

**HUMAN RESOURCES/FINGERPRINTING DEPARTMENT  
CONTACT SHEET**

**WHO IN HUMAN RESOURCES AND FINGERPRINTING DO I CONTACT REGARDING?**

SUBJECT	Annabelle Baltierra Sr. Director-HR ADLA Ext 7625	Norma Robbins HR Generalist ACC Ext 7237	TBD HR Generalist Cemeteries Ext 7494	Terry Miller HR Generalist Catholic Schools Ext 7293	Rosa Ambriz HR Rep Ext 7625	Cristal Zapata HR Asst Ext 7471	Natalie Espada HR Admin Asst Ext 7494	Deacon John Barry Fingerprinting Mgr Ext 7680	Joel Avenido FP Administrator Ext 7308	Wilton Perez FP Coordinator Ext 7411	Bryan Hernandez FP Asst Ext 7337
Employee Relations - ADLA	X										
EE Relations-Cemeteries	X		X								
EE Relations-DCS				X							
Policies and Procedures	X		X	X							
Admin Handbook-Chapter 5	X			X	X						
Fair Treatment/Conflict Res	X										
Training	X										
Recruitment-ACC/Locs		X				X					
Recruitment-Cemeteries			X		X						
Job Descriptions – AC/Locs		X		X		X					
Job Descriptions-Cemeteries			X			X					
Wage/Salary – ACC/Locs		X									
Wage/Salary-Cemeteries	X		X								
Exit Interviews - ACC		X									
Exit Interviews-Cemeteries			X		X						
Fingerprinting Schedule								X	X	X	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							X				
Employment Verif-ACC/Cem		X	X		X						
Jury Duty					X						
General Inquiries/HR Forms							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**