



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff (Code 2A) Date: September 3, 2021
From: Debora Boutté, Departmental Human Resources Officer II
Subject: Updated Personnel Services Contacts Effective Through 9/30/2021

Due to recent staffing changes in Personnel, please note the updated Bureau/Division assignments below. (All other assignments remain the same.)

Table with 3 columns: Bureau/Division, New Assigned Personnel Staff Member, Formerly Assigned to. Rows include Children and Family Services, Administration and Workforce Development Board, and Workforce Services.

The following documents are attached to this memo for your reference:

- 1. Personnel Services Bureau Assignments (includes Personnel contact information and bureau/division assignments)
2. Organization Chart Effective 9/1/2021 to 9/30/2021

This information and much more can also be found on the Personnel Services page on the Intranet.



Temporary Personnel Services Bureau Assignments

Effective 9/1/2021 through 9/30/2021

Main Line: (925) 608-5020
Fax: (925) 228-0244

| Bureau / Assignment | Bureau Team | Phone Number | Email | |
|------------------------------|---------------------------------------|--|----------------|--|
| Personnel Services | Dept Human Resources Officer II | Debora Boutté | (925) 608-5016 | dboutte@ehsd.cccounty.us |
| | Dept Human Resources Supervisor | Vacant | | |
| | Secretary Advanced Level | Julie Bloxham | (925) 608-5017 | jbloxham@ehsd.cccounty.us |
| | Administrative Services Assistant III | Cheryl Leonor | (925) 608-5038 | leonoc@ehsd.cccounty.us |
| | Ecotime Administrator | Natalie Shandera-Smith | (925) 608-5020 | nshandera-smith@ehsd.cccounty.us |
| Administration | Departmental HR Analyst II | Michelle Fregoso | (925) 608-5025 | mfregoso@ehsd.cccounty.us |
| | Personnel Technician | Andrea Andalon | (925) 608-5045 | aandalon@ehsd.cccounty.us |
| | Clerk-Specialist Level | Eva Gaipa | (925) 608-5024 | egaipa@ehsd.cccounty.us |
| | Account Clerk-Advanced Level (Temp) | Erika Ramos | (925) 608-5026 | eramos@ehsd.cccounty.us |
| | | David Tang | (925) 608-8054 | dtang@ehsd.cccounty.us |
| Aging and Adult Services | | Fay Kelly | (925) 608-5051 | fkelly@ehsd.cccounty.us |
| | Departmental HR Analyst II | Bao Tran | (925) 608-5027 | btran@ehsd.cccounty.us |
| | Personnel Technician | Cynthia Legaspi | (925) 608-5019 | clegaspi@ehsd.cccounty.us |
| | Clerk-Specialist Level | Ivy Bushnell-Jackson | (925) 608-5046 | ijackson@ehsd.cccounty.us |
| | Clerk-Senior Level | Katrese Moore | (925) 608-5018 | kmoore@ehsd.cccounty.us |
| Children & Family Services 1 | Account Clerk-Experienced Level | Baboucar Diatta | (925) 608-5035 | bdiatta@ehsd.cccounty.us |
| | Departmental HR Analyst II | Bao Tran | (925) 608-5027 | btran@ehsd.cccounty.us |
| | Departmental HR Analyst II | Vacant | | |
| | Personnel Technician | Cynthia Legaspi | (925) 608-5019 | clegaspi@ehsd.cccounty.us |
| | Clerk-Specialist Level | Ivy Bushnell-Jackson | (925) 608-5046 | ijackson@ehsd.cccounty.us |
| Children & Family Services 2 | Clerk-Senior Level | Katrese Moore | (925) 608-5018 | kmoore@ehsd.cccounty.us |
| | Account Clerk Supervisor | Cheryl McDaniel | (925) 608-5031 | cmcdaniel@ehsd.cccounty.us |
| | Divisions Supported | Roslyn Gentry, Debra Bidwell, Nicole Gremillion, Vicky Quinto, Cindy Vogl, Priya Moorkoth-Phelps | | |
