

FY 2010 - 2011

# SOCIAL SERVICES AGENCY

Function & Organization Chart – July 28, 2010



## MISSION STATEMENT:

To promote the economic and social well-being of individuals and families and communities.

BUDGET UNIT NO.	NO. BUDGETED POSITIONS
320130	352.66 (35 unfunded)
320131	766.63 (69.37 unfunded)
320132	255.0 (9 unfunded)
320133	231.7 (12.8 unfunded)
320136	591 (24 unfunded)
320200	10.75 (1.25 unfunded)
320400	35.33 (0.67 unfunded)
320900	0
<b>TOTAL</b>	<b>2243.07 (152.09 unfunded)</b>

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<b>TOTAL</b>	<b>2243.07 (152.09 unfunded)</b>

# SOCIAL SERVICES AGENCY

## AGENCY DIRECTOR 1 - DIRECTOR, SOCIAL SERVICES AGENCY (320130)

1 Administrative Secretary

**OFFICE OF BUDGET & FINANCE**

- Contracts, Grants, Budget processing, Fiscal claims, Accounting, Recipient Payroll; Research & Evaluation

103.66 Budgeted  
10 Unfunded

**ADMINISTRATIVE SUPPORT (320130)**

- Public Information,
- Office Management

5 Budgeted Positions

**POLICY UNIT**

- Participant in State and local policy discussions for adoption and implementation of policies that best meet the needs of Alameda County.
- Responsible for developing policy recommendations and working to adopt fiscal strategies that maximize Agency resources.

6 Budgeted Positions

**SPECIAL ASSISTANT TO THE DIRECTOR**

3 Budgeted Positions

**ADMINISTRATION & INFORMATION SERVICES DEPARTMENT (320130)**

- Human Resources
- Information Systems
- Staff Development
- Program Integrity
- Administrative Services

233 Budgeted Positions  
25 Unfunded Positions

**DEPARTMENT OF ADULT & AGING SERVICES (320133/320200)**

- Area Agency on Aging
- In Home Support Services
- Veterans Services
- Public Guardian
- Adult Protective Services
- QMB - Qualified Medi-Care Beneficiary Unit
- LTC - Long Term Care Unit
- Contract Services

231.7 Budgeted Positions - 320133  
12.83 Unfunded Positions - 320133  
10.75 Budgeted Positions - 320200  
1.25 Unfunded Position - 320200

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES - 320136  
DIRECTOR**

- Child Abuse Prevention
- Child Welfare and Family Support Services
- Family Preservation
- Emergency Response (ER)
- Dependency Investigation (DI)
- Emergency Placement
- Family Maintenance (FM)
- Family Reunification
- Permanent Youth Connections
- Guardianship
- Adoptions
- Eligibility Determination
- Foster Care
- Recruitment/Training & Licensing
- ILSP - Independent Living Skills Program
- Family to Family
- Another Road to Safety (ARS)
- Paths 2 Success (P2S)

591 Budgeted  
24 Unfunded

**DEPARTMENT OF EMPLOYMENT SERVICES (320132)**

- To motivate, support and prepare families and individuals receiving public assistance to achieve economic self-sufficiency through employment.

255 Budgeted Positions  
9 Unfunded Positions

**DEPARTMENT OF ECONOMIC BENEFITS (EBD) (320131)**

- Promotes enrollment, retention, and participation in publicly-sponsored health coverage.
- Promotes self-sufficiency, and provides sector partnerships while fostering a workforce development system which supports individuals and families.

766.63 Funded Positions  
69.37 Unfunded Positions

**WORKFORCE INVESTMENT BOARD - 320400**

- Responsible for overseeing the development of the workforce system for Alameda County
- Administers and sets policy for the Workforce Investment Board
- Direct services will be provided through the One-Stop Career Centers

35.33 Budgeted Positions  
0.67 Unfunded Positions

233 Budgeted Positions  
25 Unfunded Positions

# ADMINISTRATION AND INFORMATION SERVICES DEPARTMENT

➤ Facilities Development and Management, Technology, Welfare Fraud, Human Resources, Staff Development, Quality Control and Administrative Services

**1- Assistant Agency Director**

1 - Secretary II

**ADMINISTRATIVE SUPPORT**

➤ Facilities, Planning and Development;  
➤ Administration

**7 Budgeted Positions**  
1 Management Analyst  
1 Administrative Specialist II  
1 Information Systems Coordinator  
1 Secretary I  
1 Specialist Clerk II  
1 Specialist Clerk I  
1 Clerk II

**STAFF DEVELOPMENT TRAINING & CONSULTING TEAM**

- Agencywide Professional Development
- Customer Service Skills
- Interpersonal Skills
- Communication Skills
- Technical Development
- Computer Automation
- Performance Consulting
- Children & Family Program Training
- Workfor & Benefits Program Training

25 Budgeted Positions  
3 Unfunded Positions

**INFORMATION SYSTEMS**

- Systems Integration
- WEB
- CWS/CMS
- Imaging
- Call Center
- System Development & Maintenance
- Online Mainframe Systems
- Network Management
- Cal WIN
- Application Production Management

96 Budgeted Positions  
14 Unfunded

**PROGRAM INTEGRITY DIVISION**

- Welfare Fraud Prevention
- IEVS/FRED
- IEVS Review
- Appeals
- Quality Assurance/Control

69 Budgeted Positions  
7 Unfunded Positions

**HUMAN RESOURCES**

- Recruitment and Selection
- Policy Administration and Development
- Management Benefits Administration
- Records Management
- Compensation Management
- Payroll
- Employee/Labor Relations
- Risk Management
- Diversity Management

34 Budgeted Positions  
1 Unfunded

**114 Positions**  
 103.66 Budgeted  
 10 Unfunded

**RESEARCH AND EVALUATION UNIT**

**9 Positions**  
 6.67 Budgeted Positions  
 2.0 Unfunded  
 1 – Agency Planner  
 1 – Supervising Program Specialist  
 3 – Management Analyst (2 Vacant)  
 2 - Consultant  
 2 – Interns (1 Vacant)

**Agency Administration & Finance - 320130**  
**FINANCE AND OFFICE ADMINISTRATION**  
**FINANCE DIRECTOR**

- Budget and Financial Planning
- Claims
- Accounting & Payments
- Procurement & Office Services
- Contracts Administration
- Research and Evaluation

1 -Financial Services Director

1 - Secretary II

1 – Deputy Financial Services Director

**BUDGET, FINANCIAL PLANNING, STATISTICS**

**11 Positions**  
 8.99 Budgeted  
 2 - Unfunded

8 - Financial Analyst  
 1 – Senior Accountant  
 1 - Accounting Specialist  
 1 -Consultant

