

OFFICE OF HUMAN RESOURCES
CLIENT AGENCY ASSIGNMENT LISTING

CLASSIFICATION AND CERTIFICATION UNIT

Provides recommendations and consultative services, while upholding the Classification & Pay plan and ensuring compliance with the merit system principles. It also validates Requests for Personnel Action, the starting point for filling vacancies, research hiring restrictions, provides alternative solutions for difficult-to-fill classifications, and conducts desk audits to investigate out of class grievances.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
2. Business, Consumer Services and Housing Agency	Antanay Tarrant – 279-799-4405	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
3. CA Arts Council	Antanay Tarrant – 279-799-4405	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
4. Commission on APIA Affairs	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
5. CA Commission on Status of Women and Girls	Antanay Tarrant – 279-799-4405	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
6. CA Law Revision Commission	Antanay Tarrant – 279-799-4405	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
7. CA Privacy Protection Agency	Amy Molina - 279-240-7272	Jana Fahey - 279-799-4620	Jana Fahey - 279-799-4620	Laura Near - 279-799-4554
8. Cannabis Control Appeals Panel	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
9. Commission on State Mandates	Annette Majalya – 279-799-4405	Antanay Tarrant – 279-799-4405	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
10. First 5	Annette Majalya - 279-799-4229	Antanay Tarrant – 279-799-4405	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
11. Little Hoover Commission	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
12. Native American Heritage Commission	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
13. Office of Administrative Law	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
14. Rivers and Mountains Conservancy	Antanay Tarrant – 279-799-4405	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
15. Sac-San Joaquin Delta Conservancy	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
16. San Diego River Conservancy	Amy Molina - 279-240-7272 Laura Near - 279-799-4554	Allison Hopmans - 279-799-4522	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
17. Santa Monica Mountains Conservancy	Antanay Tarrant – 279-799-4405	Antanay Tarrant – 279-799-4405	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
18. State Independent Living Council	Annette Majalya – 279-799-4405	Annette Majalya – 279-799-4405	Amy Molina - 279-240-7272	Laura Near - 279-799-4554

CONSTRUCTIVE INTERVENTION UNIT

Provides consultative services to supervisors and managers on complex and/or sensitive employee performance and/or conduct matters. It also reviews and prepares formal actions including drafting ATO and AWOL letters, serves as note-taker at Skelly Hearings, conducts workplace violence investigations, and provides training and recommendations to supervisors and managers on the constructive intervention process.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Sarah Nielsen – 279-799-4053	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
2. Business, Consumer Services and Housing Agency	Ryan McNeese – 279-946-8314	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
3. CA Arts Council	Kimberly Liebergot – 279-799-4659	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
4. Commission on APIA Affairs	Kimberly Liebergot – 279-799-4659	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
5. CA Commission on Status of Women and Girls	Ryan McNeese – 279-946-8314	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
6. CA Law Revision Commission	Sarah Nielsen – 279-799-4053	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
7. CA Privacy Protection Agency	Kimberly Liebergot – 279-799-4659	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
8. Cannabis Control Appeals Panel	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
9. Commission on State Mandates	Kimberly Liebergot – 279-799-4659	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
10. First 5	Sarah Nielsen – 279-799-4053	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
11. Little Hoover Commission	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
12. Native American Heritage Commission	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
13. Office of Administrative Law	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
14. Rivers and Mountains Conservancy	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
15. Sac-San Joaquin Delta Conservancy	Ryan McNeese – 279-946-8314	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
16. San Diego River Conservancy	Ryan McNeese – 279-946-8314	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
17. Santa Monica Mountains Conservancy	Vacant	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447
18. State Independent Living Council	Kimberly Liebergot – 279-799-4659	Jen Johnson – 279-799-3988	Dorthia Lampley – 916-376-5447

LABOR RELATIONS UNIT

The Labor Relations Office advises on the interpretation of labor contracts, adjudicate employment disputes between management and rank and file staff, investigates and responds to grievances, and monitors and reports on changes to employee working conditions. It provides guidance to management and executive staff regarding laws, rules, and regulations as it relates to bargaining unit contracts.

Shared Mailbox: LaborRelations@dgs.ca.gov

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board				
2. Business, Consumer Services and Housing Agency				
3. CA Arts Council				
4. Commission on APIA Affairs				
5. CA Commission on Status of Women and Girls				
6. CA Law Revision Commission				
7. CA Privacy Protection Agency				
8. Cannabis Control Appeals Panel				
9. Commission on State Mandates				
10. First 5				
11. Little Hoover Commission				
12. Native American Heritage Commission				
13. Office of Administrative Law				
14. Rivers and Mountains Conservancy				
15. Sac-San Joaquin Delta Conservancy				
16. San Diego River Conservancy				
17. Santa Monica Mountains Conservancy				
18. State Independent Living Council				

