

ADMINISTRATIVE SERVICES DIVISION (Updated July 02, 2018)

Division Chief		Edna Murphy	322-8198
Division Support		Lalita Singh	322-8168
Human Resources Branch			
Branch Chief		Shereta Roberson	324-2813
Branch Support		Malee Lor	322-8192
ASD Liaison/Public Records Act Classification & Transactions Units		Chelsey Valdez	445-5076
Section Manager		Desiree Scott	322-0603
Medical Management Unit			
Manager		Allissa Maurer	322-8209
Last Names A-G		Shana Wood	327-0043
Last Names H-O		Nancy Brito	327-3003
Last Names P-Z		Tiffine Sanchez	322-8001
Classification & Performance Management Unit			
Manager		Grace Ruiz	322-8205
AQPSD, ECARS, ISD, OCAP, RD		Darneka Lewis	445-8293
CO, ED, MSCD, OIS, TTD		Lisa Nguyen	445-5630
ASD, CalEPA, EO, MLD		Yian Sengon	323-4957
Transactions, Benefits & Time Reports Unit			
Manager		Jennifer Beardsley	322-0352
Section Support		Rena Houmani	324-8641
Section Support		Sumeet Bali	324-8641
Position Management (CalEPA)		Elizabeth Solari	322-5846
ASD, CalEPA		Amanda Leirchi	322-8176
ISD, MLD		Dawnika Schenck	327-4433
ECARS, RD		Victoria Burnett	324-2251
CO, EO, MSCD		Nitsum Vue	323-9073
ED, OCAP, TTD		Aubrey Steinnart	327-8097
AQPSD, OIS		Veronica Parker	323-9073
Labor Relations, Exams, Selections, and Training Unit			
Section Manager		Jodice Garnett	323-6753
Labor Relations Unit			
Labor Relations Specialist		Kathaleen Reed	322-8197
Conflict of Interest Filing Officer		Kathaleen Reed	322-8197

Ethics & Training Program Coordinator		Kathaleen Reed	322-8197
Grievances & Complaints		Kathaleen Reed	322-8197
Telework Coordinator		Kathaleen Reed	322-8197
Union Leave/State Release Time Requests		Kathaleen Reed	322-8197
Examination and Recruitment Unit			
Manager		Martha Zarate	327-2954
Section Support		Elizabeth Vargas	322-4349
Exam Analyst		La Trice Jones	327-3515
Exam Analyst		Hannah Ferguson	324-9238
Exam Analyst		Vacant	323-8413
Selections Unit			
Manager		Vacant	
AQPSD, ASD, CalEPA, OCAP, OIS		Hannah Cooper	323-3303
ECARS, ED, EO, ISD, TTD		Gena Harmonson	324-3294
CO, MLD, MSCD, RD		Marilyn Freeman	322-8435
Training Unit			
Manager		trainprog@arb.ca.gov	
Training Coordinator		Ines Livingston	327-8215
Training Coordinator		Tayler Koerwitz	445-8293
Training Coordinator		Octavia Lee	322-3838
EAP Coordinator		Tayler Koerwitz	445-8293
Merit Award Program Administrator		Ines Livingston	327-8215
25 Year Service Award, Retirement Awards		Tayler Koerwitz	445-8293
Superior & Sustained Accomplishment Awards		Ines Livingston	327-8215
Employee Suggestion Award		Octavia Lee	322-3838
Budgets/Fees Branch			
Branch Chief		Pam Biggins	322-8200
Budget Officer		Kelley Moss	322-6712
Manager		Shima Mirzaei	324-2165
CalEPA, TTD, MLD, Prop 1B, EPA Grants		Heather Staton	322-8177
AQUIP, Grants, EFMP		Vacant	327-8772
Out of State Travel		Deanna Everett	322-2208
RD		Kaitlyn Hester	322-3947
Manager		Vacant	322-1369
TTD, ISD, CalEPA, Prop 1B, & EPA Grants		Heather Staton	322-8177
CO, EO, OIS, and Federal Grants		Oksana Tuk	322-0557
MLD, ECARS		Jennifer Gan	322-3565
Manager		Rebecca Moore	324-2165

RD		Kaitlyn Hester	322-3947
ASD, AQPSD, Federal Grants		Javier Camacho	327-8772
MSCD, ED		Deanna Everett	322-2208
FI\$CAL, Fees, Revenues, & Reimbursement Section			
Section Manager			
		Katie Roller	322-8667
Revenue & Reimbursement Unit			
Manager			
(CARB & CalEPA) - Revenue/Reimbursement, Invoices, Unclaimed Property, FTB, & Dunning Letters		Gurpreet Singh	322-8213
(CARB & CalEPA) - Revenue/Reimbursement, Invoices, Unclaimed Property, FTB, & Dunning Letters		Shashi Shaheed	322-3886
		Mohammad Mishal	322-3730
		Vacant	
FI\$CAL (&Fees) Unit			
Accounting		Adam Yang	327-8885
Budgets		Lily Tran	327-6683
Contracts		Matt Bagwill	322-3784
Procurement		Thu Pham	324-8893
Contracts/Procurements/Grants Branch			
Branch Chief			
		Brandy Hunt	
Intake/Close Out		Vacant	
Intake/Close Out/Support		Abeer Hajeer	324-2186
SSMI Specialist			
		Vacant	
Contracts and Grants Section Manager			
		Diana Cardoza	322-0558
Manager Unit A			
		Vacant	
OIS, ASD South, EO & CO		Katy Sullivan	322-8195
MLD		Cathy Wieser	322-8202
CalEPA & ISD		Wayne Roberson	322-8387
		Vacant	
Manager Unit B			
		Alexa Barron	445-3263
ECARS		Sharon Flores	323-2238
AQPSD, ED		Lisa Macias	322-8452
RS, ASD North		Jane Taylor	322-8204
TTD, MSCD		Marcela Hartsfield	322-4006
Procurement Services Section Manager			
		Shaheena Soroya	324-5289
Manager Unit A			
		Laurie Oineza	445-4845
MLD		Erik Quady	327-5754
ECARS, GASES		Debbie Sanchez	322-0606