**FISCAL/CLAIMS & ACCOUNTING**

**1 Budgeted Positions**  
 1 - Financial Services Officer

**OFFICE ADMINISTRATION**

- Mail Room & Quick Copy Center
- Procurement
- Supply
- Office Services
- Records Management
- Public Service Lines
- Closed Files

**51 Positions**  
 46 Budgeted  
 5 Unfunded

**CONTRACTS ADMINISTRATION**

**15 Positions**  
 14 Budgeted  
 1 Unfunded

1- Financial Services Officer  
 1 - Senior Program Specialist  
 9 - Program/Financial Specialist  
 .08 Program Specialist  
 1 – Information Systems Analyst  
 1 – Accounting Specialist II  
 1 - Account Clerk II  
 1-Specialist Clerk II

**GENERAL ACCOUNTING**

**10 Budgeted Positions**

1-Supervising Accountant (Vacant)  
 1 – Financial Services Specialist II  
 1-Financial Services Specialist I  
 1 – Accounting Technician  
 2 - Accounting Specialist II  
 1 – Accounting Specialist I  
 3 – Account Clerk II (1 Vacant)

**CLAIMS**

**8 Budgeted Positions**

1 – Supervising Financial Services Specialist  
 3 – Financial Services Specialist II  
 2 - Accounting Specialist II  
 1 – Accounting Specialist I  
 1 - Account Clerk II

**ASSISTANCE PAYMENTS**

**6 Budgeted Positions**

1 – Senior Accountant  
 1- Accounting Specialist I  
 4 - Account Clerk II

46 Budgeted Positions  
5 Unfunded

**Agency Administration and Finance - 320130**  
**FINANCE AND OFFICE ADMINISTRATION**  
**OFFICE ADMINISTRATION**  
**OFFICE ADMINISTRATION MANAGER**

- Mail Room & Quick Copy Center
- Procurement
- Supply
- Office Services
- Records Management
- Public Service Lines
- Closed Files

1 - Supervising Administrative Specialist

**PROCUREMENT**

**11 Budgeted Positions**

- 1 - Administrative Specialist II
- 1 - Administrative Assistant
- 1 - Accounting Specialist
- 3 - Specialist Clerk I
- 4 - Account Clerk II
- 1 - Clerk II

**OFFICE SERVICES/MAIL ROOM/  
CLOSED FILES**

1 - Administrative Specialist II

**MAIL ROOM CLOSED FILES/  
INDEXING**

**14 Budgeted Positions**

- 1 - Supervising Clerk II
- 2 - Specialist Clerk I
- 6 - Supply Clerk II
- 1 - Supply Clerk I
- 4 - Clerk II

**OFFICES SERVICES/SUPPLIES**

**12 Budgeted Positions**

- 1 - Supervising Clerk II
- 8 - Supply Clerk II
- 3 - Supply Clerk I

**RETENTION**

**12 Positions**

- 7 Budgeted
- 5 Unfunded
- 1 - Supervising Clerk I
- 2 - Supply Clerk II
- 4 - Supply Clerk I
- 5 - Clerk I (Project)

35 Positions  
34 Budgeted  
1 Unfunded

**Agency Administration and Finance - 320130**  
**HUMAN RESOURCES**  
**HUMAN RESOURCES DIRECTOR**

- Recruitment and Selection
- Policy Administration and Development
- Management Benefits Administration
- Records Management
- Compensation Management
- Payroll
- Employee/Labor Relations
- Risk Management
- Diversity Management

1 - Senior Departmental Personnel Officer

**ADMINISTRATIVE SUPPORT**

- Alcolink HRMS Security Administration
- New Employee Orientation
- Employee Records
- Employment Verification
- Subpoenas
- Service Awards
- Telecommute Program
- Identification Badges
- Driver's Cards
- File Reviews
- Employee Health & Safety
- Civil Rights/Compliance

**9 Budgeted Positions**  
1 Unfunded Position  
1 – Departmental Personnel Officer I  
1 - Supervising Secretary II  
1-Administrative Specialist II  
1 – Information Systems Technician II  
3 - Specialist Clerk I  
1 – Clerk I (Project)

**DAY TO DAY OPERATIONS**

**1 Budgeted Position**  
1 - Departmental Personnel Officer II

**EMPLOYEE SERVICES**

- Worker's Compensation
- Claims Administration
- Long Term LOA
- ADA/Reasonable Accommodation
- Ergonomics
- FMLA

**5 Budgeted Positions**  
1 Departmental Personnel Officer I  
1 - Administrative Specialist II  
1- Human Resources Technician  
2 - Specialist Clerk II

**PERSONNEL ACCOUNT MANAGEMENT**

- Payroll
- Timekeeping
- Resignations
- Position Control Maintenance
- ALCOLINK Agency Change Coordination
- Management Benefits
- Transfer List

**7 Budgeted Positions**  
1 - Supervising Clerk II  
1– Specialist Clerk II  
5 - Payroll Records Clerk

**RECRUITMENT/EMPLOYMENT**

- Outreach Recruitment
- Exam Development
- Certification
- Selection
- Classification
- Compensation Administration
- Consultation
- Personnel Transactions
- Temporary and Payrolling Services
- Labor Relations
- Employee Relations
- Recruitment Incentives
- CALWIN HR Coordination
- Title IV-E

**12 Budgeted Positions**  
4 – Departmental Personnel Officer I  
4 - Human Resources Technician  
4 - Specialist Clerk II (1 vacant)

**28 Positions**  
25 Budgeted  
3 Unfunded

**4- Budgeted Positions**

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

**Agency Administration & Finance - 320130**  
**STAFF DEVELOPMENT: TRAINING & CONSULTING TEAM**

- Agencywide Professional Development
- Customer Service Skills
- Interpersonal Skills
- Communication Skills
- Technical Development
- Computer Automation
- Performance Consulting
- Children & Family Services Program Training
- Workforce & Benefits Program Training

1 - Staff Development Manager (Vacant)  
1 – Program Manager (Vacant)

**CAREER DEVELOPMENT**

**1 Unfunded Position**

1- Staff Development Supervisor (Vacant)

**CAREER DEVELOPMENT**

**1 Budgeted Position**

1- Staff Development Supervisor

**PROGRAM TRAINING**

**10 Budgeted Positions**

10 – Staff Development Specialist

**CHILD WELFARE TRAINING**

**4 Positions**

2 Funded  
2 Unfunded

2 – Child Welfare Supervisor  
1 – Staff Development Specialist (Vacant Unfunded)  
1 – Staff Development Specialist (P) (vacant/unfunded)

