

Department HR & Payroll Clerk (Timekeeper) Contact List

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Updated 03/14/25/jb

Mail Stop	Department	ID #	Contact Person	Phone #
1250	Agricultural Commission 3403 10th Street, Suite 701 Riverside, CA 92501	280	Tara Buffington (HR & Payroll)	(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/Terms)	(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 Siliezar (Employee Benefits & Records Supervisor)	(951) 358-5369
			Entire staff can be reached at HR-BHPayroll@rivco.org	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
			Donna Hernandez (HR Coordinator)	(951) 955-2098
			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	Michelle Quiroz (Primary HR)	(951) 955-6317
			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	200	Bertha Vaca (Primary Payroll/Timesheet Approver)		(951) 358-2586
	450 E. Alessandro		Hilda Leyva (Primary Payroll/Timesheet Approver)		(951) 955-4730
	Riverside 92508		Kelly Moore (HR/Personnel Documents)		(951)-358-7104
			Kelly Moore (LOA/FMLA/RTW)		(951)-358-7104
				Fax	(951) 306-3781
3320	Environmental Health	420	April Arias (Benefit and Record Supervisor)		(951) 358-5498
	4065 County Circle Dr. #206		Da'Lon Graham (HR Technician II)		(951) 358-5846
	Riverside 92503		Marlene Plascencia (HR Clerk)		(951) 358-6153
			Kim Marquecho (Sr. HR Clerk)		(951) 358-6154
			Blanca Navarrete (Sr. HR Clerk)		(951) 358-4363
				Fax	(951) 358-5847
1020	Executive Office	110	Trina Head (Primary HR/FMLA)		(951) 955-1157
	(CAC 4th Floor)	115	Jennifer Kammerer (Secondary HR/FMLA)		(951) 955-1136
	4080 Lemon St.	900	Andria Bartkowski (Department Safety Rep)		(951) 955-1106
	Riverside 92501-3679		Velky Orto (Primary Payroll)		(951) 955-2218
			Jessika Ortega (Secondary Payroll)		(951) 955-9122
2600	Facilities Management	720	Monae Williams Admin Service Officer (HR)		(951) 955-9557
	3450 14th Street		Yvonna Rivera Admin Services Analyst II (HR -FMLA/RTW, Workers Comp)		(951) 955-7536
	Riverside, CA 92501		Rachel Padilla Admin Services Analyst I		
			Becky Koons (Payroll)		(951) 955-8417
5036	Fire	270	Ana Vazquez (HR REP)		(951) 940-6337
	210 W. San Jacinto Ave.		Norma Perez (Payroll)		pending
	Perris, CA 92570			Fax	(951) 940-6750
2585	First 5 Riverside	938	Jesus Rodriguez (HR Clerk)		(951) 955-1198
	(sent 02/07/24)		Amy Campos (HR Dept. Coordinator)		(951) 955-0566
2990	Flood Control	947	Darrylenn Prudholme-Brockington: Payroll Supervisor (Primary)		(951) 955-8357
	1995 Market St.		Lisa McFarland: Payroll		(951) 955-1252
	Riverside 92501		Sabrina Ector: HR Officer		(951) 955-1294
			Sally Tadros: Admin. Svcs. Analyst I		(951) 955-0782
			Lurdes Valdez (Admin Svcs Analyst II)		(951) 955-1218
	(sent 02/07/24)		Huiling (Ling) Huang (Accounting Technician I)		(951) 955-9195
				Fax	(951) 955-4532
1330/3760	Housing, Homelessness Prevention, & Workforce Solutions	550/560	Megan Gomez (Deputy Director, Finance & Admin.)		(951) 218-0885
	- CDBG, HUD	550	Stephany Trigg (HR Assistant)		(951) 955-2389
	- Workforce Development		America Anglin (Payroll Time Keeper)		(951) 955-0356
	- Housing Authority		Brandon Trahan (Fiscal Manager)		(951) 295-2310
	- Community Action Partnership (CAP)				
	3403 10th Street, Ste 300				
	Riverside CA 92501				
	5555 Arlington Ave.				
	Riverside CA 92504				
	1325 Spruce St.				
	Riverside CA 92507				

