

Human Resources Transactions to be Closed  
Tuesdays from 10:00 a.m. – noon

Beginning Tuesday, December 1, 2009, the Human Resources Branch, Transactions Office will be closed every Tuesday from 10:00 a.m. – noon. Except for emergency calls, the office will be closed to walk-in traffic and Transactions Staff will let incoming calls go to their voicemail. If you feel you have an emergency that cannot wait until the office reopens at noon on Tuesday's, please call (916) 324-8641 and the receptionist will route your call.

This weekly two (2) hour closure is to allow staff uninterrupted quiet time to concentrate on the heavy workload and deadlines they deal with throughout the month.

We appreciate your patience and understanding and look forward to continuing to provide you the best possible service in these trying times.

If you have questions or concerns, please contact one of the managers in the Human Resources Branch:

Sheryl Brooks, Chief, (916) 322-8001

Carol Del Toro, Assistant Chief, (916) 324-2813

Elizabeth Edwards, Personnel Transactions Manager, (916) 327-0905

Cathy Nystrom, Classification and Pay Manager, (916) 322-0603