**CAREER DEVELOPMENT**

**6 Budgeted Positions**

6 - Staff Development Specialist (1 Vacant)

**110 Positions**  
**96 Budgeted**  
**14 Unfunded**

**Agency Administration and Finance - 320130**  
**Information Systems Division**

- System Development & Maintenance
  - Online Mainframe Systems
  - Network Management

**1- INFORMATION SYSTEMS DIRECTOR (VACANT)**

**ADMINISTRATIVE SUPPORT**

**2 Budgeted Positions**

- 1 - Secretary I
- 1 - Clerk II

**SYSTEMS INTEGRATION**

**9 Budgeted Positions**

- 1- Information Systems Manager (vacant)
- 1- Program Systems Coordinator
- 4- Information Systems Analyst
- 3 – Tech Support Analyst

**WEB/IMAGING/CALL CENTER**

**64 Positions**  
 47 Funded  
 14 Unfunded

- 1 – Information Systems Coordinators
- 2 – Supervising Clerk III
- 4 -Supervising Clerk II
- 15 – Clerk II
- 14 – Clerk I (Project) (unfunded)
- 24 – Eligibility Support Clerk
- 1 – Specialist Clerk I

**APPLICATION PRODUCTION MANAGEMENT/CALWIN/CWS/VRU SUPPORT**

**13 Budgeted Positions**

- 1 - Sr. Program Systems Coordinator (vacant)
- 11 - Program Systems Coordinator
- 1 - Program Specialist
- 1 – Information Systems Coordinator

**NETWORK/SYSTEMS INFRASTRUCTURE AND DEVELOPMENT**

**20 Budgeted Positions**

- 2 – Information Systems Manager
- 10 - Information Systems Specialist I/ii
- 4 – Technical Support Analyst
- 3 - Information Systems Technician II
- 1-Specialist Clerk II

**OFFICE OF DATA MANAGEMENT**

**4 Budgeted Positions**

- 1 - Information Systems Manager (vacant)
- 1 - Information Systems Coordinator
- 1 – Management Analyst
- 1 – Administrative Specialist II



**76 Positions**  
 69 Funded  
 7 Unfunded

**Agency Administration and Finance - 320130**  
**PROGRAM INTEGRITY DIVISION**

- Welfare Fraud Investigations (IEVS/FRED)
- IEVS Review
- Appeals/Compliance

**PROGRAM INTEGRITY DIRECTOR**  
 1 - Welfare Fraud Prevention Director

**ADMINISTRATIVE SUPPORT**

**3 Budgeted Positions**

- 1 - Program Specialist
- 1 - Clerk II
- 1 - Secretary II

**FRED INVESTIGATIONS UNITS**

**16 Positions**  
 12 Funded  
 4 Unfunded

- 2 – Supervising Welfare Investigators (1 Vacant)
- 10 – Welfare Investigator II
- 4- Retired Annuitant II (2 Vacant) Unfunded

**NOTE:** 2 Retired Annuitant show in Position Control under 320131, but work in PID and are reflected in count above.

**APPEALS/COMPLIANCE, CLERICAL, INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS) REVIEW UNITS**

**43.0 Positions**  
 40 Funded  
 3 Unfunded

1 - Program Manager

**CLERICAL UNIT**

**13 Budgeted Positions**

- 1 - Supervising Clerk II
- 4 - Specialist Clerk II
- 7 - Clerk II
- 1 – Specialist Clerk I

**APPEALS/COMPLIANCE 2 UNITS**

**20 Positions**  
 18 Funded  
 2 Unfunded

- 2 - Supervising Appeals Officer
- 13 - Appeals Officer (1 Unfunded)
- 5 - Eligibility Technician III (1 unfunded)

**QUALITY CONTROL UNIT**

**9 Budgeted Positions**

- 1 – Supervising Eligibility Technician
- 6 – Quality Assurance Technicians
- 2 – Quality Assurance Technicians (WPR)

**IEVS REVIEW 2 UNITS**

**14 Positions**  
 13 Funded  
 1 Unfunded

- 2 - Supervising. Eligibility Technician
- 12 - Eligibility Technician III (1 unfunded)

241.92 Budgeted Positions  
 231.7 Total Funded Positions (320133)  
 10.75 Total Funded Positions (320200)  
 12.83 Unfunded Positions (320133)  
 1.25 Unfunded Position (320200)

**DEPARTMENT OF ADULT AND AGING SERVICES**

**DIRECTOR**

- Administration - Senior Services
- Planning/Needs Assessment
- In-Home Supportive Services
- Adult Protective Services
- Public Guardianship
- Benefit Support

1 - Assistant Agency Director (320133)

**PUBLIC AUTHORITY**

- Worker Registry
- Oversee IHSS providers

**ADMINISTRATIVE SUPPORT**

**4 Budgeted Positions (320133)**

- 1 – Management Analyst
- 1 – Secretary II
- 1 – Administrative Specialist II
- 1 – Program Financial Specialist

**ADULT PROTECTION**

- Adult Protective Services
- Public Guardian-Conservator
- Public Guardian Fiscal Unit

**57 Budgeted Positions (320133)**  
**1 Unfunded Positions (320133)**

- 1 – Director, Public Administrator/Public Guardian
  - 1- Chief Deputy Public Administrator
- 1 – Chief Assistant Public Guardian-Conservator
  - 4 – Adult Protective Services Supervisor
  - 17 – Adult Protective Service Workers I/II
- 16 – Assistant Public Guardian-Conservator
  - 1 – Social Worker I/II/III
  - 5 – Specialist Clerk I
  - 1 – Secretary I
- 3 – Administrative Assistant
- 1- Estate Manager Investigator
  - 1 – Estate Investigator
  - 1 – Senior Accountant
- 4 – Accounting Specialist
- 1 – Account Clerk II

**ADULT SUPPORTIVE SERVICES**

- IHSS
- QMB Benefits -Qualified Medi-Care Beneficiary
- Long Term Care
- Eligibility
- IHSS Payroll

**157.17 Budgeted Positions (320133)**  
**11.83 Unfunded Positions (320133)**

- 1 Division Director
- 3 – Program Managers
- 2 – Supervising Clerk II
- 8 – IHSS Social Worker Supervisors
  - 74 – Social Work III
- 6 – Service Support Specialist
- 15 – Specialist Clerk I
- 15 – Clerk II
- 1 – Data Input Clerk
- 5 – Eligibility Support Clerks
- 3 – Supervising Eligibility Technicians
- 22 – Eligibility Technicians II
- 12 – Eligibility Technicians III
- 1 – Client Advocate
- 1-Supervising Administrative Specialist

