

**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.

<b>CLIENT AGENCY/BOARD</b>	<b>PRIMARY CONTACT/PHONE</b>	<b>BACKUP CONTACT/PHONE</b>	<b>1ST LINE MANAGER/PHONE</b>	<b>2ND LINE MANAGER/PHONE</b>
<b>1. Alcoholic Beverage Control Appeals Board</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>2. Business, Consumer Services and Housing Agency</b>	Jennifer Vang – 916-376-5481	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>3. CA Arts Council</b>	Annette Majalya - 279-799-4229	Jennifer Vang – 916-376-5481	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>4. Commission on APIA Affairs</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>5. CA Commission on Status of Women and Girls</b>	Jennifer Vang – 916-376-5481	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>6. CA Law Revision Commission</b>	Annette Majalya - 279-799-4229	Jennifer Vang – 916-376-5481	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>7. CA Privacy Protection Agency</b>	Jana Fahey - 279-799-4620	Amy Molina - 279-240-7272	Jana Fahey - 279-799-4620	Laura Near - 279-799-4554
<b>8. Cannabis Control Appeals Panel</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>9. Commission on State Mandates</b>	Jennifer Vang – 916-376-5481	Annette Majalya - 279-799-4229	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>10. First 5</b>	Annette Majalya - 279-799-4229	Jennifer Vang – 916-376-5481	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>11. Little Hoover Commission</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>12. Native American Heritage Commission</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>13. Office of Administrative Law</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>14. Rivers and Mountains Conservancy</b>	Annette Majalya - 279-799-4229	Jennifer Vang – 916-376-5481	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>15. Sac-San Joaquin Delta Conservancy</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>16. San Diego River Conservancy</b>	(TEMP) Amy Molina - 279-240-7272	Amy Molina - 279-240-7272/ Laura Near - 279-799-4554	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>17. Santa Monica Mountains Conservancy</b>	Annette Majalya - 279-799-4229	Jennifer Vang – 916-376-5481	Amy Molina - 279-240-7272	Laura Near - 279-799-4554
<b>18. State Independent Living Council</b>	Jennifer Vang – 916-376-5481	Annette Majalya - 279-799-4229	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.

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

**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](mailto:LaborRelations@dgs.ca.gov)

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

**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.

<b>CLIENT AGENCY/BOARD</b>	<b>PRIMARY CONTACT/PHONE</b>	<b>BACKUP CONTACT/PHONE</b>	<b>1ST LINE MANAGER/PHONE</b>	<b>2ND LINE MANAGER/PHONE</b>
<b>1. Alcoholic Beverage Control Appeals Board</b>	Jamie Buckner - 279-799-3988	Myra Chauhan - 916-376-1854	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>2. Business, Consumer Services and Housing Agency</b>	Pamela Smith - 279-799-4640	Julia Betancourt - 279-799-4353	Vacant	Michele Hughes - 279-799-4332
<b>3. CA Arts Council</b>	Austin Wagers - 279-799-4128	Larisa Harpst – 916-376-5421	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>4. Commission on APIA Affairs</b>	Myra Chauhan - 916-376-1854	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>5. CA Commission on Status of Women and Girls</b>	Julia Betancourt - 279-799-4353	Rosemary Hernandez - 916-3765441	Vacant	Michele Hughes - 279-799-4332
<b>6. CA Law Revision Commission</b>	Julia Betancourt - 279-799-4353	Rosemary Hernandez - 916-3765441	Vacant	Michele Hughes - 279-799-4332
<b>7. CA Privacy Protection Agency</b>	Pamela Smith - 279-799-4640	Julia Betancourt - 279-799-4353	Vacant	Michele Hughes - 279-799-4332
<b>8. Cannabis Control Appeals Panel</b>	Pamela Smith - 279-799-4640	Julia Betancourt - 279-799-4353	Vacant	Michele Hughes - 279-799-4332
<b>9. Commission on State Mandates</b>	Rosemary Hernandez - 916-3765441	Jesse Luera - 279-946-8089	Vacant	Michele Hughes - 279-799-4332
<b>10. First 5</b>	Pamela Smith - 279-799-4640	Julia Betancourt - 279-799-4353	Vacant	Michele Hughes - 279-799-4332
<b>11. Little Hoover Commission</b>	Larisa Harpst - 916-376-5421	Austin Wagers - 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>12. Native American Heritage Commission</b>	Rosemary Hernandez - 916-3765441	Jesse Luera - 279-946-8089	Vacant	Michele Hughes - 279-799-4332
<b>13. Office of Administrative Law</b>	Austin Wagers - 279-799-4128	Larisa Harpst – 916-376-5421	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>14. Rivers and Mountains Conservancy</b>	Larisa Harpst - 916-376-5421	Austin Wagers - 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>15. Sac-San Joaquin Delta Conservancy</b>	Larisa Harpst - 916-376-5421	Austin Wagers - 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>16. San Diego River Conservancy</b>	Jamie Buckner - 279-799-3988	Myra Chauhan - 916-376-1854	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>17. Santa Monica Mountains Conservancy</b>	Austin Wagers - 279-799-4128	Larisa Harpst – 916-376-5421	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
<b>18. State Independent Living Council</b>	Larisa Harpst - 916-376-5421	Austin Wagers - 279-799-4128	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.

<b>CLIENT AGENCY/BOARD</b>	<b>PRIMARY CONTACT/PHONE</b>	<b>BACKUP CONTACT/PHONE</b>	<b>1ST LINE MANAGER/PHONE</b>
<b>1. Alcoholic Beverage Control Appeals Board</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>2. Business, Consumer Services and Housing Agency</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>3. CA Arts Council</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>4. Commission on APIA Affairs</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>5. CA Commission on Status of Women and Girls</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>6. CA Law Revision Commission</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>7. CA Privacy Protection Agency</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>8. Cannabis Control Appeals Panel</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>9. Commission on State Mandates</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>10. First 5</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>11. Little Hoover Commission</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>12. Native American Heritage Commission</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>13. Office of Administrative Law</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>14. Rivers and Mountains Conservancy</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>15. Sac-San Joaquin Delta Conservancy</b>	Stephanie Martinez - 279-946-8378	Veronica Dulpessis - 279-799-4012	Diana Huynh - 279-799-4126
<b>16. San Diego River Conservancy</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>17. Santa Monica Mountains Conservancy</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126
<b>18. State Independent Living Council</b>	Veronica Dulpessis - 279-799-4012	Stephanie Martinez - 279-946-8378	Diana Huynh - 279-799-4126

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](mailto: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](mailto:OHRReturnToWork@dgs.ca.gov)

### Reasonable Accommodation (all clients)

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

Shared Inbox: [ReasonableAccommodation@dgs.ca.gov](mailto: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](mailto: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](mailto:DGSOHRFMLACFRAPDLUnit@dgs.ca.gov)

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