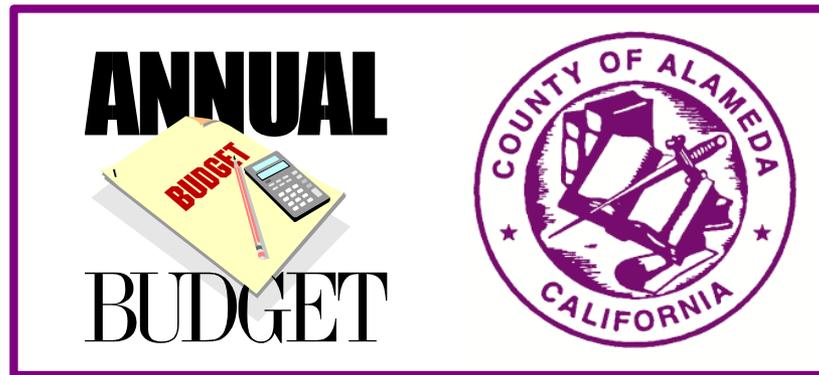


COUNTY ADMINISTRATOR

Function & Organization Chart - FY 2010 - 2011



MISSION STATEMENT

To provide professional, innovative, and proactive leadership to the Board of Supervisors, Agency/Department Heads, and the public through responsible fiscal and administrative policy development, and program oversight.

Budget Unit #	Budgeted Positions
110100	13.04
110200	22.00
110400	6.00
430300	12.75
Total	53.79

COUNTY ADMINISTRATOR'S OFFICE
110000

- Serve as administrative & fiscal agent of the Board of Supervisors
- Provide overall coordination of agencies, and departments
- Make recommendations on administrative, fiscal, and program issues to the Board of Supervisors

1- COUNTY ADMINISTRATOR
1- ASSISTANT COUNTY ADMINISTRATOR

ECONOMIC DEVELOPMENT -110400

- Promote county-wide economic prosperity by working with member cities and businesses to improve the business climate, resources for business, education and training of the workforce. Attract investment, retain and create jobs, and address obstacles that restrain business growth. Work with employers to place CalWorks recipients.

1-Executive Director East Bay EDA
4-Economic Development Analyst
1-Economic Development Analyst-Project

RISK MANAGEMENT -430300

- Provide administrative support, insurance management claims processing and payment services for the County worker's compensation, general liability and medical malpractice and insurance programs

1-Director Risk Management
1 - Assistant Risk Manager
2 - Sr. Risk & Insurance Analyst
1 - Workers' Compensation Administrator
1-Risk Analyst (Occupational Health and Safety)
1 - Employee Health Administrator
2 - Risk Coordinators
1 - Secretary II
1 - Administrative Assistant
1 - Specialist Clerk I
.75 - Accounting Specialist

DIVERSITY PROGRAM

- Direct Equal Opportunity Program
- Advise County depts. on Affirmative Action
- Coordinate Countywide ADA implementation
- Ensure responsiveness of County to cultural and linguistic needs of residents
- Coordinate Countywide Diversity Program & Diversity Training
- Coordinate MBE/WBE Programs

1-Diversity Programs Manager
1- Assistant Diversity Programs Manager

OFFICE SERVICES

- Provide office-wide support services
- Public Information

1-Administrative Secretary
5 -Secretary II
1 - Account Clerk II

FINANCE & BUDGET

- Analysis & coordination of Countywide activities for Health Care, Public Protection, Public Assistance, Finance & General Government departments, Special Funds and Districts

2-Principal Analyst
6-Administrative Analyst

ADMINISTRATIVE SERVICES

- Clerk of the Board:
Board Agenda Coordination
AAB Functions
- Analysis & coordination of Countywide activities
- Cable TV Franchise administration
- Public Information
- County Legislative Program
- Grants Program
- Local Agency Formation Commission
- Intergovernmental Relations
- General Government

1-Principal Analyst/Clerk of the Board
2-Administrative Analyst
Staff, Clerk of the Board***

*** Shown in Clerk of the Board

COUNTY ADMINISTRATOR 5-1

**COUNTY ADMINISTRATOR'S OFFICE -
CLERK, BOARD OF SUPERVISORS - 110100**

- Prepare Board Agendas
- Attend All Board Meetings
- Receive & File All Board Records
- Clerk-Administrator for Assessment Appeals Board

1-ASSISTANT CLERK, BOARD OF SUPERVISORS
1 - CLERK, BOARD OF SUPERVISORS SERVICE MANAGER

**BOARD RECORDS DIVISION
AGENDAS, CLAIMS, BOARDS
& COMMISSIONS**

- Maintain Board Records
- Process Resolutions, Ordinances, Contracts & Minute Orders
- Type Board Agendas & documents
- Maintain current index
- Maintain Flood Control records
- Answer telephone calls & public contact
- Process agricultural preserves
- Maintain Boards/Commissions records

1-Secretary II
1 – Specialist Clerk II
2-Specialist Clerk I

**ASSESSMENT APPEALS
DIVISION**

- File & Process AAB Cases
- Calendar & attend AAB Hearings
- Maintain AAB records
- Process cancellation of taxes
- Answer telephone calls and public contact
- Process incoming mail
- Maintain index system
- Reception Desk Duties

1-Secretary II
1 – Specialist Clerk II
2-Specialist Clerk I
2.04-Member, Assessment Appeals Board

**BOARD COMMITTEE DIVISION
(HEALTH, SOCIAL SERVICES,
PERSONNEL/ADMINISTRATION/PLANNING,
PUBLIC PROTECTION, AND
UNINCORPORATED SERVICES)**

- Coordinate and schedule Board Committee Meetings
- Prepare and distribute agenda, related documents, and minutes
- Attend all committee meetings
- Maintain all Board Committee records
- Process incoming mail
- Answer telephone calls and public contact

1-Secretary II