

**ADMINISTRATIVE SERVICES DIVISION** (Updated November 13, 2017)

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|---|--|------------------------------------|----------|
| <b>Division Chief</b>                                 |  | <a href="#">Alice Stebbins</a>     | 322-8198 |
| <b>Division Support</b>                               |  | <a href="#">Lalita Singh</a>       | 322-8168 |
| <b>Human Resources Branch</b>                         |  |                                    |          |
| <b>Branch Chief</b>                                   |  | <a href="#">Shereta Roberson</a>   | 324-2813 |
| <b>Branch Support</b>                                 |  | <a href="#">Mary Ann Toohey</a>    | 322-8192 |
| <b>ASD Liaison/Public Records Act</b>                 |  | <a href="#">Shalini Pandey</a>     | 445-5076 |
| <b>Classification &amp; Transactions Units</b>        |  |                                    |          |
| <b>Section Manager</b>                                |  | <a href="#">Desiree Scott</a>      | 322-0603 |
| Workers Compensation                                  |  | <a href="#">Vacant</a>             | 323-4961 |
| Reasonable Accommodations                             |  | <a href="#">Vacant</a>             | 323-4961 |
| <b>Classification &amp; Pay Unit</b>                  |  |                                    |          |
| <b>Manager</b>  |  | <a href="#">Grace Ruiz</a>         | 322-8205 |
| MSCD, & ECARS   |  | <a href="#">Lisa Nguyen</a>        | 445-5630 |
| TTD, AQPSD, & RD                                      |  | <a href="#">Christine Segher</a>   | 323-4957 |
| <b>Manager</b>  |  | <a href="#">Allissa Maurer</a>     | 322-8209 |
| Section Support                                       |  | <a href="#">Dawnika Schenck</a>    | 322-8196 |
| EO, ED, CO, & MLD                                     |  | <a href="#">Shana Wood</a>         | 327-0043 |
| ASD, & ISD  |  | <a href="#">Nancy Brito</a>        | 327-3003 |
| CalEPA, OIS, & OCAP                                   |  | <a href="#">Melissa Lavrigata</a>  | 322-8001 |
| <b>Transactions, Benefits &amp; Time Reports Unit</b> |  |                                    |          |
| <b>Manager</b>  |  | <a href="#">Jennifer Beardsley</a> | 322-0352 |
| Section Support                                       |  | <a href="#">Rena Houmani</a>       | 324-8641 |
| Section Support                                       |  | <a href="#">Mariel Marasigan</a>   | 324-8641 |
| Position Management (CalEPA)                          |  | <a href="#">Elizabeth Solari</a>   | 322-5846 |
| CO, ASD, & OCAP                                       |  | <a href="#">Tanya Bordei</a>       | 322-8176 |
| EO, ED, & MSCD  |  | <a href="#">Ronnie Navarrette</a>  | 327-4433 |
| TTD, & ECARS  |  | <a href="#">Graciela Spencer</a>   | 324-2251 |
| CalEPA, RD, & MLD                                     |  | <a href="#">Donna Hunter</a>       | 323-9073 |
| ISD, AQPSD, & OIS                                     |  | <a href="#">Veronica Parker</a>    | 323-9073 |
| <b>Labor Relations, Training, &amp; Exams Units</b>   |  |                                    |          |
| <b>Section Manager</b>                                |  | <a href="#">Jodice Garnett</a>     | 323-6753 |
| <b>Labor Relations Unit</b>                           |  |                                    |          |
| Labor Relations Specialist                            |  | <a href="#">Kathaleen Reed</a>     | 322-8197 |
| Conflict of Interest Filing Officer                   |  | <a href="#">Kathaleen Reed</a>     | 322-8197 |

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| Ethics & Training Program Coordinator              |  | <a href="#">Kathaleen Reed</a>  | 322-8197 |
| Grievances & Complaints                            |  | <a href="#">Kathaleen Reed</a>  | 322-8197 |
| Telework Coordinator                               |  | <a href="#">Kathaleen Reed</a>  | 322-8197 |
| Union Leave/State Release Time Requests            |  | <a href="#">Kathaleen Reed</a>  | 322-8197 |
| <b>Training Unit</b>                               |  |                                 |          |
| <b>Manager</b>                                     |  | <a href="#">Ines Livingston</a> | 327-8215 |
| AQPSD, CalEPA, ED, EO, ISD, MSCD, & TTD            |  | <a href="#">Carie Edwards</a>   | 322-3838 |
