

Department HR & Payroll Clerk (Timekeeper) Contact List

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Updated 02/22/2024

Mail Stop	Department	ID #	Contact Person	Phone #
1250	Agricultural Commission 3403 10th Street, Suite 701 Riverside, CA 92501	280	Patrice Wyatt (HR & Payroll)	(951) 955-3011
				(951) 955-3045
				FAX (951) 955-3047
3320	Animal Services Riverside 92503	420	April Arias (Supervisor)	(951) 358-5498
			Da'lon Graham (HR)	(951) 358-5846
			Kim Marquecho (Sr Hr Clerk)	(951) 358-6154
			Marlene Plascencia (Hr Clerk)	(951) 358-6153
			Blanca Navarrete Hernandez (Sr Hr TAP)	(951) 358-4363
				Fax (951) 358-5847
1140	Assessor - Clerk - Recorder 2724 Gateway Drive Riverside 92507-0751	120	Ana Morales (Dept. HR Coordinator)	(951) 955-0625
			Melissa Garcia (Chf Deputy)	(951) 486-7297
			Carla Reis-Trovillion (Admin. Svc's Officer)	(951) 486-7117
			Jennifer Durso (Principal Deputy ACR)	(951) 486-7046
				Fax (951) 486-7440
1050	Auditor - Controller (CAC 11th Floor) P.O. Box 1326 Riverside 92502-1326	130	Juan Barber (HR and Payroll)	(951) 955-0955
				Fax (951) 955-3802
3831	Behavioral Health Riverside, CA 92503	410	TAP OA (Front Desk)	(951) 358-4606
			Morgan Ramirez (Front Desk)	(951) 358-3144
			Lupita Suazo (Payroll)	(951) 358-5341
			Janett Caballero (FMLA/Leaves)	(951) 358-4619
			Dominick Lopez (New Hires/Benefits)	(951) 358-4609
			Kori Silizar (Employee Benefits & Records Supervisor)	(951) 358-5369
				Fax (951) 358-4776
1010	Board/Clerk of the Board (CAC 1st Floor) Riverside 92502-1147	100	Breanna Smith (Primary HR)	(951) 955-1063
			Cleyra Cordova (Secondary Payroll)	(951) 955-1064
				Fax (951) 955-1071
1330	Business and Community Services (Now: Office of Economic Development)			
2370	Child Support Services – (DCSS) 2041 Iowa Ave. Riverside 92507	230	Ayde Oropeza (Administrative Services Manager II)	(951) 955-4110
			Nicole Lunbeck (Administrative Services Officer)	(951) 955-2825
			Elvira Valenzuela (HR Coordinator)	(951) 955-8067
			Cynthia Hernandez (HR Clerk)	(951) 955-4222
			Donna Hernandez (HR Clerk)	(951) 955-2098
			Pamela Chavez (HR Clerk)	(951) 955-1487
			Lori Ann Emery (HR Clerk)	(951) 955-1832
				Entire HR Staff can be reached at: RCDCSS-HR@rivco.org Fax (951) 955-5993
2590	Community Action Partnership	520	See: Housing, Homelessness Prevention, & Workforce Solutions	(951) 358-5846
				(951) 358-6153
				(951) 358-5498
				Fax (951) 358-5847
1350	County Counsel 3960 Orange St., 5th Floor Riverside 92501	150	Alisa Young (Primary HR)	(951) 955-1848
			ayoung@rivco.org	
			Andrea Olayo (Primary Payroll)	(951) 955-0211
				Fax (951) 955-2226
2120	District Attorney 3960 Orange St, 10th Floor Riverside 92501	220	Main DA - HR/Payroll Unit	(951) 955-4059
			Vanessa Ignacio (Recruitment/Onboarding)	(951) 955-5371
			Doreen Vasquez (Payroll)	(951) 955-6543

