org	
	Degree Verification	
	Fingerprint Verification	
	Criminal History Review	
	Civilian Employee Folders Unit	
	Email..... per.folders@lacity.org	
	Supervisor, Brandie White.....	213 473-9338
	Certification Unit	
	Email..... per.certs@lacity.org	
	Request to Fill Vacancies	
	Candidate Change of Availability	
	Request for Restoration	
	Request for Reinstatement	
	Records Unit	
	Email..... per.records@lacity.org	
	Eligible Lists	
	Emergency Appointments	
	Transfers, Leaves, Restorations	
	CLIENT SERVICES DIVISION	
505	Client Services Division I (Supporting the Department of Animal Services and Bureaus of Public Works)	
	Personnel Director III, Hosie Thomas.....	213 436-5977
	Personnel Records/Payroll, Tasha Tennell	213 978-1818
505	Animal Services	
	Sr. Personnel Analyst II, Jose Del Rio.....	213 978-1821
	Sr. Personnel Analyst I, Elizabeth Torres	213 978-1806
	Personnel Records/Employment Verification/Subpoenas,	
	Sr. Administrative Clerk, Arthur Palomar	213 978-1808
	Payroll, Irene Castillo	213 482-2961
 FAX	213 978-1813
505	Department of Public Works	
	Board Office	
	Sr. Personnel Analyst II, Jose Del Rio.....	213 978-1821
	Sr. Administrative Clerk, Mai Nguyen.....	213 978-1812
	Employment Verification/Subpoenas, Stephanie Barajas.....	213 978-1830
 FAX	213 978-1813
550	Bureau of Contract Administration	
	Sr. Personnel Analyst II, Erika Hillard.....	213 485-5118
	Sr. Personnel Analyst I, Hector Chavez	213 847-2702
	Employment Verification/Subpoenas, Timothy Nguyen	213 978-1805
 FAX	213 978-1813
550	Bureau of Engineering	
	Sr. Personnel Analyst II, Erika Hillard.....	213 485-5118
	Personnel Records, Latoya Martin	213 485-5142
	Employment Verification/Subpoenas, Timothy Nguyen	213 978-1805
 FAX	213 978-1813
520	Bureau of Sanitation	
	Personnel Director II, Rafael Porter.....	213 485-2667

	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, Sescille Berry	213 847-0829
	Sr. Personnel Analyst I, Claudia Coronel	213 847-1448
	Personnel Records, Staci Avila	213 847-0836
	Employment Verification/Subpoenas, Mai Nguyen	213 978-1812
 FAX	213 978-1813
550	Bureau of Street Services	
	Sr. Personnel Analyst II, Sescille Berry	213 847-0829
	Personnel Records, Staci Avila	213 847-0836
	Employment Verification/Subpoenas, Mai Nguyen	213 978-1812
 FAX	213 978-1813
391	Client Services Division II Supporting Departments of CHRED, DONE, El Pueblo, EMD, EWDD, Finance, ITA, Personnel, Planning and DOT)	
	Manager, Howard Wada	
	Personnel Department	213 473-9409
391	CHRED	
	Sr. Personnel Analyst I, Joe Cruz.....	213 473-9057
391	DONE	
	Sr. Personnel Analyst II, Yuri Zaich.....	213 978-3394
	Sr. Personnel Analyst, Jun Abad.....	213 978-3390
	Personnel Analyst, Kelsey Sato	213 473-0116
689	El Pueblo	
	Sr. Personnel Analyst II, Oliver Quirante.....	213 978-1772
	Management Analyst, Noel Zara	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, Joe Cruz.....	213 473-9057
854	EWDD	
	Personnel Director, Tonja Bellard.....	213 744-7279
	Personnel Analyst I,	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	
	Sr. Personnel Analyst I, William (Bill) Gomez	213 978-1766
	Management Assistant, Sahar Ghaffari	213 978-1763
	Management Assistant, Megan Houze.....	213 978-1768
	Personnel Records Supervisor, Tina Rodriguez.....	213 978-1745
	Sr. Administrative Clerk, Jennie Figueroa	213 972-1762
 FAX	213 978-1752
232	ITA	
	Sr. Personnel Analyst II, Yuri Zaich.....	213 978-3394
	Sr. Personnel Analyst I, Jun Abad.....	213 978-3390
	Personnel Analyst, Kelsey Sato	213 473-0116
	Employment Verification.....	213 972-5997

