

Department HR & Payroll Clerk (Timekeeper) Contact List					
G:\BENE-REC\EMP-SVCS FRONT DESK\Contacts Lists\Dept_ HR & Payroll Clerk Contact List			Updated 01/08/2025 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	HR & Payroll Front Desk		(951) 358-4606
			Adriana Navarro (Front Desk)		(951) 358-5995
			Morgan Ramirez (Terms/Changes)		(951) 358-3144
			Lupita Suazo (Payroll/Changes)		(951) 358-5341
			Janett Caballero (FMLA/Leaves)		(951) 358-4619
			Dominick Lopez (New Hires/Benefits)		(951) 358-4609
			Kori Siliezar (Employee Benefits & Records Supervisor)	MS# 3831	(951) 358-5369
			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 Serivces Manager II)		(951) 955-4110
			Nicole Lunbeck (Admin Services Officer)		(951) 955-2825
			Donna Hernandez (HR Coordinator)		(951) 955-2098
			Cynthia Hernandez (HR Clerk)		(951) 955-4222
			Lori Anna Emery (HR Clerk GO-OD)		(951) 206-8207
			Pamela Chavez (HR Clerk OK-Z)		(951) 955-1487
			RCDCSS-HR@rivco.org		
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) MEQuiroz@RIVCO.ORG		(951) 955-6317
			Andrea Olayo (Primary Payroll) AOlayo@Rivco.org		(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)		(951) 955-4793
			Hilda Leyva (Primary Payroll/Timesheet Approver)		(951) 955-4730
			Kelly Moore (HR/Personnel Documents)		(951)-358-7104
			Kelly Moore (LOA/FMLA/RTW)		(951)-358-7104

			EMDPayroll@rivco.org		
				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 backup HR/FMLA)		(951) 955-1136
	4080 Lemon St.	900	Laura Sanchez (Secondary backup HR)		(951) 955-2221
	Riverside 92501-3679		Andria Bartkowski (Department Safety Rep)		(951) 955-1106
			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		TBD - (Admin Services Analyst I)		(951) 955-????
			Becky Koons (Payroll)		(951) 955-8417
5036	Fire	270	Ana Vazquez (HR REP)		(951) 940-6337
	210 W. San Jacinto Ave.		Norma Franco (HR/Payroll/Onboarding)		(951) 940-6745
	Perris, CA 92570				
				Fax	(951) 940-6750
2585	First 5 Riverside	938	Amy Campos (HR Dept. Coordinator)		(951) 955-0566
			Jesus "Jessie" Rodriguez (HR Clerk)		(951) 955-1198
			Steven Trujillo Martinez (HR Clerk)		(951) 955-4618
2990	Flood Control	947	Darrylenn Prudholme-Brockington (Primary Payroll Supervisor)		(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
			Huiling (Ling) Huang (Accounting Technician I)		(951) 955-9195
				Fax	(951) 955-4532
			Payroll Team		
			HWS-Payroll@rivco.org		
1330/3760	Housing, Homelessness Prevention, & Workforce Solutions	550/560	Megan Gomez (Deputy Director, Finance & Admin.)		(951) 218-0885
	- CDBG, HUD		Megan Gomez (Deputy Director, Finance & Admin.)		(951) 218-0885
	- Workforce Development		Stephany Trigg (HR Analyst)		(951) 955-2389
	- Housing Authority		America Anglin (Payroll Technician/Timekeeper)		(951) 955-0356
	- Community Action Partnership (CAP)		Brandon Trahan (Fiscal Manager)		(951) 295-2310
	3403 10th Street, Ste 300				
	Riverside CA 92501				
	5555 Arlington Ave.				
	Riverside CA 92504		HR Team		
	1325 Spruce St.		HWS-HR@rivco.org		
	Riverside CA 92507		Megan Gomez (Deputy Director, Finance & Admin.)		(951) 218-0885
			Stephany Trigg (HR Analyst)		(951) 955-2389

