

**OFFICE OF HUMAN RESOURCES**  
CLIENT AGENCY ASSIGNMENT LISTING

**CLASSIFICATION AND CERTIFICATION UNIT**

Provides recommendations and consultative services, while upholding the Classification & Pay plan and ensuring compliance with the merit system principles. It also validates Requests for Personnel Action, the starting point for filling vacancies, research hiring restrictions, provides alternative solutions for difficult-to-fill classifications, and conducts desk audits to investigate out of class grievances.

CLIENT AGENCY/BOARD	PRIMARY CONTACT/PHONE	BACKUP CONTACT/PHONE	1ST LINE MANAGER/PHONE	2ND LINE MANAGER/PHONE
1. Alcoholic Beverage Control Appeals Board	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
2. Business, Consumer Services and Housing Agency	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
3. CA Arts Council	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
4. Commission on APIA Affairs	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
5. CA Commission on Status of Women and Girls	Jennifer Vang - 916-376-5481	Maliha Khan - 279-799-4492	Kaitlynn Sleeth - 279-799-3995	Vacant
6. CA Law Revision Commission	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
7. CA Privacy Protection Agency	Jennifer Vang - 916-376-5481	Maliha Khan - 279-799-4492	Kaitlynn Sleeth - 279-799-3995	Vacant
8. Cannabis Control Appeals Panel	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
9. Commission on State Mandates	Jennifer Vang - 916-376-5481	Maliha Khan - 279-799-4492	Kaitlynn Sleeth - 279-799-3995	Vacant
10. Delta Protection Commission	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
11. First 5	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
12. Little Hoover Commission	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
13. Native American Heritage Commission	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
14. Office of Administrative Law	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
15. Rivers and Mountains Conservancy	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
16. Sac-San Joaquin Delta Conservancy	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
17. San Diego River Conservancy	Maliha Khan - 279-799-4492	Annette Majalya - 279-799-4229	Kaitlynn Sleeth - 279-799-3995	Vacant
18. Santa Monica Mountains Conservancy	Annette Majalya - 279-799-4229	Jennifer Vang - 916-376-5481	Kaitlynn Sleeth - 279-799-3995	Vacant
19. State Independent Living Council	Jennifer Vang - 916-376-5481	Maliha Khan - 279-799-4492	Kaitlynn Sleeth - 279-799-3995	Vacant

**CONSTRUCTIVE INTERVENTION UNIT**

Provides consultative services to supervisors and managers on complex and/or sensitive employee performance and/or conduct matters. It also reviews and prepares formal actions including drafting ATO and AWOL letters, serves as note-taker at Skelly Hearings, conducts workplace violence investigations, and provides training and recommendations to supervisors and managers on the constructive intervention process.

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7. CA Privacy Protection Agency				
8. Cannabis Control Appeals Panel				
9. Commission on State Mandates				
10. Delta Protection Commission				
11. First 5				
12. Little Hoover Commission				
13. Native American Heritage Commission				
14. Office of Administrative Law				
15. Rivers and Mountains Conservancy				
16. Sac-San Joaquin Delta Conservancy				
17. San Diego River Conservancy				
18. Santa Monica Mountains Conservancy				
19. State Independent Living Council				

## **LABOR RELATIONS UNIT**

The Labor Relations Office advises on the interpretation of labor contracts, adjudicate employment disputes between management and rank and file staff, investigates and responds to grievances, and monitors and reports on changes to employee working conditions. It provides guidance to management and executive staff regarding laws, rules, and regulations as it relates to bargaining unit contracts.

Shared Mailbox: [LaborRelations@dgs.ca.gov](mailto:LaborRelations@dgs.ca.gov)

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## **EXAMINATIONS UNIT**

Working with SMEs and acting as liaison between DGS and CalHR, the Examination Unit creates and administers civil service exams for service-wide and department-specific classifications and CEA exams. In addition to exams, this unit ensures potential candidates meet minimum qualifications, posts job vacancies on CalCareer, sends certification contact letters, and handles list eligibility.