	Subpoena Desk	213 972-5997
	Payroll, Cathy Alarcon.....	213 978-3399
	Human Resources..... FAX	213 978-0513
391	Personnel	
	Sr. Personnel Analyst I, Joe Cruz.....	213 473-9057
	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
	Personnel Analyst, James Schuyler	213 473-9958
	Management Analyst, Noel Zara	213 473-9938
	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, Elba Pallais.....	213 978-1764
	Sr. Personnel Analyst II, Art Irigoyen.....	213 473-9134
	Sr. Personnel Analyst I, Bryan Tamashiro.....	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
	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, Rolanda Dowd.....	213 928-9609
	Employment Verification	213 972-5980
	Subpoena Desk	213 972-8466
	Payroll,.....	213 972-5933
 FAX	213 972-5916
	Client Services Division III (Supporting Aging, Building and Safety, Cannabis Regulation, Cultural Affairs, Convention Center, Disability, General Services And Housing and Community Investment)	
	Manager, Gina Tervalon	213 482-6720
115	Aging	
	Personnel Director III, Gina Tervalon.....	213 482-6720
	Management Assistant, Anesha Henry.....	213 482-6718
	Employment Verification,.....	213 482-6722
	Subpoena Desk,	213 482-6722
	Payroll,	213 482-6722
115	Building and Safety	
	Personnel Director III, Gina Tervalon.....	213 482-6720
	Employment Verification,.....	213 482-6722
	Subpoena Desk,	213 482-6722
	Payroll,.....	213 482-6722
508	Cannabis Regulation	
	Sr. Personnel Analyst I, Aram Salmasi.....	213 922-8580
	Personnel Records, Anne Spurgeon	213 922-8585
	Subpoena Desk, Carla Chavez	213 922-8585
	Payroll, Patrice Thomas	213 978-1900
958	Community Investment for Families	

	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
508	Convention and Tourism Development	
	Sr. Personnel Analyst II, Andrew Jedlinsky	213 922-8519
	Personnel Records Supervisor	213 922-8576
	Subpoena Desk, Carla Chavez	213 922-8585
	Payroll, Tigran Avetisyan	213 765-4244
 FAX	213 922-8513
115	Cultural Affairs	
	Personnel Director III, Gina Tervalon.	213 482-6720
	Sr. Personnel Analyst I, Jacyn Clayton	213 482-6727
	Employment Verification,	213 482-6722
	Subpoena Desk,	213 482-6722
	Payroll,	213 482-6722
115	Disability	
	Sr. Personnel Analyst II, Andrew Jedlinsky	213 922-8519
	Employment Verification, Anne Spurgeon	213 922-8585
	Subpoena Desk, Carla Chavez	213 922-8585
	Payroll, Ling Kaufman	213 473-7494
508	General Services	
	Sr. Personnel Analyst II, Andrew Jedlinsky	213 922-8519
	Personnel Records Supervisor, Anne Spurgeon	213 922-8585
	Subpoena Desk, Carla Chavez	213 922-8585
	Payroll, Maria Pena	213 978-4041
 FAX	213 922-8513
958	Housing	
	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
958	Youth Development	
	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

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 Yau	213 978-1597
	Assistant Chief, Paul Makowski.....	213 978-1646
	Employee Benefits Section	
	LAWell Program Benefits Services Center	833 452-9355
	Anthem Member Advocate.....	213 200-2987
	Kaiser Member Advocate	323 219-6704
	Section Manager, Chuong Tran	213 978-1611
	Sr. Benefits Analyst, Kevin Hirose.....	213 978 1617
	Benefits Analyst, Ted Vasquez.....	213 978-1655
	Life Insurance & Claims	213 978-1631
	Flexible Spending Accounts	213 978-1617
	LAWell Benefits City Hall Member Representatives	213 978-1655
	Last names beginning with	
	A-F & Q-W	213 978-1615
	G-I & X-Z.....	213 978-1600
	J & T-Z	213 978-1584
 FAX	213 978-1623
	Benefits Accounting, Andrew Pollard.....	213 473-9364
	Benefits Billing	
	A-L.....	213 473-9135
	M-Z.....	213 473-9150
	Wellness Program	
	Section Manager, Leo Reyes	213 978-1619
	Commute Options & Parking Section	
	Vanpool Program Manager, Francois Verin.....	213 978-1593
	Parking Supervisor, Anna Ancheta.....	213 978-1595
	Vanpool Program Member Support.....	213 978-1651
	Parking, Carpool, Transit, and TSA/PSA Information	213 978-1651
 FAX	213 978-1590
	Deferred Compensation and Pensions Savings Plan	
	Section Manager, Jenny Yau	213 978-1597
	Deferred Compensation Plan Participant Services	844 523-2457
	Pension Savings Plan Participant Services	800 669-7400
	Operations, Mindy Lam	213 978-1644
	Communications, Eric Lan	213-978-1629
	Contributions and Distributions, Claudia Guevara	213 978-1636
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