1150	Human Resources	113	Jaclyne Espinola (HR & Timekeeper)		(951) 955-0023
	(CAC 1st Floor)				
	P.O. Box 1569				
	Riverside 92502-1569			Fax	(951) 955-3581
	Information Technology		See Riverside County Information Technology		
1030	LAFCO	290	Elizabeth Valdez (Primary HR & Payroll)		(951) 369-0631
	6216 Brockton Ave, Suite 111-B		Rebecca Holtzclaw (Secondary HR & Payroll)		(951) 369-0631
	Riverside, CA 92506				
3224	OASIS	110	SEE RCIT		
1330	Office of Economic Development	190			
	<i>(Previously: Business and Community Services)</i>		Amber Jacobson (Asst Dir of Economic DVLP/HWS)		(951) 955-6146
	- Admin, ED, Libraries		Marielena Carleton Sr. Admin Services Analyst (HR)		(951) 955-5941
	- Edward Dean Museum				
	- CSA				
	- Perris Valley Cemetery				
	3403 10th Street, Ste 400		Marielena Carleton (Payroll)		(951) 955-5941
	Riverside CA 92501				
5580	Office on Aging	530			
	3610 Central Ave., Ste. 102		Lisa Starcev (Primary HR & Payroll)		(951) 867-3843
	Riverside 92506			Fax	(951) 867-3820
2970	Parks	931	Loree Broderick (HR) Admin Services Analyst		(951) 955-4332
	4600 Crestmore Rd.		Robert Williams (Chief-Business Operations)		(951) 955-4308
	Jurupa Valley, CA 92509			HR Fax	(951) 955-6671
			Christina Sanchez (Payroll)		(951) 955-1387
			Michael Alferez (Payroll)		(951) 955-5462
				Payroll Fax	(951) 955-4319
1470	Probation	260			
	3960 Orange Street, Suite 600		Lynn Harrison (ASO-HR)		(951) 955-0616
	Riverside, CA 92501 - 3247		Danielle Martinez (Dept HR Coordinator)		(951) 955-0905
			Elizabeth Perez (HR/FMLA/LOA)		(951) 955-2358
			Arely Rodriguez (HR/FMLA/LOA)		(951) 955-2833
			Martha Nava (HR/RMAP/Bilingual)		(951) 955-4969
			Kristy Bennett (Payroll)		(951) 955-3634
			Suman Prasad (HR/Payroll)		(951) 955-4392
1520	Public Defender	240	HR Unit		
	4075-A Main Street		Cecilia Arcangel (Admin Svcs Officer)		(951) 955-9788
	Riverside, CA 92501		Pauline Medrano (Admin Svcs Analyst II)		(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	420			
	4065 County Circle Dr. #206		April Arias (Supervisor)		(951) 358-5498
	Riverside 92503				
			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	Department Public Social Services (DPSS)	510 985			
	10281 Kidd St.		Romera Liddell (Deputy Director)		(951) 358-3028
	Riverside, CA 92503		Helen Shearer (Admin Services Manager II)		(951) 358-5225
			Vanessa Beckles (Admin Services Officer)		(951) 358-3028
			Sandra Meza (Admin Services Supervisor)		(951) 358-6414
			Edna Hall (Admin Services Analyst II)		(951) 358-3367
			Tiffany Ponce (Admin Services Analyst II)		(951) 358-3287
			DPSS-Payroll@rivco.org - Primary Payroll Contact		
			Receptionist- Main Desk		(951) 358-3030
			Brenda Gallardo (Admin Services Asst)		(951) 358-6831
			Marivel Ruiz-Velastegui (Admin Services Asst)		(951) 358-3185
			Daneatra Stewart-Moore (Sr HR Clerk) O-W		(951) 358-4063
			Tiffany Tighe (Sr HR Clerk) A-F, N, Y & Z		(951) 358-3583
			Thalia Orozco (Sr HR Clerk) G-M		(951) 358-3032
			Tiffany Arrizabalaga (Sr HR Clerk)		(951) 358-7251
			DPSSemployeeservices@rivco.org		
3701	Purchasing & Fleet Services	730			
	Riverside County Information Center (RCIC)		Marlana McSckimming (Admin Services Manager)		(951) 955-1164
	3450 14th St. 4th Floor Suite 420		Leslie Johnson (HR & Payroll) Office Asst III		(951) 955-4689
	Riverside, CA 92501		Jazmin Braulio OAll		(951) 955-3280
			Kathleen Ponce (Executve Asst III)		(951) 955-4935
1033	RCA	935			
	(Western Riverside County Regional Conservation Authority)				
	3403 10th Street, Suite 320				
	Riverside 92501				
2510	Registrar of Voters	170			
	2724 Gateway Dr.		Candice Gordon (HR/Payroll) Senior Admin Services Supervisor		(951) 486-7330
	Riverside 92507				
				Fax	(951) 486-7335
1575	Riverside County Information Technology (RCIT) Located at:	740			
	Riverside County Information Center		Nicole Eubank (Primary HR) neubank@rivco.org		(951) 955-3777
	3450 14th St. 4th floor		Nicole Thom (Secondary HR) NicThom@rivco.org		
	Riverside, CA 92501				
	Street address (prior PO Box# is obsolete)				
	new mail stop/address as of 2014				
5887	Riverside University Health Systems Medical Center (RUHS)	430			
	14375 Nason St, Ste. 212		Front Desk Employee Services		(951) 486-5531
	Moreno Valley 92555			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
2500	Sheriff/Coroner	250			
	4095 Lemon St., 3rd Floor		Kristy Harris (Admin Services Officer - Payroll)		(951) 955-2707
	P.O. Box 512		Eva Kelly (Payroll) evkelly@riversidesheriff.org		(951) 955-2704
	Riverside 92502		Leticia Rabago (Payroll)		(951) 955-2418
			Maria Lourdes Bodag Hakimi (Payroll)		(951) 955-2705
			Jeanette Bowles (Payroll)		(951) 955-9141
			Tawnia Allard (FMLA)		(951) 955-2418
			Andrea Cronkite (FMLA)		(951) 955-3772
			shfpayroll@riversidesheriff.org		Payroll
2161 4230	TAP/MAP	113			
	(CAC 7th Floor)		Chandrika Richardson (HR Divison Manager)		(951) 955-9488
			Noreen Somontan (Principal)		
			Alma Torres Elizalde - TAP/Desert Operations		(760) 863-2656
	Indio Mail Stop		Brian Arcinas - Mass Recruiting		(951) 955-5897
			(TAP no longer has timekeepers)		
			Reception		(951) 955-9178
				HR Fax	(951) 955-1525

1083	TLMA	310 - 314 946 191	Brandon Fernandez Admin. Services Manager II / Back-up HR/Payroll		(951) 955-4228
	(CAC 14th Floor)				
	P.O. Box 1605		Marivel Villela-Avalos Primary HR - Admin. Services Analyst II		(951) 955-8824
	Riverside 92502-1605		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
			Main Line		(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		Albert Torres (Secondary HR)		(951) 955-4952
	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