ASD		Vacant	
Manager Unit B		Jennifer Salinas	322-0475
OIS, TTD, ISD		Covina McAlister	322-8193
CalEPA/Health & Safety		Vacant	
AQPSD, ED, RD, MCSD, EO/CO		Vacant	
Accounting Branch			
Branch Chief		David Azevedo	322-8211
Manager Unit A		Yogeeta Sharma	322-8215
Accounting Systems Unit		AccountingSystems@arb.ca.gov	
Manager		Lalaine Semana	445-3750
Calstars Reports (ARB & CalEPA), PCA, Index, Timesheets, & Year-End		Dione Condoll	323-2926
Accounts Receivable Unit		AccountsReceivable@arb.ca.gov	
Payroll		Payroll@arb.ca.gov	
Manager		Vacant	322-8213
Collections/Cashiering/Refunds (ARB & CalEPA)		Julia Kao Lee	324-3503
Payroll (ARB & CalEPA)		Nabila Abusway	445-1102
General Ledger Unit		GeneralLedgerUnit@arb.ca.gov	
Federal		Federal@arb.ca.gov	
Manager		Premlata Prakash	322-3708
Federal Fund Coordinator		Jaynesh Singh	322-2274
Manager Unit B		Laura McCarthy	322-8212
Travel/Research & Process Control Unit		Travel@arb.ca.gov	
Manager		Ray Narayan	327-0631
Travel Unit Supervisor		Chris Lim	323-4029
Petty Cash Reimbursements/Relocation Expenses		Jessica Kerndt	322-3486
Travel Advances/Expense Claims		Chris Lim	323-4029
Office Revolving Fund Requests		Jessica Kerndt	322-3486
Research & Process Control Unit			
Supervisor		Vacant	322-3486
Accounts Payables Unit		AccountsPayable@arb.ca.gov	
Manager		Monette Vandermaiden	327-8499
Accounts Payable Inquiries		Mainaz Ali	445-2179
Accounts Payable Inquiries		Sandra Muszynski	322-3729
AB 32 Special Funds Unit			
Manager		Meena Ganesan	327-2963

Business Management Branch			
Branch Chief		Grant Harris	445-5076
Space Acquisition Unit			
Manager		Deidre Cyprian	322-2384
Business Services Section A			
Manager		Kim Gossen	322-8201
Facility Support Services Unit North			
Manager		Cindy Esparza	324-6771
Forms Management		FSSU@arb.ca.gov	
Headquarters Building Management		Raksha Singh	445-7578
Lease Management		Lionel Holman	322-0601
Health & Safety Unit			
Manager		Nick Kranz	322-3309
Health & Safety Officer		Francisco Rodriguez	323-1158
Health & Safety Coordinator		Niseeta Devi	322-1221
Health & Safety Coordinator		Deanna Garcia	327-2565
DMV Pull Notice Program		Niseeta Devi	322-1221
Medical Surveillance Program Coordinator		Francisco Rodriguez	323-1158
Ergonomic Program Coordinator		Niseeta Devi	322-1221
Headquarters Building Issues		Health & Safety Unit	
Hearing Conservation Program Coordinator		Health & Safety Unit	
Hazardous Materials Program		Health & Safety Unit	
Hazard Assessments		Health & Safety Unit	
Health & Safety Training		Health & Safety Unit	
Non-Vehicle Accident/Incident Reporting		Health & Safety Unit	
Respiratory Protection Program		Health & Safety Unit	
Toxic Exposure Reporting & Recordkeeping		Health & Safety Unit	
Vehicle Accident Reporting		Health & Safety Unit	
Business Services Section B			
Manager		Monica Torres	327-2700
Relocation Services & Support Unit		Van Phan	322-4155
Asset Management Unit			
Transportation Coordinator		Van Phan	322-4155
Property Control		Julian Bustillos	324-4821
Supplies		Amanda Phillips	323-1517
Vehicle/Fleet Management Program		Asset Management Unit	327-2700
Victim Compensation/Gov't Claims Board		Asset Management Unit	327-2700

Facility Support Services Unit South (El Monte)			
Manager / Building Manager		Monica Torres	327-2700
Mail / Shipping / Receiving		Martin Nemeth	626-459-4459
Supplies		Martin Nemeth	626-459-4459
Petty Cash		Haydee Ocampo	626-350-6428
Security Cardkey Access		Haydee Ocampo	626-350-6428
Employee Transportation Program		Haydee Ocampo	626-350-6428
Surplus		Rosemarie Huizar	626-575-6812