

Administrative Services Office

Department of Emergency & Military Affairs

Human Resources

Risk Management

Employee Benefits

State Active Duty

Invitational Travel Orders

Family Assistance Fund

Notary Services



ADMINISTRATIVE
SERVICES OFFICE

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www.azdema.gov

Administrative Services Office

STATE HUMAN
RESOURCES OFFICE

RISK
MANAGEMENT



What's the Office About?



The Administrative Services Office of the Department of Emergency & Military Affairs provides properly trained employees to perform the work needed to accomplish the mission of the Department. It is also provides adequate personnel support to free all functional sections from personnel administrative tasks. The Administrative Services Office is responsible for ensuring that all actions concerning covered state employees are in accordance with ADOA Personnel Rules. This office is also responsible for all actions concerning non-covered employees.

- **Danielle J. Salomon, MBA**
Administrative Services Officer
(602) 267-2731
Danielle.Salomon@azdema.gov
- **Yolanda Lovato**
Administrative Assistant
(602) 267-2807
Yolanda.Lovato@azdema.gov
Notary Services, Assist with walk-ins.

Risk Management and Loss Prevention

Risk management entails organized activity to manage uncertainty and threats. It involves people following procedures and using tools in order to ensure conformance with risk management policies. Handling everything from Risk Management, OSHA training, Workers' Compensation, and more. This section of the Administrative Services Office provides the help DEMA employees and managers need to keep the workplace safe.

- **Mike Tapia**
Risk Manager
(602) 629-4285
Mike.Tapia@azdema.gov

Hours of Operation

Monday-Friday 8:00 a.m. – 5:00 p.m.

Location

**Papago Park Military Reservation
M5101, Room E-7**

State Human Resources Office

The State Human Resources Office is part of the Administrative Services Office and deals with human resource issues. The State Human Resources Office is responsible for all of the personnel actions for DEMA State and State Active Duty (SAD) employees.

- **Ward B. Gibbard, SPHR**
Human Resources Manager
(602) 267-2642
Ward.Gibbard@azdema.gov
Providing guidance on Classification & Compensation, Employee Relations, Compliance, Staffing, & FMLA.
- **Sheri L. Gates**
Human Resources Coordinator (Camp Navajo)
(928) 773-3300
Sheri.Gates@campnavajo.com
Located at Camp Navajo assisting employees & managers with day-to-day personnel issues including Strategic Planning, Recruitment, & Leaves of Absence.
- **Renee Stewart**
Administrative Assistant (Camp Navajo)
(928) 773-3245
Renee.Stewart@campnavajo.com
Located at Camp Navajo providing Notary Services, Assist with walk-ins, & Leaves of Absence.
- **Jennifer L. Tang**
Human Resources Generalist (Headquarters)
(602) 267-2993
Jennfier.Tang@azdema.gov
Assisting employees & managers at Papago Park & Marana with Benefits, Recruitment, Personnel Actions, & Leaves of Absence.
- **Margaret M. O'Connell**
Human Resources Generalist (Satellites)
(602) 267-2808
Margaret.O'Connell@azdema.gov
Assisting employees & managers at Project ChalleNGe, 161st ARW, 162nd FW with Benefits, Recruitment, Personnel Actions, & Leaves of Absence.

