

ADMINISTRATIVE SERVICES DIVISION (Updated January 17, 2018)

Division Chief		Alice Stebbins	322-8198
Division Support		Lalita Singh	322-8168
Human Resources Branch			
Branch Chief		Shereta Roberson	324-2813
Branch Support		Mary Ann Toohey	322-8192
ASD Liaison/Public Records Act		Shalini Pandey	445-5076
Classification & Transactions Units			
Section Manager		Desiree Scott	322-0603
Workers Compensation		Vacant	323-4961
Reasonable Accommodations		Vacant	323-4961
Classification & Pay Unit			
Manager		Grace Ruiz	322-8205
MSCD, & ECARS		Lisa Nguyen	445-5630
TTD, AQPSD, & RD		Christine Segher	323-4957
Manager		Allissa Maurer	322-8209
Section Support		Dawnika Schenck	322-8196
EO, ED, CO, & MLD		Shana Wood	327-0043
ASD, & ISD		Nancy Brito	327-3003
CalEPA, OIS, & OCAP		Melissa Lavrigata	322-8001
Transactions, Benefits & Time Reports Unit			
Manager		Jennifer Beardsley	322-0352
Section Support		Rena Houmani	324-8641
Section Support		Mariel Marasigan	324-8641
Position Management (CalEPA)		Elizabeth Solari	322-5846
CO, ASD, & OCAP		Tanya Bordei	322-8176
EO, ED, & MSCD		Ronnie Navarrette	327-4433
TTD, & ECARS		Graciela Spencer	324-2251
CalEPA, RD, & MLD		Donna Hunter	323-9073
ISD, AQPSD, & OIS		Veronica Parker	323-9073
Labor Relations, Training, & Exams Units			
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
Training Unit			
Manager		Ines Livingston	327-8215
AQPSD, CalEPA, ED, EO, ISD, MSCD, & TTD		Vacant	322-3838
ASD, CO, ECARS, MLD, OIS, & RD		Deanna Robinson	445-8293
Job Recruiter		Desiree Garcia	322-2623
EAP Coordinator		Desiree Garcia	322-2623
Merit Award Program Administrator		Desiree Garcia	322-2623
25 Year Service Award, Retirement Awards		Desiree Garcia	322-2623
Superior & Sustained Accomplishment Awards		Desiree Garcia	322-2623
Employee Suggestion Award		Desiree Garcia	322-2623
Examination Unit			
Manager		Martha Zarate	327-2954
Exam Analyst		La Trice Jones	327-3515
Exam Analyst		Nancy Nguyen	324-9238
Exam Analyst		Olivia Maloney	323-8413
Section Support		Hannah Ferguson	322-4349
Budgets/Procurement/Contracts/Grants Branch			
Branch Chief		Pam Biggins	322-8200
Budget Chief		Kelley Moss	322-6712
Retired Annuitant		Lori Casias	322-7299
Manager		vacant	324-2165
CalEPA, TTD, MLD, Prop 1B, EPA Grants		Heather Staton	322-8177
MSCD, ED, AQUIP, Grants, EFMP, ISD, ECARS		Henry Martinez	327-8772
Out of State Travel		Henry Martinez	327-8772
AQPSD, RD		Kaitlyn Hester	322-3947
Manager		Shima Mirzaei	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, Dry Cleaning		Kaitlyn Hester	322-3947
ASD, AQPSD, Federal Grants		Javier Camacho	327-8772
MSCD, ED, and AQIP/EFMP/LCTI Grants		Deanna Everett	322-2208

Contract and Procurement Unit Manager		Katie Patton	322-0558
Procurement Services Section			
Manager		Laurie Oineza	445-4845
AQPSD, ED & RD		Erik Quady	327-5754
OIS, MSCD & CalEPA		Jennifer Salinas	322-0475
MLD, CO & EO		Covina McAlister	322-8193
ASD, ECARS, TTD & ISD		Debbie Sanchez	322-0606
Contract Services Section			
Intake and Close-out		Joyce Taylor	322-3685
Manager		Diana Cardoza	322-3870
OIS, ASD El Monte, EO & CO		Katy Sullivan	322-8195
MLD		Cathy Wieser	322-8202
Special Projects		Andrea Sutton	324-2186
CalEPA & ISD		Wayne Roberson	322-8387
Manager		Alexa Barron	445-3263
ECARS, TTD		Miriam Lopez	323-2238
MSCD, ED, & AQPSD		Lisa Macias	322-8452
RD, ASD Sacto.		Jane Taylor	322-8204
TBD		vacant	322-4349
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		Gurpreet Singh	322-8213
Collections/Cashiering/Refunds (ARB & CalEPA)		Julia Kao Lee	324-3503
Revenue/Reimbursement (ARB & CalEPA)		Sashi Shaheed	322-3886
Invoices/Unclaimed Property/FTB		Sashi Shaheed	322-3886
Payroll (ARB & CalEPA)		Nabila Abusway	445-1102
Credit Card Payments, Deposits, RMP, APCF,		Daniel Hooten	322-4006
PERP, Unclear Collections, Invoices, Wire		Faye Tern	322-3797
Transfers and Check pickup		Faye Tern	322-3797
FI\$CAL Unit			

Manager		Oanh Tu	322-8667
General Ledger Unit		GeneralLedgerUnit@arb.ca.gov	
Federal		Federal@arb.ca.gov	
Manager		Premlata Prakash	322-3708
Federal Fund Coordinator		vacant	
Manager Unit B		vacant	
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		Ray Narayan	327-0631
Travel Advances/Expense Claims		Chris Lim	323-4029
Office Revolving Fund Requests		vacant	322-3486
Research & Process Control Unit			
Supervisor		vacant	322-3486
Accounts Payables Unit		AccountsPayable@arb.ca.gov	
Manager		Shaheena Soroya	327-8499
Accounts Payable Inquiries		Jessica Kerndt	322-3729
Accounts Payable Inquiries		vacant	322-1733
AB 32 Special Funds Unit			
Manager		Laura McCarthy	322-8212
Business Management Branch			
Branch Chief		Brandy Hunt	327-1799
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	
Graphic Designer		Eric Decetis	324-0983
Headquarters Building Management		Adrian Galvez	324-1921
Lease Management		Cindi Whitney	445-7578
Health & Safety Unit			
Manager		Nick Kranz	322-3309
Health & Safety Officer		Marcie Amaya	323-1158
Health & Safety Coordinator		vacant	322-1221
Health & Safety Coordinator		Bryan Landis	327-2565

DMV Pull Notice Program		Bryan Landis	327-2565
Medical Surveillance Program Coordinator		Bryan Landis	327-2565
Ergonomic Program Coordinator		Bryan Landis	327-2565
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		Monica Torres	327-2700
Asset Management Unit			
Transportation Coordinator		Elena Alvarez	322-8151
Property Control		Julian Bustillos	324-4821
Supplies		Julian Bustillos	324-4821
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		Noretta Hewadi	626-575-6859
Section Support		Violet Das	626-575-6804
Building Keys Issuance		Violet Das	626-575-6804
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