			Jessica Gutierrez (Leave Management/ W. Comp)		(951) 955-1483
				Fax	(951) 955-0160
	EDA		See: Business and Community Services		
3942	Emergency Management 450 E. Alessandro Riverside 92508	200	Bertha Vaca (Primary Payroll/Timesheet Approver) Hilda Leyva (Primary Payroll/Timesheet Approver) Kelly Moore (HR/Personnel Documents) Kelly Moore (LOA/FMLA/RTW)		(951) 358-2586 (951) 955-4730 (951)-358-7104 (951)-358-7104
				Fax	(951) 306-3781
3320	Environmental Health 4065 County Circle Dr. #206 Riverside 92503	420	April Arias (Benefit and Record Supervisor) Da'Lon Graham (HR Technician II) Marlene Plascencia (HR Clerk) Kim Marquecho (Sr. HR Clerk) Blanca Navarrete (Sr. HR Clerk)		(951) 358-5498 (951) 358-5846 (951) 358-6153 (951) 358-6154 (951) 358-4363
				Fax	(951) 358-5847
1020	Executive Office (CAC 4th Floor) 4080 Lemon St. Riverside 92501-3679	110 115 900	Trina Head (Primary HR/FMLA) Jennifer Kammerer (Secondary HR/FMLA) Andria Bartkowski (Department Safety Rep) Velky Orto (Primary Payroll) Jessika Ortega (Secondary Payroll)		(951) 955-1157 (951) 955-1136 (951) 955-1106 (951) 955-2218 (951) 955-9122
2600	Facilities Management 3450 14th Street Riverside, CA 92501	720	Monae Williams Admin Service Officer (HR) Yvonna Rivera Admin Services Analyst I (HR -FMLA/RTW, Workers Comp) Becky Koons (Payroll)		(951) 955-9557 (951) 955-7536 (951) 955-8417
5036	Fire 210 W. San Jacinto Ave. Perris, CA 92570	270	Ana Vazquez (HR REP) Norma Perez (Payroll)		(951) 940-6337 pending
				Fax	(951) 940-6750
2585	First 5 Riverside (sent 02/07/24)	938	Rachel Padilla (HR Clerk) Jesus Rodriguez (HR Clerk) Amy Campos (HR Dept. Coordinator)		(951) 955-0473 (951) 955-1198 (951) 955-0566
2990	Flood Control 1995 Market St. Riverside 92501 (sent 02/07/24)	947	Darrylenn Prudholme-Brockington: Payroll Supervisor (Primary) Lisa McFarland: Payroll Sabrina Ector: HR Officer Sally Tadros: Admin. Svcs. Analyst I Lurdes Valdez (Admin Svcs Analyst II) Huiling (Ling) Huang (Accounting Technician I)		(951) 955-8357 (951) 955-1252 (951) 955-1294 (951) 955-0782 (951) 955-1218 (951) 955-9195
				Fax	(951) 955-4532
1330/3760	Housing, Homelessness Prevention, & Workforce Solutions - CDBG, HUD - Workforce Development - Housing Authority - Community Action Partnership (CAP) 3403 10th Street, Ste 300 Riverside CA 92501 5555 Arlington Ave. Riverside CA 92504 1325 Spruce St. Riverside CA 92507	550/560 550	Megan Gomez (Deputy Director, Finance & Admin.) Stephany Trigg (HR Assistant) America Anglin (Payroll Time Keeper) Brandon Trahan (Fiscal Manager)		(951) 218-0885 (951) 955-2389 (951) 955-0356 (951) 295-2310
1150	Human Resources (CAC 1st Floor) P.O. Box 1569 Riverside 92502-1569	113	Cori Robinson (HR & Timekeeper)		(951) 955-0023
				Fax	(951) 955-3581
	Information Technology		See Riverside County Information Technology		

