



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: July 14, 2021

From: Debora Boutté, Personnel Services Officer

Subject: Updated Personnel Services Contacts and Organization Charts

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

Bureau/Division:	New Assigned Personnel Staff Member:	Formerly Assigned to:
Aging and Adult Services	Baboucar Diatta, Payroll Clerk	Manuel Ayala, Payroll Clerk
Workforce Services (Support to Kelley Curtis, Sandy Bustillo, Jerald Sams, Christina Navarro)	Manette Domingo, Payroll Clerk	Baboucar Diatta, Payroll Clerk

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
3. Personnel Services Team Structure (displays support to bureaus and specialties)

This information and much more can also be found on the [Personnel Services page](#) on the Intranet.



Personnel Services Bureau Assignments

As of July 8, 2021

Main Line: (925) 608-5020

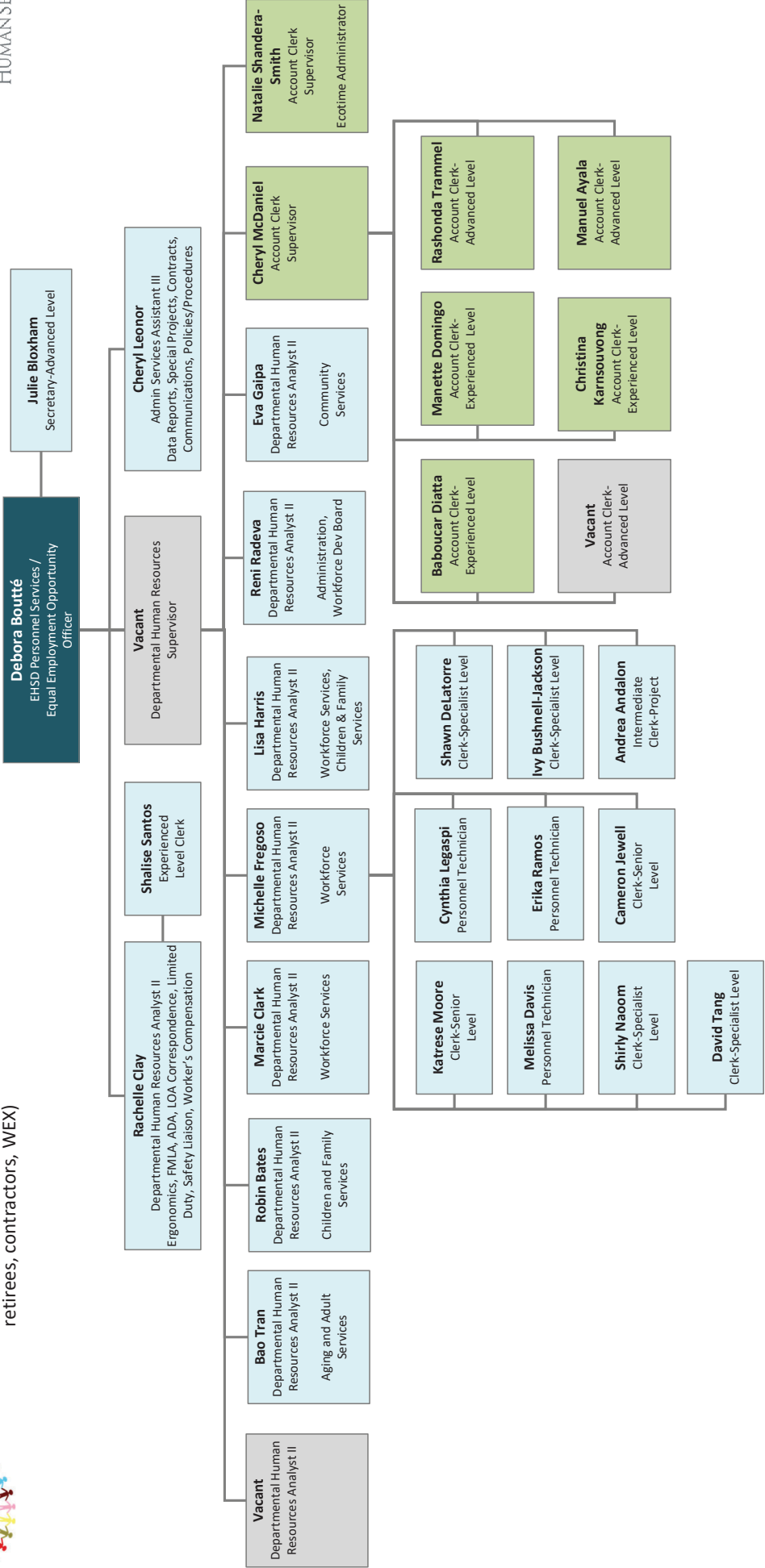
Fax: (925) 228-0244

Bureau / Assignment	Bureau Team	Phone Number	Email	
Personnel Services	<i>EHSD Personnel Services Officer</i>	Debora Boutté	(925) 608-5016	dboutte@ehsd.cccounty.us
	<i>Human Resources Supervisor</i>	Vacant		
	<i>Secretary Advanced Level</i>	Julie Bloxham	(925) 608-5017	jbloxham@ehsd.cccounty.us
	<i>Administrative Services Assistant III</i>	Cheryl Leonor	(925) 608-5038	leonoc@ehsd.cccounty.us
Administration	<i>Ecotime Administrator</i>	Natalie Shandera-Smith	(925) 608-5020	nshandera-smith@ehsd.cccounty.us
	<i>Departmental HR Analyst II</i>	Reni Radeva	(925) 608-5036	rradeva@ehsd.cccounty.us
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	eramos@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	David Tang	(925) 608-8054	dtang@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	cjewell@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
Aging and Adult Services	<i>Account Clerk-Advanced Level (Temp)</i>	Fay Kelly	(925) 608-5051	fkelly@ehsd.cccounty.us
	<i>Departmental HR Analyst II</i>	Bao Tran	(925) 608-5027	btran@ehsd.cccounty.us
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	clegaspi@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Ivy Bushnell-Jackson	(925) 608-5046	ijackson@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	kmoore@ehsd.cccounty.us
Children & Family Services 1	<i>Account Clerk-Experienced Level</i>	Baboucar Diatta	(925) 608-5035	bdiatta@ehsd.cccounty.us