**AREA AGENCY ON AGING**

- Administration of senior services system.
- Veterans Services
- Information and assistance
- Program Development/Coordination
- Needs assessment
- Area Plan Development
- Advisory Commission on Aging
- Veterans Services Commission
- Ombudsman

**10.75 Budgeted Positions (320200)**  
**1.25 Unfunded Position (320200)**  
**7.0 Budgeted Position (320133)**

- 1 – Assistant Director Area Agency on Aging
  - 4 – Program Financial Specialist
  - 1 – Financial Services Specialist II
    - 1 – Social Worker III
    - 1 – Program Specialist
    - 3 – Specialist Clerk I
    - 1 – Senior Nutritionist
  - 1 – Veteran Services Officer (320133)
- 3 – Veterans Services Representatives (320133)
  - 1- Accounting Specialist
  - 3 - Ombudsman

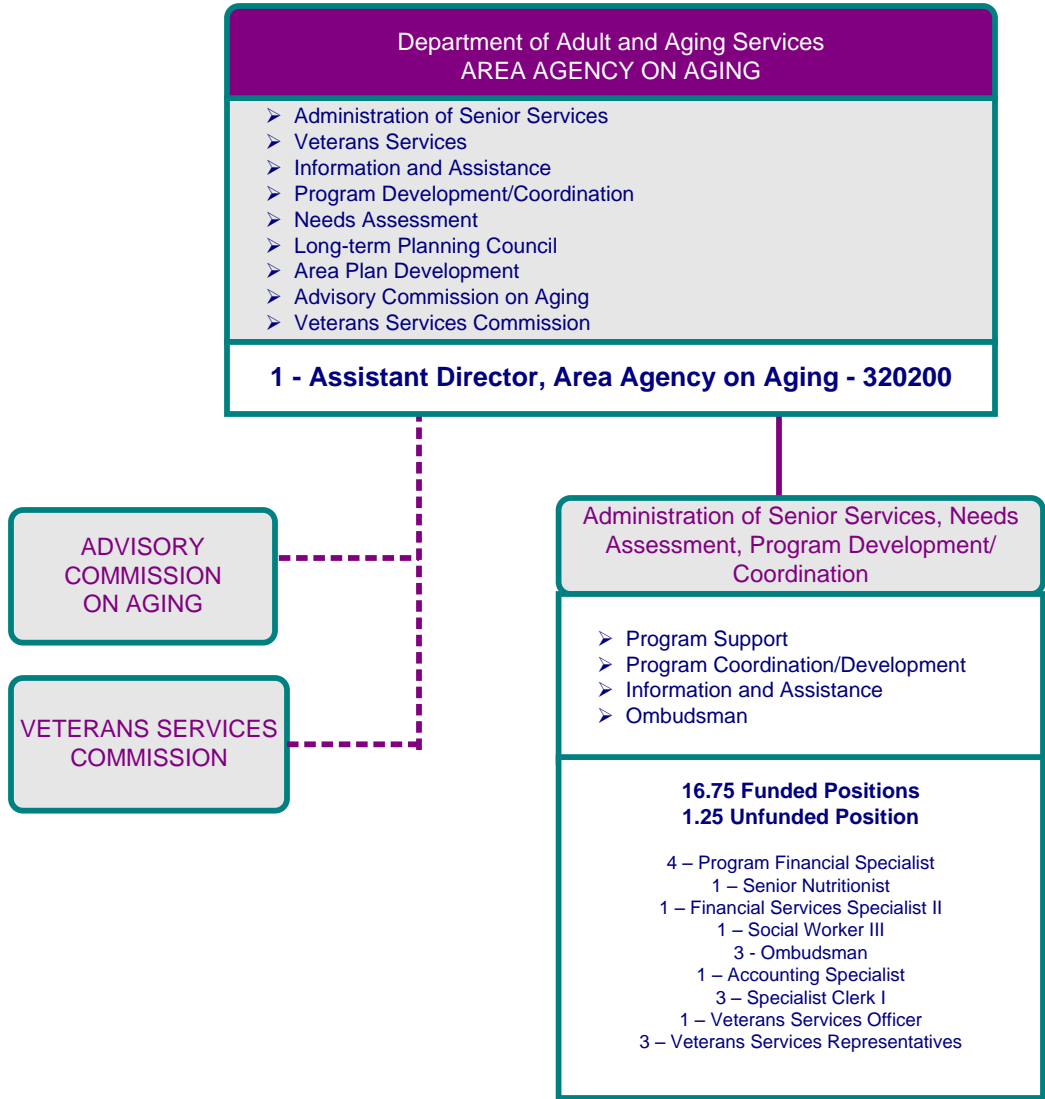
**QUALITY ASSURANCE**

- IHSS Services Quality Assurance
- Fraud Detection/Prevention

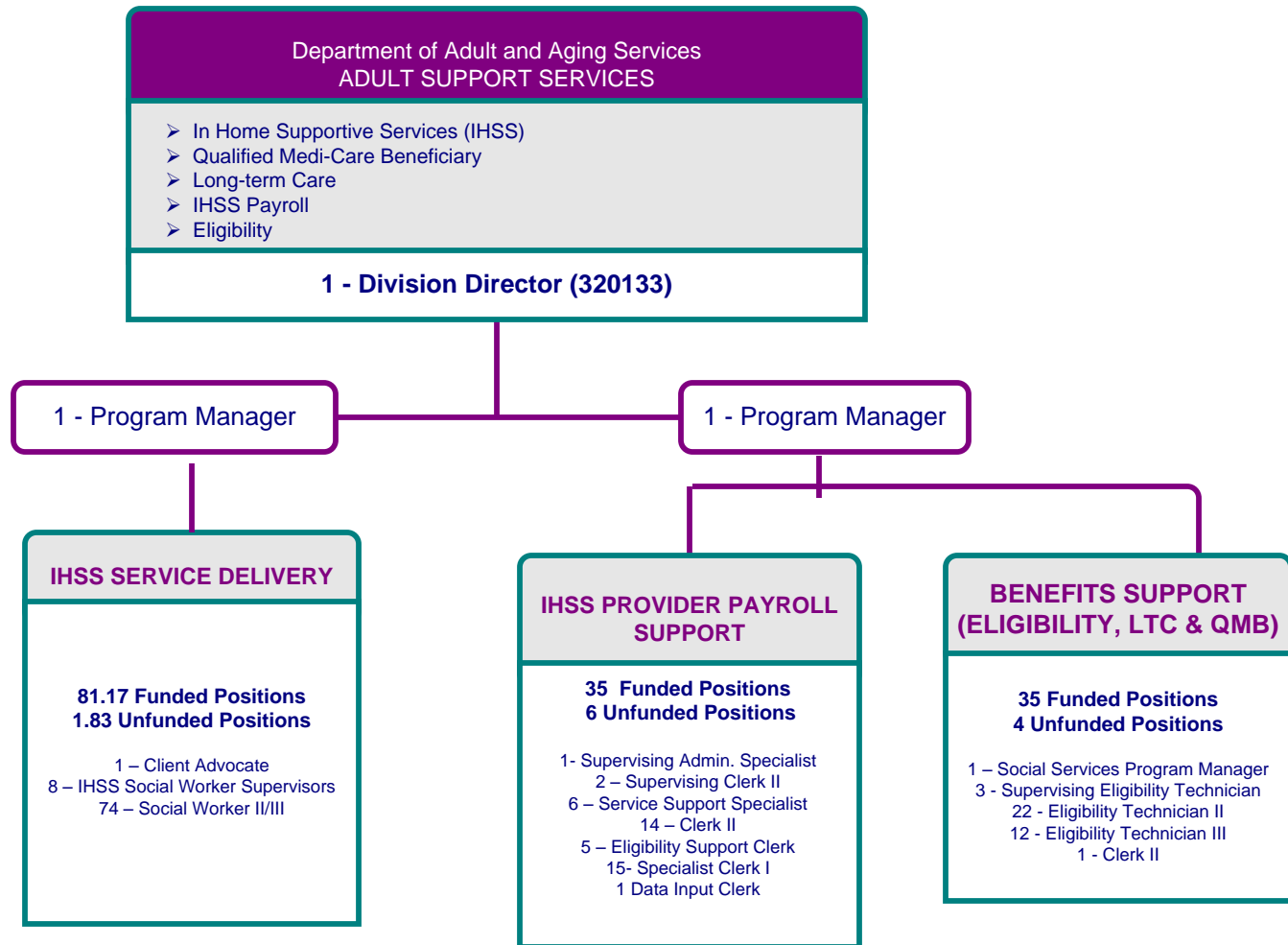
**5 Budgeted Positions (320133)**

- 3 – Quality Assurance Technicians
- 1 – Program Specialist
- 1 – Specialist Clerk I

10.75 Budgeted Positions (320200)  
 1.25 Unfunded Position (320200)  
 7.0 Budgeted Positions (320133)



157.17 Funded Positions (320133)  
 11.83 Unfunded Positions (320133)



57 Funded Positions  
1 Unfunded Positions

**Department of Adult and Aging Services  
ADULT PROTECTION**

- Adult Protective Services
- Public Administrator
- Public Guardian-Probate/Conservator Services