	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		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
	Safety Engineer, Bruno Huerta		213 473-7084
	Safety Engineer, Coil Dunn.....		213 473-6956
	Safety Engineer, Daniel Choy		213 473-6995
	Industrial Hygienist, Nha Trang Nguyen.....		213 473-6981
	Ergonomist, Daniela Zaccaro.....		213 473-6982
	Sr. Personnel Analyst I, Ani Aghasar		213 473-6936
	MAIN LINE	213 378-3611
391	OFFICE OF DISCRIMINATION COMPLAINT RESOLUTION, Rm. 380		
	Chief Diversity, Equity & Inclusion Officer, Malaika Billups.....		213 675-4459
	Support Staff.....		213 473-9123
	FAX	213 473-9113
391	OFFICE OF WORKPLACE EQUITY Room 380		
	Chief Diversity, Equity and Inclusion Officer, Malaika Billups		213 675-4459
	Equal Opportunity Programs and EEO Compliance		213 473-9100
	Alexis Baylosis, City Sexual Orientation Counselor.....		213 473-0162
	Rizza Abuan, City Sexual Harassment Counselor		213 473-3344
	Lindi Willhite, City Disability Coordinator		213 473-0171
	Lindi Wilhite, Citywide Placement Officer		213 473-0171
	FAX	213 473-9113
391	PERSONNEL INNOVATION RECRUITMENT ONBOARDING AND ENGAGEMENT (PIROE), Rm. 100		
	City Engagement Officer, Grayce Liu		213 473-3470
	PIROE-Employee Engagement		
	Manager, Kori Parraga		213 473-9183
	Manager, Jessica Taylor		213 473-0143
	PIROE-Executive and Civilian Recruitment		
	Manager, Nicole Bawa		213 473-9172
391	PUBLIC SAFETY DIVISION		
	Chief, Vince Cordero.....		213 473-9367

	Public Safety Selection and Recruitment	Room 150	
	Section Manager, Michael Gold		213 473-0172
	Support Staff		
	Personnel Records Supervisor, Chapai Sanders		213 473-9065
	Main Line for Candidate Processing		213 473-9060
391	PUBLIC SAFETY BACKGROUND INVESTIGATION DIVISION		
	Chief, Adrienne Chavez	Room B-22	213 473-9483
	Public Safety Backgrounds Section	Rooms B-22 & B-23	
	Asst. Chief and Review Unit Manager, Melissa Hamamoto.....		213 675-4481
	Investigative Unit	Room B-22	213 473-0100
	Investigative Unit Manager,.....		213 473-0168
	Investigative Unit Manager,		213 473-4481
	Investigative Unit Manager,		213 473-9402
	Investigative Unit Manager,.....		213 473-9059
	Support Staff		
	Field Investigation, Main Line.....	Room B-22	213 473-3387
	Pre-Field Investigation and Appeals, Main Line	Room B- 23	213 473-9060
391	SELECTION DIVISION	Room 320	
	Chief, Tina Lee Rodriguez.....		213 473-9044
391	Employment Services Section	Room 100	
	Email	per.appdocs@lacity.org	
	Manager,		
	Employment Website	https://per.lacity.org	
	Applicant Services	Room 100	
	Application Information.....		213 473-9311
	FAX	213 473-9324
	TDD	213 473-9354
	Employment Services Clerical Support		
	Personnel Records Supervisor, Elizabeth Gutierrez.....		213 473-9350
	FAX	213 473-9324
	Central Services Section	Room 140	
	Email	percvs@lacity.org	
	Chief Clerk Personnel, Dale Pieplow.....		213 473-9443
	Exam Processing Unit		
	Personnel Records Supervisor, Angela Witts.....		213 473-9452
	Test Administration Unit		
	Personnel Records Supervisor, Margarita Tuck		213 473-9444
	Duplicating	Room 145	213 473-9463
	Mail Messenger.....	Room 141	213 473-9462
	Interview Room	Room 135	213 473-9470
	FAX	213 473-9466
	Examination Section	Room 320	213 473-9163
	Email	per.testing@lacity.org	
	Examination Development & Research		213 473-9163
	Manager, Janell Hata		213 473-9393
	Manager, Rhiannon Kirchner		213 473-9184
	Manager, Steve Rivera.....		213 473-9194
	Examining Clerical Support		
	Personnel Records Supervisor, Sherry Thompson.....		213 473-9190
	Examination Information.....		213 473-9163
	FAX	213 473-9119
391	WORKFORCE DEVELOPMENT SECTION		
	(Targeted Local Hire Program, Bridge to Jobs Program and Workforce Planning)		

	Section Manager, Cinthia Fletes	213 473-9365
391	WORKERS' COMPENSATION DIVISION Room 210	213 473-3400
	Workers' Compensation Division Chief, 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
 FAX	213 473-3334