	<i>Departmental HR Analyst II</i>	Robin Bates	(925) 608-5023	rbates@ehsd.cccounty.us
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	clegaspi@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Ivy Bushnell-Jackson	(925) 608-5046	ijackson@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	kmoore@ehsd.cccounty.us
Children & Family Services 2	<i>Account Clerk Supervisor</i>	Cheryl McDaniel	(925) 608-5031	cmcdaniel@ehsd.cccounty.us
	<i>Divisions Supported</i>	Roslyn Gentry, Debra Bidwell, Nicole Gremillion, Vicky Quinto, Cindy Vogl		
	<i>Departmental HR Analyst II</i>	Lisa Harris	(925) 608-5030	lharris@ehsd.cccounty.us
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	eramos@ehsd.cccounty.us
Community Services	<i>Clerk-Specialist Level</i>	David Tang	(925) 608-8054	dtang@ehsd.cccounty.us
	<i>Clerk -Senior Level</i>	Cameron Jewell	(925) 608-5041	cjewell@ehsd.cccounty.us
	<i>Clerk -Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
	<i>Account Clerk-Advanced Level</i>	Rashonda Trammel	(925) 608-5034	rtrammel@ehsd.cccounty.us
	<i>Divisions Supported</i>	Kathy Marsh, Lori Castillo, Kimberly Baker		
	<i>Departmental HR Analyst II</i>	Eva Gaipa	(925) 608-5024	egaipa@ehsd.cccounty.us
Workforce Services 1	<i>Personnel Technician</i>	Melissa Davis	(925) 608-5037	mdavis@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Shawn DeLaTorre	9925) 608-5047	sdelatorre@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Shirly Naoom	(925) 608-5048	snaoom@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
	<i>Account Clerk-Experienced Level</i>	Christina Karnsouvong	(925) 608-5044	ckarnsouvong@ehsd.cccounty.us
Workforce Services 2	<i>Departmental HR Analyst II</i>	Marcie Clark	(925) 608-5022	mclark@ehsd.cccounty.us
	<i>Personnel Technician</i>	Melissa Davis	(925) 608-5037	mdavis@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Shawn DeLaTorre	9925) 608-5047	sdelatorre@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Shirly Naoom	(925) 608-5048	snaoom@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
	<i>Account Clerk-Experienced Level</i>	Manette Domingo	(925) 608-5033	dominmb@ehsd.cccounty.us
Workforce Services 3	<i>Divisions Supported</i>	Kelley Curtis, Sandy Bustillo, Jerald Sams, Christina Navarro		
	<i>Departmental HR Analyst II</i>	Lisa Harris	(925) 608-5030	lharris@ehsd.cccounty.us