| ASD, CO, ECARS, MLD, OIS, & RD                     |  | <a href="#">Deanna Robinson</a> | 445-8293 |
| Job Recruiter                                      |  | <a href="#">Desiree Garcia</a>  | 322-2623 |
| EAP Coordinator                                    |  | <a href="#">Desiree Garcia</a>  | 322-2623 |
| <b>Special Projects</b>                            |  |                                 |          |
| Merit Award Program Administrator                  |  | <a href="#">Liz Edwards</a>     | 324-1708 |
| 25 Year Service Award, Retirement Awards           |  | <a href="#">Liz Edwards</a>     | 324-1708 |
| Superior & Sustained Accomplishment Awards         |  | <a href="#">Liz Edwards</a>     | 324-1708 |
| Employee Suggestion Award                          |  | <a href="#">Liz Edwards</a>     | 324-1708 |
| <b>Examination Unit</b>                            |  |                                 |          |
| <b>Manager</b>                                     |  | <a href="#">Martha Zarate</a>   | 327-2954 |
| Exam Analyst                                       |  | <a href="#">La Trice Jones</a>  | 327-3515 |
| Exam Analyst                                       |  | <a href="#">Nancy Nguyen</a>    | 324-9238 |
| Exam Analyst                                       |  | <a href="#">Olivia Maloney</a>  | 323-8413 |
| Section Support                                    |  | <a href="#">Hannah Ferguson</a> | 322-4349 |
| <b>Budgets/Procurement/Contracts/Grants Branch</b> |  |                                 |          |
| <b>Branch Chief</b>                                |  | <a href="#">Pam Biggins</a>     | 322-8200 |
| <b>Budget Chief</b>                                |  | <a href="#">Kelley Moss</a>     | 322-6712 |
| Retired Annuitant                                  |  | <a href="#">Lori Casias</a>     | 322-7299 |
| <b>Manager</b>                                     |  | <b>vacant</b>                   | 324-2165 |
| CalEPA, TTD, MLD, Prop 1B, EPA Grants              |  | <a href="#">Heather Staton</a>  | 322-8177 |
| MSCD, ED, AQUIP, Grants, EFMP, ISD, ECARS          |  | <a href="#">Henry Martinez</a>  | 327-8772 |
| <b>Out of State Travel</b>                         |  | <a href="#">Henry Martinez</a>  | 327-8772 |
| AQPSD, RD  |  | <a href="#">Kaitlyn Hester</a>  | 322-3947 |
| <b>Manager</b>                                     |  | <a href="#">Shima Mirzaei</a>   | 322-1369 |
| TTD, ISD, CalEPA, Prop 1B, & EPA Grants            |  | <a href="#">Heather Staton</a>  | 322-8177 |
| CO, EO, OIS, and Federal Grants                    |  | <a href="#">Oksana Tuk</a>      | 322-0557 |
| MLD, ECARS   |  | <a href="#">Jennifer Gan</a>    | 322-3565 |
| Manager  |  | <a href="#">Rebecca Moore</a>   | 324-2165 |
| RD, Dry Cleaning                                   |  | <a href="#">Kaitlyn Hester</a>  | 322-3947 |
| ASD, AQPSD, Federal Grants                         |  | <a href="#">Javier Camacho</a>  | 327-8772 |

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| MSCD, ED, and AQIP/EFMP/LCTI Grants                                 |  | <a href="#">Deanna Everett</a>   | 322-2208 |
| <b>Contract and Procurement Unit Manager</b>                        |  | <a href="#">Katie Patton</a>     | 322-0558 |
| <b>Procurement Services Section</b>                                 |  |                                  |          |
| <b>Manager</b>  |  | <a href="#">Laurie Oineza</a>    | 445-4845 |
| AQPSD, ED & RD  |  | <a href="#">Erik Quady</a>       | 327-5754 |
| OIS, MSCD & CalEPA  |  | <a href="#">Jennifer Salinas</a> | 322-0475 |
| MLD, CO & EO  |  | <a href="#">Covina McAlister</a> | 322-8193 |
| ASD, ECARS, TTD & ISD   |  | <a href="#">Debbie Sanchez</a>   | 322-0606 |
| <b>Contract Services Section</b>                                    |  |                                  |          |
| Intake and Close-out  |  | <a href="#">Joyce Taylor</a>     | 322-3685 |
| <b>Manager</b>  |  | <a href="#">Diana Cardoza</a>    | 322-3870 |
| OIS, ASD El Monte, EO & CO  |  | <a href="#">Katy Sullivan</a>    | 322-8195 |
| MLD   |  | <a href="#">Cathy Wieser</a>     | 322-8202 |
| Special Projects  |  | <a href="#">Andrea Sutton</a>    | 324-2186 |
| CalEPA & ISD  |  | <a href="#">Wayne Roberson</a>   | 322-8387 |
| <b>Manager</b>  |  | <a href="#">Alexa Barron</a>     | 445-3263 |
| ECARS, TTD  |  | <a href="#">Miriam Lopez</a>     | 323-2238 |
| MSCD, ED, & AQPSD   |  | <a href="#">Lisa Macias</a>      | 322-8452 |
