

**HUMAN RESOURCES/FINGERPRINTING DEPARTMENT
CONTACT SHEET**

WHO IN HUMAN RESOURCES AND FINGERPRINTING DO I CONTACT REGARDING?

SUBJECT	Annabelle Baltierra Sr. Director-HR ADLA Ext 7596	Norma Robbins HR Generalist ACC Ext 7237	Ari Franco HR Generalist Cemeteries Ext 7242	Terry Miller HR Liaison Catholic Schools Ext 7293	Rosa Ambriz HR Rep Ext 7625	Cristal Zapata HR Asst Ext 7471	Joseph Ortiz HR Admin Asst Ext 7494	Deacon John Barry Fingerprinting Mgr Ext 7680	Joel Avenido FP Administrator Ext 7308	Wilton Perez FP Coordinator Ext 7411	Ulises Hernandez Delgado Pureza Tinoco FP Asst Ext 7528/7343
Employee Relations - ADLA	Primary	Secondary			Asst to Sr. Dir						
EE Relations-Cemeteries	X		Primary								
EE Relations-DCS	Secondary			Primary							
Policies and Procedures	X	X	X								
Admin Handbook-Chapter 5	X				X						
Fair Treatment/Conflict Res	X										
Training	X										
Recruitment-ACC/Locs		X				X					
Recruitment-Cemeteries			X		X						
Job Descriptions – ACC/Locs	Secondary	Primary				X					
Job Descriptions-Cemeteries			Primary			X					
Wage/Salary – ACC/Locs	X	X									
Wage/Salary-Cemeteries	X		Primary								
Exit Interviews - ACC		X									
Exit Interviews-Cemeteries			X								
Fingerprinting Schedule								X			
Fingerprinting Reports								X	X	X	X
Fingerprinting Results								X	X	X	X
VPIN Inquiries								X	X	X	X
Employee Progs/Services		X			X		X				
Transit Subsidy					X						
Invoicing					X						
Identification Badges							X				
Intro Perf Review-Acc/Cem		ACC	Cemeteries				X				
Employment Verif-ACC/Cem			X		X	X					
Jury Duty	X				X						
General Inquiries/HR Forms					X	X	X				

**Inquiries regarding: Health Benefits – Bertha Mier 213 637-7671
Leave of Absence or Worker’s Compensation – Margie Rodriguez 213 637-7430
Payroll – Rosa Padilla 213 637-7544**