- Public Guardian-Mental Health (LPS) Conservatorship Services
- Public Guardian Fiscal Unit

**Assistant Agency Director (320133)**

**1 – Director, Public Administrator/  
Guardian-Conservator**

**ADULT PROTECTIVE  
SERVICES**

**20 - Funded Positions**

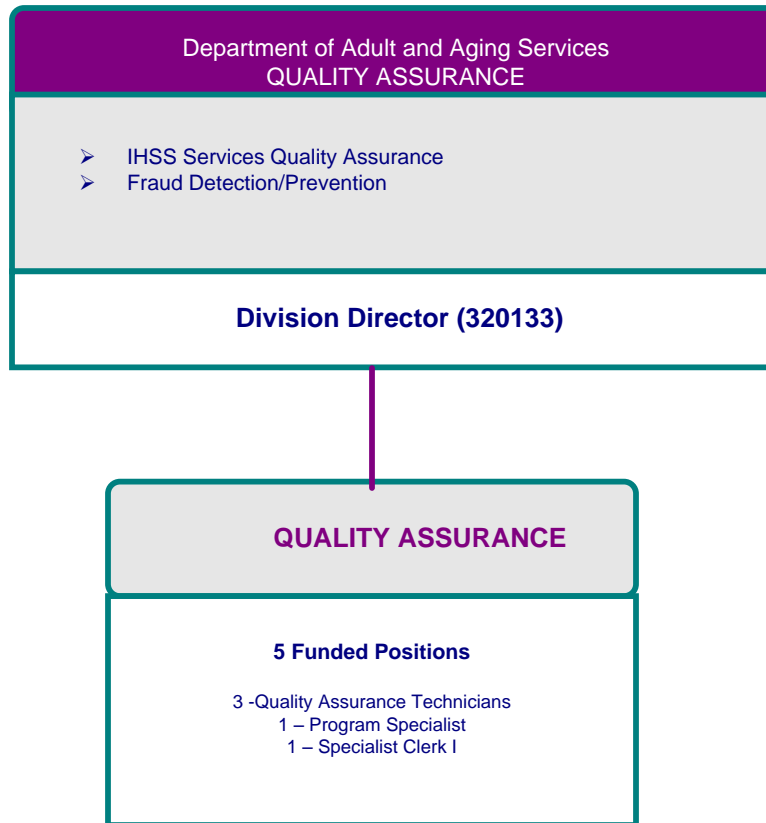
- 2 - Adult Protective Services Supervisor
- 17 - APS Worker I/II
- 1 - Specialist Clerk

**PUBLIC ADMINISTRATOR/PUBLIC  
GUARDIAN-CONSERVATOR**

**36 - Funded Positions  
1 - Unfunded Position**

- 1 – Chief Deputy Public Administrator
- 1 – Chief Assistant Public Guardian-Conservator
- 2 – Adult Protective Services Supervisor
  - 1 – Social Worker III
  - 1 – Secretary I
- 4 – Specialist Clerk I
- 3 – Administrative Assistant
- 1 – Estate Manager Investigator
  - 1 – Estate Investigator
  - 1 – Senior Accountant
- 4 – Accounting Specialist
  - 1 – Account Clerk II

**5 Funded Positions**



**DEPARTMENT OF CHILDREN AND FAMILY SERVICES - 320136**  
**DIRECTOR**

- Child Abuse Prevention
- Child Welfare and Family Support Services
- Family Preservation
- Emergency Response (ER)
- Dependency Investigation (DI)
- Emergency Placement
- Family Maintenance (FM)
- Family Reunification
- Permanent Youth Connections
- Guardianship
- Adoptions
- Eligibility Determination
- Foster Care
- Recruitment/Training & Licensing
- ILSP - Independent Living Skills Program
- Family to Family
- Another Road to Safety (ARS)
- Paths 2 Success (P2S)