| | Departmental HR Analyst II | Lisa Harris | (925) 608-5030 | lharris@ehsd.cccounty.us |
| | Personnel Technician | Erika Ramos | (925) 608-5026 | eramos@ehsd.cccounty.us |
| Community Services | Clerk-Specialist Level | David Tang | (925) 608-8054 | dtang@ehsd.cccounty.us |
| | Clerk-Senior Level | Rashonda Trammel | (925) 608-5034 | rtrammel@ehsd.cccounty.us |
| | Account Clerk-Advanced Level | | | |
| | Departmental HR Analyst II | Eva Gaipa | (925) 608-5024 | egaipa@ehsd.cccounty.us |
| | Personnel Technician | Melissa Davis | (925) 608-5037 | mdavis@ehsd.cccounty.us |
| Workforce Services 1 | Clerk-Specialist Level | Shawn DeLaTorre | 9925) 608-5047 | sdelatorre@ehsd.cccounty.us |
| | Clerk-Senior Level | Shirly Naom | (925) 608-5048 | snaoom@ehsd.cccounty.us |
| | Account Clerk-Experienced Level | Christina Karnsouvang | (925) 608-5044 | ckarnsouvang@ehsd.cccounty.us |
| | Departmental HR Analyst II | Marcie Clark | (925) 608-5022 | mclark@ehsd.cccounty.us |
| | Personnel Technician | Melissa Davis | (925) 608-5037 | mdavis@ehsd.cccounty.us |
| Workforce Services 2 | Clerk-Specialist Level | Shawn DeLaTorre | 9925) 608-5047 | sdelatorre@ehsd.cccounty.us |
| | Clerk-Senior Level | Shirly Naom | (925) 608-5048 | snaoom@ehsd.cccounty.us |
| | Account Clerk-Advanced Level | Manette Domingo | (925) 608-5033 | dominmb@ehsd.cccounty.us |
| | Divisions Supported | Kelley Curtis, Sandy Bustillo, Jerald Sams, Christina Navarro | | |
| | Departmental HR Analyst II | Lisa Harris | (925) 608-5030 | lharris@ehsd.cccounty.us |
| Workforce Services 3 | Personnel Technician | Cynthia Legaspi | (925) 608-5019 | clegaspi@ehsd.cccounty.us |
| | Clerk-Specialist Level | Ivy Bushnell-Jackson | (925) 608-5046 | ijackson@ehsd.cccounty.us |
| | Clerk-Senior Level | Katrese Moore | (925) 608-5018 | kmoore@ehsd.cccounty.us |
| | Account Clerk-Advanced Level | Rashonda Trammel | (925) 608-5034 | rtrammel@ehsd.cccounty.us |
| | Divisions Supported | Rebecca Darnell, Robyn Currie, Drina Rowland, Jay David | | |
| Workforce Development Board | Departmental HR Analyst II | Marcie Clark | (925) 608-5022 | mclark@ehsd.cccounty.us |
| | Personnel Technician | Erika Ramos | (925) 608-5026 | eramos@ehsd.cccounty.us |
| | Clerk-Specialist Level | David Tang | (925) 608-8054 | dtang@ehsd.cccounty.us |
| | Account Clerk-Advanced Level | Manuel Ayala | (925) 608-5039 | mayala2@ehsd.cccounty.us |
| | Divisions Supported | Renee Giometti, Hoa Van, Alice Dietrich | | |
| Leaves Team | Departmental HR Analyst II | Eva Gaipa | (925) 608-5024 | egaipa@ehsd.cccounty.us |
| | Departmental HR Analyst II (Temp) | Erika Ramos | (925) 608-5026 | eramos@ehsd.cccounty.us |
| | Clerk-Senior Level | David Tang | (925) 608-8054 | dtang@ehsd.cccounty.us |
| | Clerk-Experienced Level | Fay Kelly | (925) 608-5051 | fkelly@ehsd.cccounty.us |
| | Departmental HR Analyst II | Rachelle Clay* | (925) 608-5028 | rclay@ehsd.cccounty.us |
| Leaves Team | Departmental HR Analyst II (Temp) | Lorie Rethage | (925) 608-5020 | lrethage@ehsd.cccounty.us |
| | Clerk-Senior Level | Cameron Jewell | (925) 608-5041 | cjewell@ehsd.cccounty.us |
| | Clerk-Experienced Level | Shalise Santos* | (925) 608-5042 | ssantos@ehsd.cccounty.us |
| | Departmental HR Analyst II | Vacant | | |

Please note this information is subject to change.