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1. Alcoholic Beverage Control Appeals Board	Jamie Buckner - 279-799-3988	Myra Chauhan - 916-376-1854	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
2. Business, Consumer Services and Housing Agency	Jesse Luera - 279-946-8089	Chelsea Wheeler - 279-946-7947	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
3. CA Arts Council	Austin Wagers - 279-799-4128	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
4. Commission on APIA Affairs	Myra Chauhan - 916-376-1854	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
5. CA Commission on Status of Women and Girls	Julia Betancourt - 279-799-4353	Rosemary Hernandez - 916-3765441	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
6. CA Law Revision Commission	Julia Betancourt - 279-799-4353	Rosemary Hernandez - 916-3765441	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
7. CA Privacy Protection Agency	Chelsea Wheeler - 279-946-7947	Julia Betancourt - 279-799-4353	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
8. Cannabis Control Appeals Panel	Jesse Luera - 279-946-8089	Chelsea Wheeler - 279-946-7947	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
9. Commission on State Mandates	Rosemary Hernandez - 916-3765441	Jesse Luera - 279-946-8089	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
10. Delta Protection Commission	Myra Chauhan - 916-376-1854	Jamie Buckner - 279-799-3988	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
11. First 5	Jesse Luera - 279-946-8089	Chelsea Wheeler - 279-946-7947	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
12. Little Hoover Commission	Vacant	Larisa Harpst - 916-3765421	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
13. Native American Heritage Commission	Rosemary Hernandez - 916-3765441	Jesse Luera - 279-946-8089	Quanita Evans - 279-227-4027	Michele Hughes - 279-799-4332
14. Office of Administrative Law	Austin Wagers - 279-799-4128	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
15. Rivers and Mountains Conservancy	Vacant	Larisa Harpst - 916-3765421	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
16. Sac-San Joaquin Delta Conservancy	Larisa Harpst - 916-3765421	Austin Wagers - 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
17. San Diego River Conservancy	Jamie Buckner - 279-799-3988	Myra Chauhan - 916-376-1854	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
18. Santa Monica Mountains Conservancy	Austin Wagers - 279-799-4128	Jamie Buckner - 279-799-3988	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332
19. State Independent Living Council	Larisa Harpst - 916-3765421	Austin Wagers - 279-799-4128	Katy Loge - 279-799-4399	Michele Hughes - 279-799-4332

## **PERSONNEL TRANSACTIONS UNIT**

The Personnel Transactions unit handles the processing of payroll, benefits, accounts receivables, salary garnishments, leave accounting, and position control. PTU processes appointments and separations within the State Controller's payroll system. Any changes made to the status of an employee end in this unit.

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19. State Independent Living Council			

The Disability Transactions portion of PTU handles these functions for employees currently out on disability.

Disability Transactions Specialist:

Last Name A through H:

Last Name I through P:

Last Name Q through Z:

Shared Inbox: [OHRDTU@dgs.ca.gov](mailto:OHRDTU@dgs.ca.gov)

First Line Manager:

Second Line Manager:

## **RETURN TO WORK UNIT**

The Return to Work Unit acts as a liaison between DGS and SCIF for workers' compensation injuries, negotiates Reasonable Accommodation for employees with disabilities, administers the Catastrophic Leave program, and determines eligibility for FMLA/CFRA/PDL benefits. It also facilitates/monitors treatment/negotiates and obtains settlement authority for department employees returning employees to gainful employment.

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### Return to Work

Shared Inbox: [OHRReturnToWork@dgs.ca.gov](mailto:OHRReturnToWork@dgs.ca.gov)

### Reasonable Accommodation (all clients)

Coordinator: Vacant

Shared Inbox: [OHRReasonableAccomCatLeave@dgs.ca.gov](mailto:OHRReasonableAccomCatLeave@dgs.ca.gov)

Form: Request for Reasonable Accommodation [DGS OHR 1](#)

### Catastrophic Leave (all clients)

Coordinator: Vacant

Shared Inbox: [OHRReasonableAccomCatLeave@dgs.ca.gov](mailto:OHRReasonableAccomCatLeave@dgs.ca.gov)

Form: Catastrophic Leave Request [DGS OHR 903](#)

[Family Medical Leave \(all clients\)](#)

Coordinator: Vacant

Shared Inbox: [DGSOHRFMLACFRAPDLUnit@dgs.ca.gov](mailto:DGSOHRFMLACFRAPDLUnit@dgs.ca.gov)

Form: Family Medical Leave Eligibility Request [DGS OHR 33](#)

[Intake Support](#)

Coordinator: [Kue Thao](#), 279-799-4409