**1 - Assistant Agency Director**

**615 Positions**  
591 Funded Positions  
24 Unfunded Positions

**ADMINISTRATIVE SUPPORT TEAM**  
(QA, SIP, PQCR, OPG, Leg. Special Care)

**7 Positions**  
5 Funded Positions  
2 Unfunded Position

1 – Supervising Program Specialist  
2- Management Analyst  
1- Administrative Assistant  
1- Program Specialist P (Ombudsperson)  
2 – Retired Annuitant II (MA)

1 - Secretary II

**SPECIAL PROJECTS**

**25 Positions**  
25 Funded  
0 – Unfunded

18 Child Welfare Worker II P  
2 – Child Welfare Worker II  
5 – Child Welfare Supervisor P

**GATEWAYS TO PERMANENCE**

- Family Reunification & Preservation
- Screening/Assessment Referral & Treatment
- Adoptions
- Permanent Youth Connection (PYC)
- Kinship/Legal Guardianship
- California Permanency for Youth Project (CPYP)
- Dumisha Jama
- Medically Fragile Child Program
- Services to Enhance Early Development (SEED)

**176 Positions**  
168 Funded Positions  
8 Unfunded Positions

**PLACEMENT SERVICES**

- Assessment Center
- Placement Services
- Foster Parent Recruitment & Support
- Relative Approval
- Interstate Compact on Placement of Children
- Licensing
- Multidimensional Treatment Foster Care
- Team Decision Making
- Title IV-E Waiver
- Step Up Family Preservation
- Family Finding and Engagement
- WRAP

**74 Positions**  
73 Funded Positions  
1 Unfunded Position

**ELIGIBILITY AND TRANSITION SERVICES**

- Emancipation Village
- Independent Living Skills Program (ILSP)
- Foster Care Eligibility
- Foster Care Linkages
- Parent Engagement
- Emancipation Conferences

**109 Positions**  
107 Funded Positions  
2 Unfunded Position

**PREVENTION & INTAKE SERVICES**

- Emergency Response
- ERU Screening
- Alternative Response System (ARS)
- Dependency Investigations/Court Officers
- Informal/Formal Family Maintenance
- Child Abuse Prevention Council
- After Hours
- Paths 2 Success (P2S)

**222 - Positions**  
211- Funded Positions  
11 Unfunded Position

**176 Positions**  
 168 Funded Positions  
 8 Unfunded Position

**Department of Children and Family Services**  
**GATEWAY TO PERMANENCE - 320136**

- Family Reunification
- Family Preservation
- Screening/Assessment Referral & Treatment (SART)
- Services to Enhance Early Development (SEED)
- Adoptions
- Permanent Youth Connections
- Kinship/Legal Guardianship
- Dumisha Jama
- Medically Fragile Child Program

**1 - Division Director**

**CLERICAL SECTION**

**29 Positions**  
 29 Funded Positions  
 0 Unfunded Position

1- Supervising Clerk III  
 3-Supervising Clerk II  
 5- Specialist Clerk I  
 12-Specialist Clerk II  
     4 – Clerk II  
 4 - Transcriptionist

**ADMINISTRATIVE SUPPORT**

**2 Positions**  
 2 Funded  
 0 Unfunded

1 – Secretary II  
 1 – Management Analyst

**FAMILY SERVICES 1**  
**( FR, FP, SART, SEED)**

**48 Positions**  
 42 Funded  
 6 Unfunded

1 - Program Manager  
 1-Child Care Worker  
 33 - Child Welfare Worker (6 unfunded)  
 6 - Child Welfare Supervisor  
 2-Registered Nurse II  
 5- Specialist Clerk I

**FAMILY SERVICES II- Section 1**  
**Permanent Youth Connections (PYC,**  
**Kinship/LG, Dumisha Jama, Medically**  
**Fragile)**

**39 Positions**  
 37 Funded  
 2 Unfunded

1 - Program Manager  
 30 - Child Welfare Worker II (1 unfunded)  
 4 - Child Welfare Supervisor (1 Unfunded)  
 4-Specialist Clerk I

**FAMILY SERVICES II**  
**Section II (Adoptions)**

**57 Positions**  
 57 Funded  
 0 Unfunded

1 - Program Manager  
 41 - Child Welfare Worker  
 5 - Child Welfare Supervisor  
 6- Specialist Clerk II  
 4- Specialist Clerk I



**109 Positions**

107 Funded  
2 Unfunded

**Department of Children and Family Services  
ELIGIBILITY AND TRANSITION SERVICE - 320136**

**CLERICAL SUPPORT**

**29 Positions**

29 Funded  
0 Unfunded

- 1- Supervising Clerk III
- 1 – Supervising Clerk II
- 1 – Supervising Clerk I
- 6 – Specialist Clerk I
- 11 – Specialist Clerk II
- 3 – Eligibility Support Clerk
- 4 – Transportation Worker
- 2 – Transportation Worker - SAN

- Emancipation Village
- Independent Living Skills Program (ILSP)
- Foster Care Eligibility
- Foster Care Linkages
- Parent Engagement
- Emancipation Conferences

1 - Division Director

**ADMINISTRATIVE SUPPORT**

**5 Positions**

5 Funded  
0 Unfunded

- 1 - Secretary II
- 1 - Management Analyst
- 1 Program Specialist (FC Eligibility)
- 1 Child Welfare Worker II (EA Coordinator)
- 1 Accounting Specialist

**TRANSITION SERVICES**

(EC, ILSP, PE, Linkages)

**25 Positions**

24 Funded  
1 Unfunded

- 1 - Program Manager
- 12 - Child Welfare Worker II
- 4 - Child Welfare Supervisor
- 1 – Consultant, SSA ((YAP) (unfunded)
- 2 – Specialist Clerk I
- 4 – Employment Counselors
- 1 – Eligibility Technician II (Medical ET)

**FOSTER CARE ELIGIBILITY**

**49 Positions**

48 Funded  
1 Unfunded

- 1 - Program Manager
- 1- Financial Services Specialist
- 6 – Supervising Eligibility Technician
- 26 – Eligibility Technician III
- 6 – Eligibility Technician II
- 1 – Account Clerk II
- 6 – Eligibility Support Clerk
- 1 – Supervising Clerk I
- 1 – Consultant, SSA (Medical Outreach)

**222 Positions**  
 211 Funded  
 11 Unfunded

**Department of Children and Family Services  
 PREVENTION AND INTAKE SERVICES- 320136**

- Alternative Response System (ARS)
- ERU Screening
- Emergency Response
- Dependency Investigation/Court Officers
- Informal/Formal Family Maintenance
- Structured Decision Making
- Paths 2 Success (P2S)
- After Hours
- Child Abuse Prevention