RECRUITMENT AND EXAMS SERVICES UNIT

The Recruitment and Examination Services Unit develops and administers examinations; facilitates minimum qualifications checks; assists with recruitment strategies including marketing and outreach efforts; and develops and implements the Annual Recruitment and Examination Plan.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Jamie Buckner - 279-799-3988	Julia Betancourt - 279-799-4353	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
2. Business, Consumer Services and Housing Agency	Jamie Buckner - 279-799-3988	Julia Betancourt - 279-799-4353	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
3. CA Arts Council	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
4. Commission on APIA Affairs	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
5. CA Commission on Status of Women and Girls	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
6. CA Law Revision Commission	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
7. CA Privacy Protection Agency	Pamela Smith - 279-799-4640	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
8. Cannabis Control Appeals Panel	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
9. Commission on State Mandates	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
10. First 5	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
11. Little Hoover Commission	Jamie Buckner - 279-799-3988	Julia Betancourt - 279-799-4353	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
12. Native American Heritage Commission	Julia Betancourt - 279-799-4353	Austin Wagers – 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
13. Office of Administrative Law	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
14. Rivers and Mountains Conservancy	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
15. Sac-San Joaquin Delta Conservancy	Jamie Buckner - 279-799-3988	Julia Betancourt - 279-799-4353	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
16. San Diego River Conservancy	Jamie Buckner - 279-799-3988	Julia Betancourt - 279-799-4353	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
17. Santa Monica Mountains Conservancy	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
18. State Independent Living Council	Austin Wagers - 279-799-4128	Pamela Smith – 279-799-4640	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332

PERSONNEL TRANSACTIONS UNIT

The Personnel Transactions unit handles the processing of payroll, benefits, accounts receivables, salary garnishments, leave accounting, and position control. PTU processes appointments and separations within the State Controller's payroll system. Any changes made to the status of an employee end in this unit.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
2. Business, Consumer Services and Housing Agency	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
3. CA Arts Council	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
4. Commission on APIA Affairs	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
5. CA Commission on Status of Women and Girls	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
6. CA Law Revision Commission	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
7. CA Privacy Protection Agency	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zillary Brimage - 279-946-7828
8. Cannabis Control Appeals Panel	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
9. Commission on State Mandates	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
10. First 5	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
11. Little Hoover Commission	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
12. Native American Heritage Commission	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
13. Office of Administrative Law	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
14. Rivers and Mountains Conservancy	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
15. Sac-San Joaquin Delta Conservancy	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585
16. San Diego River Conservancy	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
17. Santa Monica Mountains Conservancy	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zilliary Brimage - 279-946-7828
18. State Independent Living Council	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zillilary Brimage - 279-946-7828
19. Delta Protection Commission	Leanna Glick - 279-799-4371	Stephanie Martinez - 279-946-8378	Zillilary Brimage - 279-946-7828
20. Citizen Redistricting Commission Support	Stephanie Martinez - 279-946-8378	Leanna Glick - 279-799-4371	Janina Munoz- 279-799-4585

The Disability Transactions portion of PTU handles these functions for employees currently out on disability.

Disability Transactions Specialist:

Last Name A through L: Sandria Ford

Last Name M through Z: Maribelle Alcazar

Shared Inbox: OHRDTU@dgs.ca.gov

First Line Manager: Diana Huynh

Second Line Manager: Elizabeth Karr

RETURN TO WORK UNIT

The Return to Work Unit acts as a liaison between DGS and SCIF for workers' compensation injuries, negotiates Reasonable Accommodation for employees with disabilities, administers the Catastrophic Leave program, and determines eligibility for FMLA/CFRA/PDL benefits. It also facilitates/monitors treatment/negotiates and obtains settlement authority for department employees returning employees to gainful employment.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Lauren DeLuna – 279-946-8167		Vacant	Dorthia Lampley - 916-376-5447
2. Business, Consumer Services and Housing Agency	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
3. CA Arts Council	Liz Shelley – 279-946-8184		Vacant	Dorthia Lampley - 916-376-5447
4. Commission on APIA Affairs			Vacant	Dorthia Lampley - 916-376-5447
5. CA Commission on Status of Women and Girls	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
6. CA Law Revision Commission	Liz Shelley – 279-946-8184		Vacant	Dorthia Lampley - 916-376-5447
7. CA Privacy Protection Agency			Vacant	Dorthia Lampley - 916-376-5447
8. Cannabis Control Appeals Panel	Liz Shelley – 279-946-8184		Vacant	Dorthia Lampley - 916-376-5447
9. Commission on State Mandates	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
10. First 5	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
11. Little Hoover Commission	Liz Shelley – 279-946-8184		Vacant	Dorthia Lampley - 916-376-5447
12. Native American Heritage Commission			Vacant	Dorthia Lampley - 916-376-5447
13. Office of Administrative Law	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
14. Rivers and Mountains Conservancy	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
15. Sac-San Joaquin Delta Conservancy	Liz Shelley – 279-946-8184		Vacant	Dorthia Lampley - 916-376-5447
16. San Diego River Conservancy	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
17. Santa Monica Mountains Conservancy	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447
18. State Independent Living Council	Kristin Roan – 279-946-8157		Vacant	Dorthia Lampley - 916-376-5447

Return to Work

Shared Inbox: OHRReturnToWork@dgs.ca.gov

Reasonable Accommodation (all clients)

SSM I Specialist: Marianna Tung (279) 239-6167

Shared Inbox: ReasonableAccommodation@dgs.ca.gov

Form: Request for Reasonable Accommodation [DGS OHR 1](#)

Catastrophic Leave (all clients)

SSM I Specialist: Vacant

Shared Inbox: ReasonableAccommodation@dgs.ca.gov

Form: Catastrophic Leave Request [DGS OHR 903](#)

Family Medical Leave (all clients)

SSM I Specialist: Vacant

Shared Inbox: DGSOHRFMLACFRAPDLUnit@dgs.ca.gov

Form: Family Medical Leave Eligibility Request [DGS OHR 33](#)