1030	LAFCO 6216 Brockton Ave, Suite 111-B Riverside, CA 92506	290	Elizabeth Valdez (Primary HR & Payroll) Rebecca Holtzclaw (Secondary HR & Payroll)			(951) 369-0631 (951) 369-0631
3224	OASIS	110	SEE RCIT			
1330	Office of Economic Development <i>(Previously: Business and Community Services)</i> - Admin, ED, Libraries - Edward Dean Museum - CSA - Perris Valley Cemetery 3403 10th Street, Ste 400 Riverside CA 92501	190 193 915 980	Amber Jackson Admin Services Mgr I (HR) Marielena Carleton Admin Services Analyst I (HR) Marielena Carleton (Payroll)			(951) 955-0021 (951) 955-6685
5580	Office on Aging 3610 Central Ave., Ste. 102 Riverside 92506	530	Lisa Starcev (Primary HR & Payroll)		Fax	(951) 867-3843 (951) 867-3820
2970	Parks 4600 Crestmore Rd. Jurupa Valley, CA 92509	931	Loree Broderick (HR) Admin Services Analyst Robert Williams (Chief-Business Operations) Christina Sanchez (Payroll) Michael Alferez (Payroll)	HR	Fax	(951) 955-4332 (951) 955-4308 (951) 955-6671 (951) 955-1387 (951) 955-5462 (951) 955-4319
1470	Probation 3960 Orange Street, Suite 600 Riverside, CA 92501 - 3247	260	Lynn Harrison (ASO - HR) Arely Rdoriguez (HR/FMLA/LOA) Martha Nava (HR/RMAP/Bilingual) Kristy Bennett (Payroll) Elizabeth Perez (HR/Payroll) Suman Prasad (HR/Payroll) Lynn Harrison (Benefits/Evals/EPM)			(951) 955-0616 (951) 955-2833 (951) 955-4969 (951)955-3634 (951) 955-2358 (951) 955-4392 (951) 955-0616
1520	Public Defender 4075-A Main Street Riverside, CA 92501	240	HR Unit Cecilia Arcangel (Admin Serv Officer) Pauline Medrano (Admin Serv Analyst I) Payroll Unit Ruby Kanwar (Payroll) Lani Jimenez-Robles (Payroll) Leah Hertz (Fiscal/Payroll)		HR Fax	(951) 955-9788 (951) 955- 6049 (951) 955-6290 (951) 955-6287 (951) 955-9933 (951) 955-6048
					Payroll Fax	(951) 955-0389
3320	Public Health 4065 County Circle Dr. #206 Riverside 92503	420	April Arias (Supervisor) Da'Lon Graham (HR Tech II) Kim Marquecho (Hr Clerk) Marlene Plascencia (Hr Clerk) Blanca Navarrete Hernandez			(951) 358-5498 (951) 358-5846 (951) 358-6154 (951) 358-6153 (951) 358-4363
					Fax	(951) 358-5847
3720	Public Social Services (DPSS) 10281 Kidd St. Riverside 92503	510 985	Romera Liddell (Deputy Director) Sandra Meza (Admin Services Supervisor) Helen Shearer (Admin Services Manager II) Vanessa Beckles (Admin Services Officer) Tiffany Ponce (Admin Services Analyst II) Receptionist - Main Desk			(951) 358-3028 (951) 358-6414 (951) 358-5225 (951) 358-3029 (951) 358-8327 (951) 358-3030

			Tiffany Tighe - Sr. Human Resources Clerk (A to F, N, Y, and Z)		(951) 358-3583
			Thalia Orozco - Sr. Human Resources Clerk (G to M)		(951) 358-3032
			Daneatra Stewart-Moore - Sr. Human Resources Clerk (O-W)		(951) 358-4063
			Edna Hall - Admin Services Analyst II DPSS-Payroll@rivco.org - Primary Payroll Contact		(951) 358-3367
			Brenda Gallardo - ADMIN SVCS ASST (Payroll)		(951) 358-6831
			Gwen Howard - Human Resources Clerk Secondary Payroll Contact		(951) 358-6828
3701	Purchasing & Fleet Services Riverside County Information Center (RCIC) 3450 14th St. 4th Floor Suite 420 Riverside, CA 92501	730	Marlana McSkimming (Admin Services Manager) Leslie Johnson (HR & Payroll) Office Asst III Jazmin Braulio OAll Kathleen Ponce (Executive Asst III)		(951) 955-1164 (951) 955-4689 (951) 955-3280 (951) 955-4935
				Fax	(951) 955-8474
1033	RCA (Western Riverside County Regional Conservation Authority) 3403 10th Street, Suite 320 Riverside 92501	935	As of 1/1/2021, no longer County Employees. Jennifer Fuller - jfuller@rctc.org Daisy Vergara - dvergara@rctc.org		(951) 955-8873
				Fax	(951) 955-8873
2510	Registrar of Voters 2724 Gateway Dr. Riverside 92507	170	Candice Gordon (HR/Payroll) Senior Admin Services Supervisor		(951) 486-7330
				Fax	(951) 486-7335
1575	Riverside County Information Technology (RCIT) Located at: Riverside County Information Center 3450 14th St. 4th floor Riverside, CA 92501 Street address (prior PO Box# is obsolete) new mail stop/address as of 2014	740	Nicole Eubank (Primary HR) neubank@rivco.org Nicole Thom (Secondary HR) NicThom@rivco.org Payroll: Norma Marchan IT Manager I (Payroll) nmarchan@rivco.org Tamara Cantu (Payroll) tcantu@rivco.org		(951) 955-3777 (951) 955-7506 (951) 955-5931
5887	Riverside University Health Systems Medical Center (RUHS) 14375 Nason St, Ste. 212 Moreno Valley 92555	430	Front Desk Employee Services Front Desk Payroll Jaquie Garcia (Admin. Svcs. Officer) Sergio Pena HR Tech (RUHS Employee Services) Ricardo Gomez-Valencia HR Tech (RUHS Payroll) Jaclyne Espinola (Sr Clerk) Susan Smith (Sr. Clerk)	HR Payroll	Fax Fax (951) 486-5531 (951) 486-5546 (951) 486-5576 (951) 486-5553 (951) 486-5536 (951) 486-5534 (951) 486-5511 951-486-5049 951-486-5533
2500	Sheriff/Coroner 4095 Lemon St., 3rd Floor P.O. Box 512 Riverside 92502	250	Kristy Harris (Supervisor/Payroll/FMLA) Jill Watler (Benefits & Payroll Mgr) Eva Kelly (Reception/Payroll Main Desk) Leticia Rabago (Payroll) Maria Lourdes Bodag Hakimi (Payroll) Jeanette Bowles (FMLA) Tawnia Allard (FMLA) Andrea Cronkite (FMLA) shfpayroll@riversidesheriff.org shf344@riversidesheriff.org		(951) 955-2707 (951)-955-2721 (951) 955-2723 (951) 955-2418 (951) 955-2705 (951) 955-9141 (951) 955-2418 (951) 955-3772 Leaves Payroll Fax (951) 955-2505

