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

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, Gracyle Liu ............................ 213 473-3470
Assistant General Manager, Leticia Ortiz ......................... 213 473-3470
Executive Admin Assistant III, Bertha Arroyos ....... 213 473-3470
Secretary, Leticia Martinez .................................................. 213 473-3470

FAX .......................................................................................... 213 473-9347

ADMINISTRATIVE SERVICES DIVISION ......................... Room 375
Manager, Jenny Yau ................................................................. 213 978-1597

Fiscal Operations Section .................................................. Room 375
Budget Officer ........................................................................ 213 476-9930
Contract Administration, Sherry Cox ....................... 213 473-9122
Emergency Operations ...................................................... 213 473-9148
General Accounting .............................................................. 213 473-9125
Loren Mac ........................................................................... 213 473-9135
Payroll, Robin Washington ................................................... 213 473-9126
Email ................................................................................ 213 473-9126
Benefits Accounting, Andrew Pollard ......................... 213 473-9364
Direct Billing, Isela Jurado .................................................... 213 473-9150
Commut Options and Parking, Lanelle Aban ............ 213 473-9136
Workers’ Compensation Accounting – Civilian, Anthony Valencia 213 473-9127
Workers’ Compensation Accounting- Sworn, Steven Fang . 213 473-0184
Email ................................................................................ 213 9347

IT/Technology Section ......................................................... Room 375
Infrastructure
Sevak Paramazian, Manager ............................................. 213 820.7287
Application Development
Rommel Rufon, Manager ..................................................... 213-473-0173

CLASSIFICATION DIVISION .............................................. Room 320
Chief, Jim Abalos ................................................................. 213 473-9159
Classification
Manager, Don Harrahall ..................................................... 213 473-9158
Support Staff .................................................................... 213 473-9153

FAX .......................................................................................... 213 473-9115
Candidate and Employment Records Services
................................................................. FAX 213 473-9113
Manager, 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

Records Unit ...........................................................................................
Email .............................................................. per.records@lacity.org

Request to Fill Vacancies
Candidate Change of Availability
Request for Restoration
Request for Reinstatement

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

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, 
Personnel Records Supervisor, 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 ..................................................... 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
<table>
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<tr>
<th>Department</th>
<th>Person(s)</th>
<th>Phone</th>
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</thead>
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<td>Bureau of Street Lighting</td>
<td>Sr. Personnel Analyst II, Sescille Berry</td>
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<td>Personnel Records, Staci Avila</td>
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<td>Bureau of Street Services</td>
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<td>Client Services Division II</td>
<td>Support Departments of CHRED, DONE, El Pueblo, EMD, EWDD, Finance, ITA, Personnel, Planning and DOT)</td>
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<td>Personnel Department</td>
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<td>Personnel Director, Tonja Bellard</td>
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<td>Finance</td>
<td>213 978-1766</td>
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<td>Personnel Analyst I, William (Bill) Gomez</td>
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<td>Management Assistant, Sahar Ghaffari</td>
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<td>Personnel Records Supervisor, Tina Rodriguez</td>
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Payroll, Cathy Alarcon .............................................. 213 978-3399
Human Resources ................................................. FAX 213 978-0513

391 Personnel
Sr. Personnel Analyst I, Brandee Crawley Goss ....................... 213 978-1803
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, Carla Chavez ............................................................... 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

PERSONNEL
DOCUMENT UPDATED BY: NORA FAIN
As of 12/16/21

PERSONNEL
CONTACT NUMBER: (213) 473-9056
200 North Spring Street, Los Angeles, 90012 ................................. 213 978-1655
Chief, Steven Montagna ............................................. 213 978-1621
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 .........................................................
Flexible Spending Accounts ................................................. 213 978-1631
LAWell Benefits City Hall Member Representatives ..................... 213 978-1655

Last names beginning with
A-F & Q-W ...................................................................... 213 978-1615
G-P & X-Z ...................................................................... 213 978-1600
J & T-Z ...................................................................... 213 978-1584

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

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 .........................................................
Communications, Eric Lan ..................................................... 213-978-1629
Contributions and Distributions, Claudia Guevara .................... 213 978-1636

620

MEDICAL SERVICES DIVISION
520 East Temple Street, Los Angeles 90012

Correctional Care – LAPD Jail Facilities
77th Street Jail Clinic ......................................................... 323-786-5543
Metro Detention Center ....................................................... 213 356-3750
Van Nuys Jail Clinic ............................................................ 818 374-9665
Medical Records Section ......................................................

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

Managing Physician, Arthur Manoukian (direct line) .................. 213 473-6978

FAX

FAX

FAX
Management Analyst, Lorrie Dacuma .......................... 213 473-7039
Administrative Services ........................................... 213 473-6950
................................................................. FAX
Billing/Invoices .................................................. 213 473-3789
................................................................. FAX
Occupational Health Section ..................................... 213 473-6970
................................................................. FAX
Nurse Manager ..................................................... 213 473-3891
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 ................................................. 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, ................................................. 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 Willhite, 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

PERSONNEL
DOCUMENT UPDATED BY: NORA FAIN
As of 12/16/21
PERSONNEL
CONTACT NUMBER: (213) 473-9056
Support Staff
Personnel Records Supervisor, Chapai Sanders ..................... 213 473-9065
Main Line for Candidate Processing .................................. 213 473-9060

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

SELECTION DIVISION .................................................. Room 320
Chief, Tina Lee Rodriguez ............................................. 213 473-9044

Employment Services Section ........................................ Room 100
Email ................................................................. per.appdocs@lacity.org
Manager, ..............................................................
Employment Website .................................................. https://per.lacity.org

Employment Services Clerical Support ..............................
Personnel Records Supervisor, Elizabeth Gutierrez ............. 213 473-9350
Email ................................................................. per.appdocs@lacity.org
Manager, ..............................................................
Employment Website .................................................. https://per.lacity.org

Central Services Section ............................................... Room 140
Email ................................................................. per.cvs@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
Email ................................................................. per.testing@lacity.org

Examination Section ...................................................... Room 320 213 473-9163
Email ................................................................. per.testing@lacity.org
Examination Development & Research ..........................
Manager, Janell Hata .................................................... 213 473-9393
Manager, Rhiannon Kirchner .......................................... 213 473-9184
Manager, Steve Rivera .................................................. 213 473-9194

Examing Clerical Support ................................................
Personnel Records Supervisor, Sherry Thompson ............... 213 473-9428
Examination Information ............................................. 213 473-9163
Email ................................................................. per.testing@lacity.org

WORKFORCE DEVELOPMENT SECTION
(Targeted Local Hire Program, Bridge to Jobs Program and Workforce Planning)
Section Manager, Cinthia Fletes ............................... 213 473-9365

WORKERS’ COMPENSATION DIVISION ....................... Room 210 213 473-3400

PERSONNEL
DOCUMENT UPDATED BY: NORA FAIN
As of 12/16/21
PERSONNEL
CONTACT NUMBER: (213) 473-9056
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 ............................................................... 888 525-2263
Personnel Claims .................................................................... FAX 951-676-7258

Civilian Claims
Civilian ..................................................................................... 213 473-3400
.................................................................................. FAX 213 473-3333
.................................................................................. FAX 213 473-3334