

**ADMINISTRATIVE SERVICES DIVISION** (Updated January 11, 2019)

<b>Division Chief</b>		<a href="#">Edna Murphy</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="#">Jennifer Edmond</a>	324-2813
<b>Branch Support</b>		<a href="#">Malee Lor</a>	322-8192
<b>ASD Liaison/Public Records Act</b>		<a href="#">Vacant</a>	323-4916
<b>Classification &amp; Transactions Units</b>			
<b>Section Manager</b>		<a href="#">Desiree Scott</a>	322-0603
<b>Medical Management Unit</b>			
<b>Manager</b>		<a href="#">Allissa Maurer</a>	322-8209
Last Names A-G		<a href="#">Shana Wood</a>	327-0043
Last Names H-O		<a href="#">Nancy Brito</a>	327-3003
Last Names P-Z		<a href="#">Tiffine Sanchez</a>	322-8001
<b>Classification &amp; Performance Management Unit</b>			
<b>Manager</b>		<a href="#">Ashley Ferrell</a>	322-8205
AQPSD, ECARS, ISD, OCAP, RD		<a href="#">Darneka Lewis</a>	322-8196
CO, ED, MSCD, OIS, TTD		<a href="#">Lisa Nguyen</a>	445-5630
ASD, CalEPA, EO, MLD		<a href="#">Yian Sengon</a>	323-4957
<b>Transactions, Benefits &amp; Time Reports Unit</b>			
<b>Manager</b>		<a href="#">Jennifer Beardsley</a>	322-0352
Section Support		<a href="#">Vacant</a>	324-8641
Section Support		<a href="#">Sumeet Bali</a>	324-8641
Position Management (CalEPA)		<a href="#">Shannon Turner</a>	322-5846
AQPSD, CalEPA		<a href="#">Vacant</a>	322-8176
ISD, MSCD		<a href="#">Dawnika Schenck</a>	327-4433
ECARS, RD		<a href="#">Victoria Burnett</a>	324-2251
CO, EO, MLD		<a href="#">Ntsum Vue</a>	323-9073
ED, OCAP, TTD		<a href="#">Aubrey Steinhart</a>	327-8097
ASD, OIS		<a href="#">Vacant</a>	327-4434
<b>Labor Relations, Exams, Selections, and Training Unit</b>			
<b>Section Manager</b>		<a href="#">Jodice Garnett</a>	323-6753
<b>Labor Relations Unit</b>			
Labor Relations Specialist		<a href="#">Vacant</a>	322-8197
Conflict of Interest Filing Officer		<a href="#">Vacant</a>	322-8197

Ethics & Training Program Coordinator		<a href="#">Vacant</a>	322-8197
Grievances & Complaints		<a href="#">Vacant</a>	322-8197
Telework Coordinator		<a href="#">Vacant</a>	322-8197
Union Leave/State Release Time Requests		<a href="#">Vacant</a>	322-8197
<b>Examination and Recruitment Unit</b>			
<b>Manager</b>		<a href="#">Martha Zarate</a>	327-2954
Section Support		<a href="#">Mercy Maina</a>	322-4349
Exam Analyst		<a href="#">La Trice Jones</a>	327-3515
Exam Analyst		<a href="#">Shahbanou Cashkouli</a>	324-9238
Exam Analyst		<a href="#">Nimra Zafar</a>	323-8413
<b>Selections Unit</b>			
<b>Manager</b>		<a href="#">Elizabeth Solari</a>	445-3364
ASD, AQPSD, CalEPA, OIS		<a href="#">Hannah Cooper</a>	323-3303
ECARS, EO, ISD, OCAP, TTD		<a href="#">Gena Harmonson</a>	324-3294
CO, ED, MLD, MSCD, RD		<a href="#">Elizabeth Vargas</a>	440-8273
<b>Training Unit</b>			
		<a href="#">ARB Training Program Inquiries</a>	
<b>Manager</b>		<a href="#">Ines Livingston</a>	327-8215
Training Coordinator		<a href="#">Tayler Koerwitz</a>	445-8293
Training Coordinator		<a href="#">Octavia Lee</a>	322-3838
Training Coordinator		<a href="#">Jan Bernard</a>	440-8266
EAP Coordinator		<a href="#">Tayler Koerwitz</a>	445-8293
EAP Coordinator		<a href="#">Jan Bernard</a>	440-8266
Merit Award Program Administrator		<a href="#">Tayler Koerwitz</a>	445-8293
25 Year Service Award, Retirement Awards		<a href="#">Jan Bernard</a>	440-8266
Superior & Sustained Accomplishment Awards		<a href="#">Tayler Koerwitz</a>	445-8293
Employee Suggestion Award		<a href="#">Jan Bernard</a>	440-8266
<b>Budgets/Fees Branch</b>			
<b>Branch Chief</b>		<a href="#">Pam Biggins</a>	322-8200
<b>Budget Officer</b>		<a href="#">Kelley Moss</a>	322-6712
<b>Manager</b>		<a href="#">Monica Sanchez</a>	324-2165
ASD, AQPSD, CalEPA, EJ Grants		<a href="#">Javier Camacho</a>	327-8772
Bond, ECARS, MLD, Out of State Travel, Prop 1B		<a href="#">Jennifer Gan</a>	322-3565
RD, ISD, Non-Toxic Dry Cleaning Grants		<a href="#">Kaitlyn Hester</a>	322-3947
<b>Manager</b>		<a href="#">Donna Lee</a>	322-1369
Carl Moyer & Federal Grants, CO, EO, OCAP, OIS		<a href="#">Oksana Tuk</a>	322-0557
AQIP/LCTI, ED, EFMP, MSCD, TTD		<a href="#">Nathan Dowson</a>	327-1498
<b>FI\$CAL, Fees, Revenues, &amp; Reimbursement Section</b>			
<b>Section Manager</b>		<a href="#">Katie Roller</a>	322-8667

