

Department of Forestry and Fire Protection
Sacramento Headquarters (HQ)

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Mailing Address

P.O. Box 944246
Sacramento, CA 94244-2460

Employment Verifications for [Sacramento Locations Only](#)
(916) 894-9900

For SCO Use **Only:** CALFIREHQTransactions@fire.ca.gov

For A01 verifications, OPF reviews, request OPF/612s: HQTransactionsUnit@fire.ca.gov

Employment Verifications for Non-Sacramento Locations

If you are seeking a VOE for an employee who has indicated “State of California” as their employer, please ask the employee for the name of the specific CAL FIRE Unit for which they work. [Sacramento HQ does not complete VOEs for non-HQ employees. See *Forestry and Fire Protection* CPOD Listings for Region/Unit HR info.](#)

Agency Codes

534 – Natural Resources Agency

541, 542, 543, 544 – CAL FIRE & State Fire Marshal

Asst. Deputy Directory, Chief of Human Resources:

Stephanie Portela, CEA (916) 894-9889

stephanie.portela@fire.ca.gov

Assistant Personnel Officer – Classification & Hiring

Susan Dobson, SSM II (916) 894-9901

susan.dobson@fire.ca.gov

Assistant Personnel Officer – Transactions & Disability

Carlana Stevens, SSM II (916) 894-9901

carlena.stevens@fire.ca.gov

Personnel Transactions Manager:

VACANT (2 positions)

Disability Management Unit Manager:

December Brinsfield, SSM I (916) 894-9881

december.brinsfield@fire.ca.gov

Classification & Pay Manager:

Lyn Heeb, SSM I (916) 894-9574

lyn.heeb@fire.ca.gov

Megan Cadd, SSM I (916) 894-9886

megan.cadd@fire.ca.gov

CAL FIRE HQ Position Control Unit:

positioncontrol@fire.ca.gov

CAL FIRE HQ Disability Management Unit:

hqdisabilitymanagementunit@fire.ca.gov

California Personnel Office Directory

CAL FIRE HQ Transactions Unit Staff:

Sara Aguirre, PS	(916) 894-9923	sara.aguirre@fire.ca.gov
Rinporn Chaipant, PS	(916) 894-9922	rinporn.chaipant@fire.ca.gov
Lisa Lopez, PS	(916) 894-9925	lisa.lopez@fire.ca.gov
VACANT	(916) 894-9884	antoinette.uribe@fire.ca.gov
Jillian Welch, PS	(209) 781-6812	jillian.welch@fire.ca.gov