1150	Human Resources (CAC 1st Floor) P.O. Box 1569 Riverside 92502-1569	113	Jacqlyne Espinola (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)		(951) 369-0631
			Rebecca Holtzclaw (Secondary HR & Payroll)		(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)		(951) 955-0021
5580	Office on Aging 3610 Central Ave., Ste. 102 Riverside 92506	530	Lisa Starcev (Primary HR & Payroll)		(951) 867-3843
				Fax	(951) 867-3820
2970	Parks 4600 Crestmore Rd. Jurupa Valley, CA 92509	931	Loree Broderick (HR) Admin Services Analyst Robert Williams (Chief-Business Operations)		(951) 955-4332 (951) 955-4308
				HR	Fax (951) 955-6671
			Christina Sanchez (Payroll)		(951) 955-1387
			Michael Alferez(Payroll)		(951) 955-5462
				Payroll	Fax (951) 955-4319
1470	Probation 3960 Orange Street, Suite 600 Riverside, CA 92501 - 3247	260	Lynn Harrison (ASO - HR)		(951) 955-0616
			Arely Rdoriguez (HR/FMLA/LOA)		(951) 955-2833
			Martha Nava (HR/RMAP/Bilingual)		(951) 955-4969
			Kristy Bennett (Payroll)		(951)955-3634
			Elizabeth Perez (HR/Payroll)		(951) 955-2358
			Suman Prasad (HR/Payroll)		(951) 955-4392
			Lynn Harrison (Benefits/Evals/EPM)		(951) 955-0616
1520	Public Defender 4075-A Main Street Riverside, CA 92501	240	HR Unit		
			Cecilia Arcangel (Admin Serv Officer)		(951) 955-9788
			Pauline Medrano (Admin Serv Analyst I)		(951) 955- 6049
				HR Fax	(951) 955-6290
			Payroll Unit		
			Ruby Kanwar (Payroll)		(951) 955-6287
			Lani Jimenez-Robles (Payroll)		(951)) 955-9933
			Leah Hertz (Fiscal/Payroll)		(951) 955-6048
				Payroll Fax	(951) 955-0389
3320	Public Health 4065 County Circle Dr. #206 Riverside 92503	420	April Arias (Supervisor)		(951) 358-5498
			Da'Lon Graham (HR Tech II)		(951) 358-5846
			Kim Marquecho (Hr Clerk)		(951) 358-6154
			Marlene Plascencia (Hr Clerk)		(951) 358-6153
			Blanca Navarrete Hernandez		(951) 358-4363
				Fax	(951) 358-5847

3720	Public Social Services (DPSS)	510	Romera Liddell (Deputy Director)		(951) 358-3028
	10281 Kidd St.	985	Sandra Meza (Admin Services Supervisor)		(951) 358-6414
	Riverside 92503		Helen Shearer (Admin Services Manager II)		(951) 358-5225
			Vanessa Beckles (Admin Services Officer)		(951) 358-3029
			Tiffany Ponce (Admin Services Analyst II)		(951) 358-8327
			Receptionist - Main Desk		(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		
3701	Purchasing & Fleet Services	730	DPSS-Payroll@rivco.org - Primary Payroll Contact		(951) 358-3367
	Riverside County Information Center (RCIC)				
	3450 14th St. 4th Floor Suite 420		Brenda Gallardo - ADMIN SVCS ASST (Payroll)		(951) 358-6831
	Riverside, CA 92501				
			Gwen Howard - Human Resources Clerk		
			Secondary Payroll Contact		(951) 358-6828
1033	RCA	935	Marlana McSkimming (Admin Services Manager)		(951) 955-1164
	(Western Riverside County		Leslie Johnson (HR & Payroll) Office Asst III		(951) 955-4689
	Regional Conservation Authority)		Jazmin Braulio OAll		(951) 955-3280
	3403 10th Street, Suite 320		Kathleen Ponce (Executive Asst III)		(951) 955-4935
	Riverside 92501				
2510	Registrar of Voters	170	Candice Gordon (HR/Payroll) Senior Admin Services Supervisor		(951) 486-7330
	2724 Gateway Dr.				
	Riverside 92507				
1575	Riverside County Information	740	Nicole Eubank (Primary HR) neubank@rivco.org		(951) 955-3777
	Technology (RCIT) Located at:		Nicole Thom (Secondary HR) NicThom@rivco.org		
	Riverside County Information Center				
	3450 14th St. 4th floor				
	Riverside, CA 92501				
5887	Riverside University Health Systems	430	Payroll:		
	Medical Center (RUHS)		Norma Marchan IT Manager I (Payroll)		(951) 955-7506
	14375 Nason St. Ste. 212		Tamara Cantu (Payroll)		(951) 955-5931
	Moreno Valley 92555				
5887			Front Desk Employee Services		(951) 486-5531
				HR	Fax (951) 486-5546
			Front Desk Payroll		(951) 486-5576
				Payroll	Fax (951) 486-5553
			Jaquie Garcia (Admin. Svcs. Officer)		(951) 486-5536
			Jessica Merren (HR & Payroll Clerk)		(951) 486-5543
			Sergio Pena HR Tech (RUHS Employee Services)		(951) 486-5534
			Ricardo Gomez-Valencia HR Tech (RUHS Payroll)		(951) 486-5511
			Esteban Sanchez (Sr Clerk)		951-486-5049
			Susan Smith (Sr. Clerk)		951-486-5533

	Sheriff/Coroner				
2500	4095 Lemon St., 3rd Floor	250	Kristy Harris (Supervisor/Payroll/FMLA)		(951) 955-2707
	P.O. Box 512		Eva Kelly (Reception/Payroll Main Desk)		(951) 955-2723
	Riverside 92502		Leticia Lewis (Payroll)		(951) 955-2418
			Maria Lourdes Bodag Hakimi (Payroll)		(951) 955-2705
			Jeanette Bowles (FMLA)		(951) 955-9141
			Tawnia Allard (FMLA)		(951) 955-2418
			Andrea Cronkite (FMLA)		(951) 955-3772
			shf344@riversidesheriff.org		Leaves
			shfpayroll@riversidesheriff.org		Payroll
				Fax	(951) 955-2505
2161	TAP/MAP	113	Chandrika Richardson (HR Division 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 Villela-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
			Erica Cervantes (Payroll)		(951) 955-9151
				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	(951) 955-3063
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