

# DIRECTORY OF ADMINISTRATIVE SERVICES

(Updated May 4, 2012)

## DIVISION OFFICE

<b>Division Chief</b>	<a href="#">Alice Stebbins</a>	322-8198	<a href="#">Information Practices / Public Records Act</a>	<a href="#">Linda Davis</a>	322-1771
Division Support	<a href="#">Lalita Singh</a>	322-8198	ASD Division Liaison	<a href="#">Linda Davis</a>	322-1771
<b><u>BUSINESS MANAGEMENT BRANCH</u></b>					
<b>Chief</b>	<a href="#">Socorro Watkins</a>	327-1799	<b><u>FINANCIAL OPERATIONS BRANCH</u></b>		
Information Technology (Cell Phones, Databases)	<a href="#">Danny Luna</a>	323-6020	<b>Chief</b>	<a href="#">Cathy Chapin</a>	322-8200
Business & Procurement Services Section			Accounting Section		
Manager	<a href="#">Ken Yu</a>	327-2700	Manager	<a href="#">David Azevedo</a>	322-8211
Space Acquisition Unit	<a href="#">Erik Hornbaker</a>	322-1882	Transactions Manager	<a href="#">Lauri Brunkhorst</a>	322-8215
Procurement Services Unit		322-0606	Accounts Receivable (ARB and Cal/EPA)	<a href="#">Gary Mann</a>	324-1438
ASD, MSCD, OIS	<a href="#">Debbie Sanchez</a>	322-8193	Payments & Procurement	<a href="#">Shaheena Soroya</a>	327-8490
MLD	<a href="#">Covina McAlister</a>	322-8667	Contract Payments	<a href="#">Shaheena Soroya</a>	327-8490
CO, EO, MSOD, PTSD, SSD	<a href="#">Eyma Espinoza-Camp</a>	327-5754	Contracts (Reimbursable) - ARB and Cal/EPA	<a href="#">Gary Mann</a>	324-1438
Cal/EPA, ED, RD	<a href="#">Lori Near</a>		Rent / Lease Payments	<a href="#">Shaheena Soroya</a>	327-8490
Business Services Unit		327-8885	Payroll Check Distribution	<a href="#">Gary Mann</a>	324-1438
Manager	<a href="#">Josie Garcia</a>	327-0005	Travel Check Distribution	<a href="#">Gary Mann</a>	324-1438
Forms Management Coordinator	<a href="#">Gail Woodson</a>	324-0983	Petty Cash Reimbursements	<a href="#">Debbie Moon</a>	322-8207
Graphic Designer	<a href="#">Eric Decetis</a>	324-4821	Relocation Expenses	<a href="#">Debbie Moon</a>	322-8207
Headquarters Building Management	<a href="#">Julian Bustillos</a>	445-7578	Travel Advances / Expense Claims		322-8211
Lease Management	<a href="#">Sehar Choudhary</a>	327-0005	Cal/EPA, CO, ED, EO, OIS, PTSD	<a href="#">Debbie Moon</a>	322-8207
Lease Management	<a href="#">Gail Woodson</a>	324-4821	ASD, MLD, MSCD, MSOD, RD, SSD	<a href="#">Herman Mendoza</a>	322-9380
Property Control	<a href="#">Julian Bustillos</a>	327-0005	Office Revolving Fund Request	<a href="#">Debbie Moon</a>	322-8207
Records Management Coordinator	<a href="#">Gail Woodson</a>	324-1921	Fund and Systems Manager	<a href="#">Asha Sharma</a>	327-0631
Supplies	<a href="#">Adrian Galvez</a>	324-5049	Certified Unified Program Agency (CUPA)	<a href="#">Zina Malchenko</a>	324-9907
Vehicle/Fleet Management Program	<a href="#">Geoff Martinez</a>	324-5049	Expenditure Reports (ARB)	<a href="#">Zina Malchenko</a>	324-9907
Victim Compensation/Gov't Claims Board	<a href="#">Geoff Martinez</a>		Expenditure Reports (Cal/EPA)	<a href="#">Zina Malchenko</a>	324-9907
Contract Services Section			Budget Office Section		
Manager	<a href="#">Carol MacRae</a>	322-6712	Manager	<a href="#">Matthew Singh</a>	322-8201
Services Agreements/Petty Cash	<a href="#">Belinda Patton</a>	445-3263	Cal/EPA	<a href="#">Phap Lam</a>	322-0558
Special Contracts	<a href="#">Sue Bayoneta</a>	322-2208	MLD, MSCD, MSOD, PTSD	<a href="#">Martin Barela</a>	445-4845
All Divisions	<a href="#">Patricia Kuhn</a>	445-4444	ASD, CO, ED, EO, OIS, RD, SSD	<a href="#">Israel Leas</a>	324-2165
All Divisions	<a href="#">Lisa Macias</a>	322-8452	Grants and Revenues Section		
All Divisions	<a href="#">Lorenzo Almanza</a>	445-5596	Manager	<a href="#">Leslie Ford</a>	322-8202
All Divisions	<a href="#">Trish Langdon</a>	322-4349	Federal Grant Applications	<a href="#">Michelle Fojas</a>	322-8204
All Divisions	<a href="#">Jeff Mapes</a>	327-8215	Grant Financial Oversight (Non-Federal Funded)	<a href="#">Michelle Fojas</a>	322-8204
All Divisions	<a href="#">Alexa Barron</a>	322-0352	Grant Financial Oversight (Federal Funded)	<a href="#">Michelle Fojas</a>	322-8204
All Divisions	<a href="#">Andrea Sutton</a>	324-2186	Reimbursements and Revenue Reports (ARB & Cal/EPA)	<a href="#">Chris Lee</a>	322-0557
All Divisions			Fee Collection	<a href="#">Chris Lee</a>	322-0557
El Monte Business Services Section					
Manager/ Building Management	<a href="#">Bill Valdez</a>	626-575-6859			
Section Support	<a href="#">Violet Das</a>	626-575-6804			
Building Keys Issuance	<a href="#">Rosemarie Huizar</a>	626-575-6812			
Mail / Shipping / Receiving	Vacant	626-350-6514			
Petty Cash (El Monte)	<a href="#">Haydee Ocampo</a>	626-350-6428			
Reproduction/Supplies	Vacant	626-350-6514			
Security Cardkey Access	<a href="#">Haydee Ocampo</a>	626-350-6428			
Surplus	<a href="#">Rosemarie Huizar</a>	626-575-6812			
Employee Transportation Program - El Monte	<a href="#">Rosemarie Huizar</a>	626-575-6812			