	<i>Personnel Technician</i>	Cynthia Legaspi	(925) 608-5019	clegaspi@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	Ivy Bushnell-Jackson	(925) 608-5046	ijackson@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Katrese Moore	(925) 608-5018	kmoore@ehsd.cccounty.us
Workforce Development Board	<i>Account Clerk-Advanced Level</i>	Rashonda Trammel	(925) 608-5034	rtrammel@ehsd.cccounty.us
	<i>Divisions Supported</i>	Rebecca Darnell, Robyn Currie, Drina Rowland, Jay David		
	<i>Departmental HR Analyst II</i>	Michelle Fregoso	(925) 608-5025	mfregoso@ehsd.cccounty.us
	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	eramos@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	David Tang	(925) 608-8054	dtang@ehsd.cccounty.us
	<i>Clerk-Senior Level</i>	Cameron Jewell	(925) 608-5041	cjewell@ehsd.cccounty.us
Leaves Team	<i>Clerk-Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
	<i>Account Clerk-Advanced Level (Temp)</i>	Manuel Ayala	(925) 608-5039	mayala2@ehsd.cccounty.us
	<i>Divisions Supported</i>	Renee Giometti, Hoa Van, Alice Dietrich		
	<i>Departmental HR Analyst II</i>	Reni Radeva	(925) 608-5036	rradeva@ehsd.cccounty.us
Leaves Team	<i>Personnel Technician</i>	Erika Ramos	(925) 608-5026	eramos@ehsd.cccounty.us
	<i>Clerk-Specialist Level</i>	David Tang	(925) 608-8054	dtang@ehsd.cccounty.us
	<i>Clerk -Senior Level</i>	Cameron Jewell	(925) 608-5041	cjewell@ehsd.cccounty.us
	<i>Clerk -Senior Level</i>	Andrea Andalon	(925) 608-5045	aandalon@ehsd.cccounty.us
Leaves Team	<i>Account Clerk-Advanced Level (Temp)</i>	Fay Kelly	(925) 608-5051	fkelly@ehsd.cccounty.us
	<i>Departmental HR Analyst II</i>	Rachelle Clay	(925) 608-5028	rclay@ehsd.cccounty.us
	<i>Departmental HR Analyst II (Temp)</i>	Lorie Rethage	(925) 608-5020	lrethage@ehsd.cccounty.us
Leaves Team	<i>Clerk-Experienced Level</i>	Shalise Santos	(925) 608-5042	ssantos@ehsd.cccounty.us
	<i>Departmental HR Analyst II</i>	Vacant		

Please note this information is subject to change.

Employment and Human Services Department Personnel Services

Budgeted FTEs: 1,906.5
Supporting approx 2,255
FTEs (Full time, part time,
retirees, contractors, WEX)



Legend:
 Vacant
 Payroll



Personnel Services Team Structure

Budgeted FTEs: 1,906.5

Supporting approx 2,255 Employees
(Full Time, Part Time, Retirees,
Contractors, WEX)