2161	TAP/MAP	113	Chandrika Richardson (HR Divison Manager)			(951) 955-9488	
	(CAC 7th Floor)		Alma Torres Elizalde - TAP/Desert Operations			(760) 863-2656	
			Brian Arcinas - Mass Recruiting			(951)955-5897	
			(Tap no longer has timekeepers)				
			General Reception			(951) 955-9178	
				HR	Fax	(951) 955-1525	
1083	TLMA	310 -	Brandon Fernandez Admin. Services Manager II / Back-up HR/Payroll			(951) 955-4228	
	(CAC 14th Floor)	314					
	P.O. Box 1605	946	Marivel Vilela-Avalos Primary HR - Admin. Services Analyst II			(951) 955-8824	
	Riverside 92502-1605	191	Traci Zamora Primary Payroll - Admin. Services Analyst II			(951) 955 3210	
			Ligia Martinez Secondary HR - Admin. Services Assistant			(951) 955-5542	
			Rayann Lopez Office Assistant III			(951) 955-6854	
		General			951-955-TLMA		
					Fax	(951) 955-2803	
1110	Treasurer-Tax Collector	140	Adrianna Gomez (Primary HR)			(951) 955-6958	
	(CAC 4th Floor)		Paola Vertiz (Secondary HR)			(951) 955-3264	
	P.O. Box 12005		Stephanie Villanueva (Secondary HR)			(951) 955-0956	
	Riverside 92502-2205		Jessica Roberson (Secondary HR)			(951) 955-3969	
				Luisa Torres (Payroll)			(951) 955-3916
				Cesar Sanchez (Payroll)			(951) 955-1956
		Erica Cervantes (Payroll)			(951) 955-9150		
					Fax	(951) 955-3906	
1310	Veterans' Services	540	HR & Payroll				
	4360 Orange St.		Toni Valerdi - ASO			(951) 955-3073	
	Riverside 92501		Kelly Reid - Executive Asst. III			(951) 955-3071	
			Adam French - Asst. Director			(951) 955-8722	
			Gregory Coffos - Director			(951) 955-3044	
							Fax
5950	Waste Resources	943	Deanna Kimsey (HR)			(951) 486-3266	
	14310 Frederick St.	450	Sandra Green (HR Alternate)			(951) 486-3259	
			Deanna Kimsey (Payroll)			(951) 486-3266	
			Jazmin Arciniega (Payroll Alternate)			(951) 486-3330	
					Payroll	Fax	(951) 486-3230