*(LOA) Leave of Absence

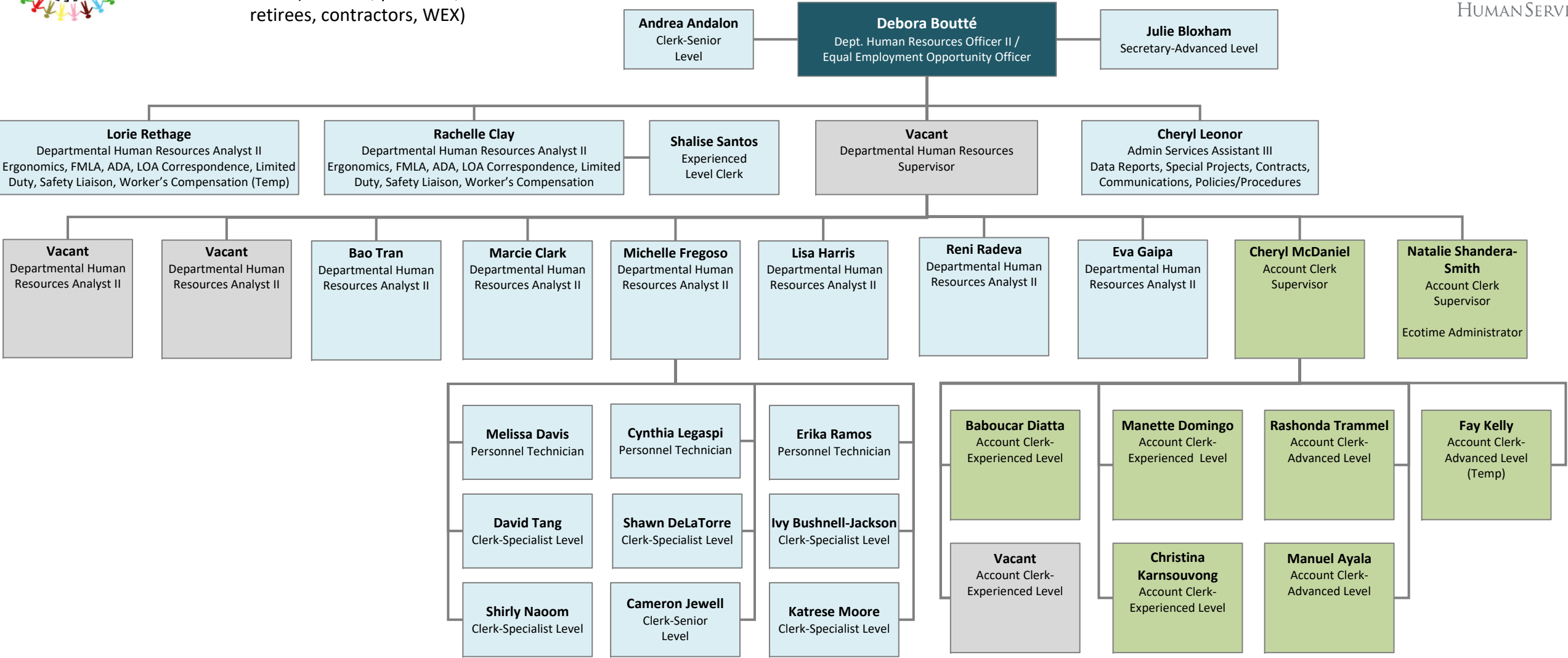


Budgeted FTEs: 1,906.5

Supporting approx 2,255 FTEs (Full time, part time, retirees, contractors, WEX)

EHSD Personnel Services

Eff 9/1/2021 to 9/30/2021



Vacant
 Payroll