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### HUMAN RESOURCES BRANCH

<b>Chief</b>	<a href="#">Shereta Alexander</a>	324-2813
Branch Support	<a href="#">Mary Ann Toohey</a>	322-8192
Classification / Transactions Section		
Classification Assistant Chief	<a href="#">Cathy Nystrom</a>	322-0603
Manager	<a href="#">Sharda Ramdass</a>	445-5630
Human Resources Analysts		
RD & PTSD	<a href="#">Kim Gossen</a>	322-8205
Cal/EPA, CO & MLD	<a href="#">Annette Tamburo</a>	323-4957
ED & SSD	<a href="#">Sandra Bannerman</a>	322-8209
ASD & MSOD	<a href="#">Liz Solari</a>	322-8435
OIS & MSCD	<a href="#">Allissa Maurer</a>	322-8001
EO	<a href="#">Sharda Ramdass</a>	445-5630
Transactions / Benefits / Time Reports		
Manager	<a href="#">Liz Edwards</a>	327-0905
Cal/EPA	<a href="#">Desiree Scott</a>	327-4433
PTSD & ASD	<a href="#">Priscilla Paul</a>	322-8196
ED & MSOD	<a href="#">Monique Contreras</a>	323-9073
MLD, CO, & EO	<a href="#">Andrea Clugston</a>	327-4434
SSD & OIS	<a href="#">Stephanie Sadler</a>	322-8208
MSCD & RD	<a href="#">Sabra Daniel</a>	324-2251
Position Management	<a href="#">Jonica Loveless</a>	327-3003
Student Assistant	Vacant	324-8641
Worker's Compensation	<a href="#">Julie Neale</a>	322-5846
Labor Relations, Health & Safety, Exams, and Training Section		
Manager	<a href="#">Staci Kusaba</a>	323-6753
Award Programs		
25 Year Services Award	<a href="#">Kimberly Russell</a>	327-3515
Merit Award Program	<a href="#">Bertie Mora</a>	324-5289
Merit Award Suggestion Program	<a href="#">Bertie Mora</a>	324-5289
Conflict of Interest	<a href="#">Bertie Mora</a>	324-5289
Drug Testing Program	<a href="#">Marcie Amaya</a>	323-1158
Exams & Recruitment Unit		
Manager	<a href="#">Martha Zarate</a>	327-2954
Examination Planning	<a href="#">Martha Zarate</a>	327-2954
Examination Administration	<a href="#">Kimberly Russell</a>	327-3515
Examination Administration	<a href="#">Nancy Brito</a>	324-9238
Examination Administration	<a href="#">Leslee Thompson</a>	323-1151
Examination Administration	<a href="#">Steve Volpicelli</a>	322-8793
Examination Administration	<a href="#">Bertie Mora</a>	324-5289
Labor Relations and Health & Safety Unit		
Labor Relations Officer	<a href="#">Staci Kusaba</a>	323-6753
Excluded Employees	<a href="#">Staci Kusaba</a>	323-6753
Grievances- Units 1,2,4,9,10,11, and 12	<a href="#">Chris Hartung</a>	322-8197
Grievances- Excluded Employees	<a href="#">Staci Kusaba</a>	323-6753
Grievances- Health & Safety	<a href="#">Marcie Amaya</a>	323-1158
Headquarters Building Issues	<a href="#">Staci Kusaba</a>	323-6753
Telework Coordinator	<a href="#">Chris Hartung</a>	322-8197
Union Leave Request	<a href="#">Chris Hartung</a>	322-8197