**1 - Division Director**

**CLERICAL SUPPORT**

**34 Positions**  
 34 Funded  
 0 Unfunded

- 1 – Supervising Clerk III
- 2 – Supervising Clerk II
- 10 – Specialist Clerk I
- 17- Specialist Clerk II
- 2 – Clerk II
- 2 – Mail Clerk

**ADMINISTRATIVE SUPPORT**

**6 Positions**  
 6 Funded  
 0 Unfunded

- 1 - Supervising Secretary II
- 1- Administrative Specialist II
- 1-Management Analyst
- 1 – Specialist Clerk II
- 2- Clerk II (Mailroom Clerk)

**COMMUNITY SERVICES**  
 (Hotline/ARS/I/FM/P2S)

**72 Positions**  
 65 Funded  
 7 Unfunded

- 1 -Program Manager
- 60- Child Welfare Worker II (6 unfunded)
- 7 - Child Welfare Supervisor (1 unfunded)
- 4 Specialist Clerk I

**EMERGENCY RESPONSE SYSTEM**  
 Intake Services I  
 (ERU Rid, Standby/Call Back, CAPC)

**56 Positions**  
 52 Funded  
 4 Unfunded

- 1 - Program Manager
- 40 - Child Welfare Worker II (3 unfunded)
- 7 - Child Welfare Supervisor (1 unfunded)
- 5 – Specialist Clerk I
- 2 – Retired Annuitant II (Court Hearing Officer, CWS)
- 1 – Management Analyst

**INTAKE SERVICES II**  
 (DI/CO)

**53 Positions**  
 53 Funded  
 0 -Unfunded

- 1 - Program Manager
- 15 – Child Welfare Supervisors
- 37 - Child Welfare Worker II

**74 Positions**  
 73 – Funded  
 1 - Unfunded

**Department of Children and Family Services**  
**PLACEMENT SERVICES- 320136**

- Assessment Center
- Placement Services
- Foster Parent Recruitment & Support
- Relative Approval
- Interstate Compact on Placement of Children
- Licensing
- Multidimensional Treatment Foster Care
- Team Decision Making
- Title IV-E Waiver
- Step Up Family Preservation
- Family Finding and Engagement
- WRAP

**1 - Division Director**

**ADMINISTRATIVE SUPPORT**

**1 Funded Positions**  
 1 – Management Analyst

**PLACEMENT SERVICES**  
**(AC, Pix, Lic/Rct, WRAP, MTFC)**

**36 Positions**  
 36 Funded  
 0 Unfunded

- 1 – Program Manager
- 1 – Child Care Supervisor
- 4 – Child Welfare Supervisors
- 24 – Child Welfare Workers II
- 1 – Registered Nurse III
- 5 – Licensing Evaluator

**RESOURCE FAMILY SERVICES**  
**(RA, ICPC, FFE)**

**29 Positions**  
 28 Funded  
 1 Unfunded

- 1 – Program Manager
- 4 – Child Welfare Supervisor (1 Unfunded)
- 24 Child Welfare Worker I/II

**TDM SERVICES**  
**(Team Decision Making)**

**7 Positions**  
 7 Funded  
 0 Unfunded

- 1 – Program Manager
- 6 – Child Welfare Supervisors

35.36 Budgeted Positions

**WORKFORCE INVESTMENT BOARD - 320400**

- Responsible for overseeing the development of the workforce system for Alameda County
- Administers and sets policy for the Workforce Investment Board
- Direct services will be provided through the One-Stop Career Centers

**1 - WIB Director**

1 - Secretary II

**WORKFORCE RESOURCE SECTION**

1 - Assistant WIB (PIC) Director  
1 - Secretary I  
1 - Business Services Manager (contract)

**CERTIFICATION AND INFORMATION PROCESSING CENTER**

**10.03 Budgeted Positions**

1 - Data Input Clerk  
4 - Specialist Clerk  
1 - Information Systems Analyst  
3.83 - Eligibility Technician II  
0.2 - Eligibility Technician (SAN)

**POLICY & PROGRAM PLANNING**

**7.33 Budgeted Positions**

5 - Program /Financial Specialists  
1.33 - Program Specialist  
1 - Management Analyst

6 - Budgeted Positions

**SSA POLICY OFFICE - 320130**

- Participant in State and Local Policy Discussions
- Develop Policy Recommendations
- Facilitate Cohesive Agency Participation in Policy development and implementation

**1 – POLICY DIRECTOR**

1 - Secretary II

**LANGUAGE ACCESS**

Language Access Monitor  
1 – Program Specialist

**MEDI-CAL**

Medi-Cal Policy Liaison  
1 – Management Analyst

**CAL WORKS AND CHILD CARE**

Child Care Policy Liaison  
1 – Management Analyst

**VACANT**

1- Management Analyst

836 Positions 766.63 FTE  
 766.63 Funded Positions  
 69.37 unfunded positions

**ECONOMIC BENEFITS DEPARTMENT (EBD)**  
**320131**

➤ Promotes enrollment, retention, and participation in publicly-sponsored health coverage programs, and provides continuing economic and nutritional support for individual and families.

**1 Positions 1.0 FTE**  
**1 - Assistant Agency Director**

**PROGRAM PLANNING & SUPPORT**

**23 Positions – 21.63 FTE**  
**21.63 – Funded**  
**1.37 Unfunded Positions**

- 1 - Supervising Program Specialist
- 6 - Program Specialist
- 0.63 – Program Specialists (partially funded)
- 1 - Management Analyst
- 5 - Quality Assurance Technician
- 1 - Secretary I
- 4-Specialist Clerk I
- 3 – Supervising Eligibility Technician
- 1- Retired Annuitant II (unfunded)

**ADMINISTRATIVE SUPPORT**

- Policy/Data Research and Analysis
- External & Internal Affairs Coordination
- Department Special Projects
- Financial Monitoring & Analysis
- HR Position Control

**5 Positions 5.0 FTE**  
**5 – Funded**

- 1 -Program Manager
- 2 - Administrative Specialist II
- 1 - Secretary II
- 1- Specialist Clerk I

**EBD POSITIONS ON HOLD/LOAN**

**64 Positions 23.0 fTE**  
**23 – Funded**  
**41 - Unfunded**  
 -----

**POSITIONS LOANED**  
 1- Clerk II

**1 – ET I/II (unfunded)**

**FUNDING HELD**  
 7 – Clerk II

**15 – Eligibility Technician III**

**POSITIONS HELD BY HRD FOR EBD**  
**35 – Eligibility Technician I/II (Unfunded)**  
**3 – Eligibility Technician III (unfunded)**  
**2 – Retiree Annuitant II (Unfunded)**