<b>Revenue &amp; Reimbursement Unit</b>			
<b>Manager</b>		<u>Vacant</u>	322-8213
(CARB & CalEPA) - Revenue/Reimbursement, Invoices, Unclaimed Property, FTB, & Dunning Letters		<u>Li Xu</u>	322-3870
(CARB & CalEPA) - Revenue/Reimbursement, Invoices, Unclaimed Property, FTB, & Dunning Letters		<u>Vacant</u>	322-3886
(CARB & CalEPA) - Revenue/Reimbursement, Invoices, Unclaimed Property, FTB, & Dunning Letters		<u>Mohammad Mishal</u>	322-3730
<b>FISCAL (&amp; Fees) Unit</b>			
Accounting		<u>Adam Yang</u>	327-8885
Budgets		<u>Lily Tran</u>	327-6683
Contracts		<u>Vacant</u>	322-3784
Procurement		<u>Thu Pham</u>	324-8893
<b>Contracts/Procurements/Grants Branch</b>			
<b>Branch Chief</b>		<u>Brandy Hunt</u>	327-1799
<b>SSMI Specialist</b>		<u>Cathy Wieser</u>	322-8202
<b>Contracts and Grants Section Manager</b>		<u>Diana Cardoza</u>	322-0558
Intake/Close Out/Support		<u>Jonathan Bray</u>	322-2638
Intake/Close Out/Support		<u>Vacant</u>	
<b>Manager Unit A</b>		<u>Laurie Oineza</u>	445-4845
Federal Grants, MLD		<u>Katy Sullivan</u>	322-8195
ASD South, OIS, Dry Cleaning Grants		<u>Abeer Hajeer</u>	445-5596
CalEPA, EPA Grants, ISD, Oil and Gas Grants		<u>Wayne Roberson</u>	322-8387
CO, EO, Moyer Grants, OCAP Grants		<u>Lisa Macias</u>	322-8452
<b>Manager Unit B</b>		<u>Alexa Barron</u>	445-3263
ECARS, ED Grants		<u>Sharon Flores</u>	323-2238
AQPSD, ED, EFMP Grants		<u>Deanna Everett</u>	322-2208
ASD North, RD		<u>Nga Pham</u>	322-8204
AQIP/LCTI Grants, MSCD, TTD		<u>Marcela Hartsfield</u>	322-4006
<b>Procurement Services Section Manager</b>		<u>Vacant</u>	324-5289
Intake/Close Out/Support		<u>Adham Abdeljawad</u>	322-4053
Intake/Close Out/Support		<u>Amanda Phillips</u>	323-1517
Intake/Close Out/Support		<u>Ashley Rhinehart</u>	322-6962
<b>Manager Unit A</b>		<u>Mary Bomparola</u>	322-4184
RD, ED AND AQPSD		<u>Gyorgy Galsi</u>	322-2519
MSCD, TTD/ ISD		<u>Ismaeel Jaradat</u>	445-0745

