

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
Division of Public Assistance  
**Administrative Services**

**Administrative Services**  
350 Main Street, Suite 330  
Juneau, AK 99801  
(907) 465-3348  
Fax: (907) 465-3051  
Toll Free Fax: 888-465-1724

Shawnda O'Brien  
Administrative Operations Manager II  
  
Division Budget and Revenue  
Federal Reporting  
Division Administrative Management

C.J. Johnson  
Administrative Officer II

- Legislative Audit Liaison
- Procurement
- WIC Finance Management
- Leases
- Statistical Management
- Contracts
- Universal Space Standards

Greg Thomas  
Accountant III

- Credit Card Management
- Division Payables/Receivables
- Electronic Benefit Transfer (EBT) Reconciliation
- Reporting Federal
- RSA's
- AJE's, Encumbrances, etc.

Nove Barill  
Accounting Technician III

- WIC Rebate Billing
- WIC Inventory and Purchasing
- WIC Time Study

Kari Lindsey  
Administrative Officer I

- SOA/DHSS Administrative Policy and Procedure
- Personnel and Payroll
- Advertising Orders/Foodstuff Memos/Subscriptions/Memberships
- Workplace Alaska (NEO-GOV)
- Online Position Description (OPD)
- Classification – Permanent and Non-Perms
- Travel
- Phones

Dawn Harris  
Administrative Assistant II

- Work Services – JAS and OJT Billings
- Division Payables
- RSA set up