| RD, ASD Sacto.  |  | <a href="#">Jane Taylor</a>      | 322-8204 |
| TBD   |  | <b>vacant</b>                    | 322-4349 |
| <b>Accounting Branch</b>  |  |                                  |          |
| <b>Branch Chief</b>   |  | <a href="#">David Azevedo</a>    | 322-8211 |
| <b>Manager Unit A</b>   |  | <a href="#">Yogeeta Sharma</a>   | 322-8215 |
| <b>Accounting Systems Unit</b>                                      | <a href="mailto:AccountingSystems@arb.ca.gov">AccountingSystems@arb.ca.gov</a>   |                                  |          |
| <b>Manager</b>  |  | <a href="#">Lalaine Semana</a>   | 445-3750 |
| Calstars Reports (ARB & CalEPA), PCA, Index, Timesheets, & Year-End |  | <a href="#">Dione Condoll</a>    | 323-2926 |
| <b>Accounts Receivable Unit</b>                                     | <a href="mailto:AccountsReceivable@arb.ca.gov">AccountsReceivable@arb.ca.gov</a> |                                  |          |
| <b>Payroll</b>  | <a href="mailto:Payroll@arb.ca.gov">Payroll@arb.ca.gov</a>                       |                                  |          |
| <b>Manager</b>  |  | <a href="#">Gurpreet Singh</a>   | 322-8213 |
| Collections/Cashiering/Refunds (ARB & CalEPA)                       |  | <a href="#">Julia Kao Lee</a>    | 324-3503 |
| Revenue/Reimbursement(ARB & CalEPA)                                 |  | <a href="#">Sashi Shaheed</a>    | 322-3886 |
| Invoices/Unclaimed Property/FTB                                     |  | <a href="#">Sashi Shaheed</a>    | 322-3886 |
| Payroll (ARB & CalEPA)  |  | <a href="#">Nabila Abusway</a>   | 445-1102 |
| Credit Card Payments, Deposits, RMP, APCF,                          |  | <a href="#">Daniel Hooten</a>    | 322-4006 |
| PERP, Unclear Collections, Invoices, Wire                           |  | <a href="#">Faye Tern</a>        | 322-3797 |
| Transfers and Check pickup  |  | <a href="#">Faye Tern</a>        | 322-3797 |

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| <b>FI\$CAL Unit</b>                               |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Oanh Tu</a>  | 322-8667 |
| <b>General Ledger Unit</b>                        |  | <a href="mailto:GeneralLedgerUnit@arb.ca.gov">GeneralLedgerUnit@arb.ca.gov</a> |          |
| <b>Federal</b>                                    |  | <a href="mailto:Federal@arb.ca.gov">Federal@arb.ca.gov</a>                     |          |
| <b>Manager</b>                                    |  | <a href="#">Premlata Prakash</a>   | 322-3708 |
| Federal Fund Coordinator                          |  | <b>vacant</b>  |          |
| <b>Manager Unit B</b>                             |  | <b>vacant</b>  |          |
| <b>Travel/Research &amp; Process Control Unit</b> |  | <a href="mailto:Travel@arb.ca.gov">Travel@arb.ca.gov</a>                       |          |
| <b>Manager</b>                                    |  | <a href="#">Ray Narayan</a>  | 327-0631 |
| Travel Unit Supervisor                            |  | <a href="#">Chris Lim</a>  | 323-4029 |
| Petty Cash Reimbursements/Relocation Expenses     |  | <a href="#">Ray Narayan</a>  | 327-0631 |
| Travel Advances/Expense Claims                    |  | <a href="#">Chris Lim</a>  | 323-4029 |
| Office Revolving Fund Requests                    |  | <b>vacant</b>  | 322-3486 |
| <b>Research &amp; Process Control Unit</b>        |  |  |          |
| Supervisor  |  | <b>vacant</b>  | 322-3486 |
| <b>Accounts Payables Unit</b>                     |  | <a href="mailto:AccountsPayable@arb.ca.gov">AccountsPayable@arb.ca.gov</a>     |          |
| <b>Manager</b>                                    |  | <a href="#">Shaheena Soroya</a>  | 327-8499 |
| Accounts Payable Inquiries                        |  | <a href="#">Jessica Kerndt</a>   | 322-3729 |
| Accounts Payable Inquiries                        |  | <b>vacant</b>  | 322-1733 |
| <b>AB 32 Special Funds Unit</b>                   |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Laura McCarthy</a>   | 322-8212 |
| <b>Business Management Branch</b>                 |  |  |          |
| <b>Branch Chief</b>                               |  | <a href="#">Brandy Hunt</a>  | 327-1799 |
| <b>Space Acquisition Unit</b>                     |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Deidre Cyprian</a>   | 322-2384 |
| <b>Business Services Section A</b>                |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Kim Gossen</a>   | 322-8201 |