ASD, CalEPA/Health & Safety		<a href="#">Wendy Lopes</a>	322-8207
<b>Manager Unit B</b>		<a href="#">Vacant</a>	322-0475
OIS, EO/CO		<a href="#">Covina McAlister</a>	322-8193
ECARS, GASES		<a href="#">Debbie Sanchez</a>	322-0606
MLD		<a href="#">Erik Quady</a>	327-5754
<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="#">Dione Condoll</a>	445-3750
Calstars Reports (ARB & CalEPA), PCA, Index, Timesheets, & Year-End		<a href="#">Vacant</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="#">Jaynesh Singh</a>	322-8213
Collections/Cashiering/Refunds (ARB & CalEPA)		<a href="#">Julia Kao Lee</a>	324-3503
Payroll (ARB & CalEPA)		<a href="#">Nabila Abusway</a>	445-1102
<b>General Ledger Unit</b>		<a href="mailto:GeneralLedgerUnit@arb.ca.gov">GeneralLedgerUnit@arb.ca.gov</a>	
<b>Manager</b>		<a href="#">Premлата Prakash</a>	322-3708
<b>Federal Funds &amp; Bonds Unit</b>		<a href="mailto:Federal@arb.ca.gov">Federal@arb.ca.gov</a>	
<b>Manager</b>		<a href="#">Prashika Maharaj</a>	322-1282
Federal Fund Coordinator		<a href="#">Mary Hung</a>	324-9907
<b>Manager Unit B</b>		<a href="#">Lalaine Semana</a>	322-8212
<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="#">Jessica Kerndt</a>	322-3486
Travel Advances/Expense Claims		<a href="#">Chris Lim</a>	323-4029
Office Revolving Fund Requests		<a href="#">Jessica Kerndt</a>	322-3486
<b>Research &amp; Process Control Unit</b>			
Supervisor		<a href="#">Jessica Kerndt</a>	322-3486
<b>Accounts Payables Vouchers Unit</b>		<a href="mailto:AccountsPayable@arb.ca.gov">AccountsPayable@arb.ca.gov</a>	
<b>Manager</b>		<a href="#">Monette Vandermaiden</a>	327-8499
Accounts Payable Inquiries		<a href="#">Mainaz Ali</a>	445-2179
Accounts Payable Inquiries		<a href="#">Sandra Muszynski</a>	322-3729
<b>AB 32 Special Funds Unit</b>		<a href="mailto:GGRFFiscal@arb.ca.gov">GGRFFiscal@arb.ca.gov</a>	
<b>Manager</b>		<a href="#">Meena Ganesan</a>	327-2963
<b>Accounts Payable Receiving Unit</b>			

<b>Manager</b>		<a href="#">Olga Jimenez</a>	440-8224
<b>Business Management Branch</b>			
<b>Branch Chief</b>		<a href="#">Grant Harris</a>	445-5076
<b>Space Acquisition Unit</b>			
<b>Manager</b>		<a href="#">Deidre Cyprian</a>	322-2384
<b>Manager</b>		<a href="#">Jennifer Salinas</a>	440-8289
<b>South Facilities &amp; Health and Safety Section</b>			
<b>Manager</b>		<a href="#">Kelley Dorning</a>	322-8201
<b>South Facility Support Services Unit (El Monte)</b>			
<b>Manager/ Building Manager</b>		<a href="#">Tola Perkins</a>	626-575-6859
Surplus		<a href="#">Rosemarie Huizar</a>	626-575-6812
El Monte Annexes – Facility Liaison		<a href="#">Rosemarie Huizar</a>	626-575-6812
Haagen Smit Lab – Facility Liaison		<a href="#">David Ige</a>	626-575-7095
El Monte Space Reconfigurations/Moves		<a href="#">David Ige</a>	626-575-7095
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
<b>Health &amp; Safety Unit</b>			
<b>Manager</b>		<a href="#">Nick Kranz</a>	322-3309
Health & Safety Officer		<a href="#">Francisco Rodriguez</a>	323-1158
Health & Safety Coordinator		<a href="#">Niseeta Devi</a>	322-1221
Health & Safety Coordinator		<a href="#">Deanna Garcia</a>	327-2565
DMV Pull Notice Program		<a href="#">Niseeta Devi</a>	322-1221
Medical Surveillance Program Coordinator		<a href="#">Francisco Rodriguez</a>	323-1158
Workplace Violence Investigations		<a href="#">Francisco Rodriguez</a>	323-1158
Ergonomic Program Coordinator		<a href="#">Niseeta Devi</a>	322-1221
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>North Facilities &amp; Business Services Section</b>			
<b>Manager</b>		<a href="#">Derek Longacre</a>	327-2700
<b>North Facility Support Services Unit</b>			
<b>Manager</b>		<a href="#">Cindy Esparza</a>	324-6771
Forms Management		<a href="mailto:Forms@arb.ca.gov">Forms@arb.ca.gov</a>	
Space Planning		<a href="#">Raksha Singh</a>	445-7578
Lease Management		<a href="#">Lionel Holman</a>	322-0601
Records Retention		<a href="mailto:Records@arb.ca.gov">Records@arb.ca.gov</a>	
Facilities Request (Form 5) Coordinator		<a href="mailto:FSSU@arb.ca.gov">FSSU@arb.ca.gov</a>	
<b>Business Services Unit</b>			
<b>Manager</b>		<a href="#">Chelsey Valdez</a>	322-4155
Transportation Coordinator		<a href="#">Vacant</a>	322-3851
El Monte Relocation Support		<a href="#">Vacant</a>	323-1068
Property Control		<a href="mailto:Assets@arb.ca.gov">Assets@arb.ca.gov</a>	323-8711
Vehicle/Fleet Management Program		<a href="mailto:Fleet@arb.ca.gov">Fleet@arb.ca.gov</a>	322-4079
Victim Compensation/Gov't Claims Board		<a href="mailto:PBSU@arb.ca.gov">PBSU@arb.ca.gov</a>	327-2700