Labor Relations and Health & Safety Unit Cont.		
Health & Safety Officer	<a href="#">Marcie Amaya</a>	323-1158
Accident/Incident Reporting	<a href="#">Marcie Amaya</a>	323-1158
DMV Pull Notice Program	<a href="#">Marcie Amaya</a>	323-1158
Ergonomics Program	<a href="#">Marcie Amaya</a>	323-1158
Hearing Conservation & Respiratory Protection Program	<a href="#">Marcie Amaya</a>	323-1158
Hazard Assessment	<a href="#">Marcie Amaya</a>	323-1158
Toxic Exposure Program	<a href="#">Marcie Amaya</a>	323-1158
Vehicle Accident Reporting	<a href="#">Marcie Amaya</a>	323-1158
Violence in the Workplace Program	<a href="#">Marcie Amaya</a>	323-1158
Workforce Planning & Training Unit		
Recruitment Program		
Training Officer	Vacant	327-2565
Training Enrollment	<a href="#">Bertie Mora</a>	324-5289
Workforce Planning	<a href="#">Heidi Leveille</a>	322-8213
ASD Website Administration		
Division Web Master	<a href="#">Marcie Amaya</a>	323-1158
Web Authors	<a href="#">Staci Kusaba</a>	323-6753
	<a href="#">Marcie Amaya</a>	323-1158
	<a href="#">Geoff Martinez</a>	324-5049

### CAL/EPA CENTRALIZED BUSINESS SERVICES

Courier Services	<a href="mailto:Courier@calepa.ca.gov">Courier@calepa.ca.gov</a>	244-6151
Employee Transportation	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Alternative Mode Commuter Parking	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Bicycle Commute / Parking Program	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Carpool / Vanpool Information	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Centralized Transit Pass Sales	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Guaranteed Ride Home Program	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Incidental Use Parking Program	<a href="mailto:transportation@calepa.ca.gov">transportation@calepa.ca.gov</a>	244-6170
Facilities / Room Use	<a href="mailto:facilities@calepa.ca.gov">facilities@calepa.ca.gov</a>	244-6140
Health / Safety Services	<a href="mailto:safety@calepa.ca.gov">safety@calepa.ca.gov</a>	244-6160
Mail Services	<a href="mailto:mail@calepa.ca.gov">mail@calepa.ca.gov</a>	244-6150
Property Management	<a href="mailto:cepawo@tpgre.com">cepawo@tpgre.com</a>	551-1449
Reprographic Services	<a href="mailto:repro@calepa.ca.gov">repro@calepa.ca.gov</a>	244-6162
Shipping / Receiving	<a href="mailto:shipping@calepa.ca.gov">shipping@calepa.ca.gov</a>	244-6168

### **FAX NUMBERS**

Division Office.....	322-5982
Business Management - El Monte.....	626-350-6445
Business Management - Sacramento.....	327-2940
Financial Operations.....	322-9612
Human Resources - Analysts.....	323-9074
Human Resources - Branch Office.....	324-5604
Human Resources - Transactions.....	322-4735
Management Services.....	322-5982
TTY / TDD / Speech-to-Speech Users - dial 7-1-1 for the California Relay Service	