| <b>Facility Support Services Unit North</b>       |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Cindy Esparza</a>  | 324-6771 |
| Forms Management                                  |  | <a href="mailto:FSSU@arb.ca.gov">FSSU@arb.ca.gov</a>                           |          |
| Graphic Designer                                  |  | <a href="#">Eric Decetis</a>   | 324-0983 |
| Headquarters Building Management                  |  | <a href="#">Adrian Galvez</a>  | 324-1921 |
| Lease Management                                  |  | <a href="#">Cindi Whitney</a>  | 445-7578 |
| <b>Health &amp; Safety Unit</b>                   |  |  |          |
| <b>Manager</b>                                    |  | <a href="#">Nick Kranz</a>   | 322-3309 |
| Health & Safety Officer                           |  | <a href="#">Marcie Amaya</a>   | 323-1158 |
| Health & Safety Coordinator                       |  | <b>vacant</b>  | 322-1221 |

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| Health & Safety Coordinator                            |  | <a href="#">Bryan Landis</a>             | 327-2565     |
| DMV Pull Notice Program                                |  | <a href="#">Bryan Landis</a>             | 327-2565     |
| Medical Surveillance Program Coordinator               |  | <a href="#">Bryan Landis</a>             | 327-2565     |
| Ergonomic Program Coordinator                          |  | <a href="#">Bryan Landis</a>             | 327-2565     |
| Headquarters Building Issues                           |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Hearing Conservation Program Coordinator               |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Hazardous Materials Program                            |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Hazard Assessments                                     |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Health & Safety Training                               |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Non-Vehicle Accident/Incident Reporting                |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Respiratory Protection Program                         |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Toxic Exposure Reporting & Recordkeeping               |  | <a href="#">Health &amp; Safety Unit</a> |              |
| Vehicle Accident Reporting                             |  | <a href="#">Health &amp; Safety Unit</a> |              |
| <b>Business Services Section B</b>                     |  |  |              |
| <b>Manager</b>   |  | <a href="#">Monica Torres</a>            | 327-2700     |
| <b>Relocation Services &amp; Support Unit</b>          |  | <a href="#">Monica Torres</a>            | 327-2700     |
| <b>Asset Management Unit</b>                           |  |  |              |
| Transportation Coordinator                             |  | <a href="#">Elena Alvarez</a>            | 322-8151     |
| Property Control                                       |  | <a href="#">Julian Bustillos</a>         | 324-4821     |
| Supplies   |  | <a href="#">Julian Bustillos</a>         | 324-4821     |
| Vehicle/Fleet Management Program                       |  | Asset Management Unit                    | 327-2700     |
| Victim Compensation/Gov't Claims Board                 |  | Asset Management Unit                    | 327-2700     |
| <b>Facility Support Services Unit South (El Monte)</b> |  |  |              |
| <b>Manager / Building Manager</b>                      |  | <a href="#">Noretta Hewadi</a>           | 626-575-6859 |
| Section Support  |  | <a href="#">Violet Das</a>               | 626-575-6804 |
| Building Keys Issuance                                 |  | <a href="#">Violet Das</a>               | 626-575-6804 |
| Mail / Shipping / Receiving                            |  | <a href="#">Martin Nemeth</a>            | 626-459-4459 |
| Supplies   |  | <a href="#">Martin Nemeth</a>            | 626-459-4459 |
| Petty Cash   |  | <a href="#">Haydee Ocampo</a>            | 626-350-6428 |
| Security Cardkey Access                                |  | <a href="#">Haydee Ocampo</a>            | 626-350-6428 |
| Employee Transportation Program                        |  | <a href="#">Haydee Ocampo</a>            | 626-350-6428 |
| Surplus  |  | <a href="#">Rosemarie Huizar</a>         | 626-575-6812 |