**SELF SUFFICIENCY CENTER NORTH OAKLAND**

- Application Processing: CalWORKs, Food Stamps, General Assistance & Medi-Cal
- Eligibility Case Management
- Client Advocacy
- On-Site Community Services

**154 Positions 156 FTE**  
**148- Funded**  
**6 Unfunded Positions**

**SELF SUFFICIENCY CENTER EASTMONT**

- Application Processing: CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**150 Positions 148.0 FTE**  
**148 Funded**  
**2 Unfunded Positions**

**SELF SUFFICIENCY CENTER EDEN AREA MULTI-SERVICE CENTER**

- Application Processing, CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**232 Positions 224.0 FTE**  
**224 – Funded**  
**8 Unfunded**

**ENTERPRISE OFFICE**

- Medi-Cal & Food Stamps Application Processing
- Eligibility Case Management
- Medi-Cal Outreach
- Client Advocacy

**2088 Positions 197.0 FTE**  
**197 -Funded**  
**11- Unfunded**

**154 Positions 148.0 FTE**  
 148 Funded  
 6 Unfunded

**Department of Economic Benefits (EBD)  
 Self-Sufficiency Center  
 NORTH OAKLAND**

- Application Processing: CalWORKs, Food Stamps & Medi-Cal
- Eligibility Case Management
- Client Advocacy

**1 - Division Director**

**ADMINISTRATIVE SUPPORT**

**2 – Positions 2.0 FTE**  
 2 – Funded

1 Secretary II  
 1 – Clerk II

**ELIGIBILITY**

**151 Positions 145.0 FTE**  
 145 - Funded  
 6 - Unfunded

- 17 – Clerk II
- 1 – Clerk II (unfunded)
- 2 – Data Input Clerk
- 18 - Eligibility Support Clerk
- 38 - Eligibility Technician I/II
- 5 – Eligibility Technician I/II (unfunded)
- 52 - Eligibility Technician III
- 2 - Program Managers
- 2 - Supervising Clerk II
- 1 – Supervising Clerk III
- 12- Supervising Eligibility Technicians
- 1-Client Advocate

**150 Positions 148 FTE**  
 148 Funded  
 7 Unfunded

**Department of Economic Benefits (EBD)  
 SELF-SUFFICIENCY CENTER  
 EASTMONT**

- Application Processing: CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**1 - Division Director**

**ADMINISTRATIVE SUPPORT**

**2 Positions 2.0 FTE**  
 2 - Funded

1 - Secretary II  
 1 - Clerk II

**ELIGIBILITY**

**147 Positions 145.0 FTE**  
 145 – Funded  
 2 - Unfunded

- 2 - Program Manager
- 11 - Supervising Eligibility Technician
- 35 - Eligibility Technician III
- 52 - Eligibility Technician I/II
- 2 – Eligibility Technician I/II (unfunded)
- 1 - Supervising Clerk III
- 2 - Supervising Clerk II
- 1 - Specialist Clerk I
- 26 - Eligibility Support Clerk
- 12 - Clerk II
- 2 - Data Input Clerk
- 1 – Client Advocate



**232 Positions 224 FTE**

224 Funded

8 Unfunded Position

**Department of Economic Benefits (EBD)  
SELF SUFFICIENCY CENTER  
Eden Area Multi-Service Center**

- Application Processing, CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**1 - Division Director**

**ADMINISTRATIVE SUPPORT**

**2 Positions 2.0 FTE**

2 Funded

- 1 - Secretary II
- 1 - Clerk II

**ELIGIBILITY**

**229 Positions 221.0 FTE**

221 - Funded  
8 Unfunded

- 3 - Program Manager
- 15 - Supervising Eligibility Technician
- 66 - Eligibility Technician III
- 55 - Eligibility Technician I/II
- 7 - Eligibility Technician I/II (unfunded)
- 1 - Eligibility Technician III (unfunded)
- 23 - Clerk II
- 6 - Data Input Clerk
- 3 - Supervising Clerk II
- 1 - Supervising Clerk III
- 22 - Eligibility Support Clerk
- 1 - Client Advocate

**FREMONT  
OUTSTATION**

- 3 - Eligibility Support Clerk
- 1 - Data Input Clerk
- 5 - Eligibility Technician III
- 1 - Supervising Eligibility Technician

**CalWIN SUPPORT TEAM**

- 1 - Supervising Eligibility Technician
- 8 - Eligibility Technician III

**LIVERMORE  
OUTSTATION**

- 2 - Eligibility Support Clerk
- 4 - Eligibility Technician III
- 1 - Supervising Eligibility Technician

**208 Positions 197.0 FTE**  
**197 Funded**  
**11 Unfunded**

**Department of Economic Benefits (EBD)  
 ENTERPRISE OFFICE**

- Medi-Cal Application Processing
- Eligibility Case Management
- Medi-Cal Outreach
- Client Advocacy

**1 - Division Director**

**ADMINISTRATIVE SUPPORT**

**3 Position 3.0 FTE**  
 3 – Funded

1 - Secretary II  
 1 – Administrative Assistant  
 1 Specialist Clerk I

**MEDI-CAL INTAKE & ONGOING**

**204 Positions 193.0 FTE**  
 193 – Funded  
 11 - Unfunded

- 3 – Program Managers
- 56 – Eligibility Technician I/II
- 13 – Eligibility Technician III
- 1 – Supervising Clerk III
- 3 – Supervising Clerk II
- 1 – Supervising Clerk I
- 20 - Clerk II
- 1 – Client Advocate
- 4 – Data Input Clerk
- 13 – Eligibility Support Clerk
- 13 – Supervising Eligibility Technician
- 9 – Eligibility Tech I/II (Unfunded)
- 1 – Eligibility Tech III (Unfunded)
- 1 – Retiree Annuitant I (Unfunded)

**ELIGIBILITY CASE MANAGEMENT  
 (All Aids)**

4 – Supervising Eligibility Technician  
 38 – Eligibility Technician III

**MOBILE WORK PROGRAM**

**23 – Eligibility Technician III**

**EMPLOYMENT SERVICES DEPARTMENT  
(ESD) - 320132**

**Mission Statement**

➤ To motivate, support and prepare families and individuals receiving public assistance to achieve economic self-sufficiency through employment.

**3 Positions**

1 Funded  
2 – Unfunded

1 - Assistant Agency Director (Unfunded)  
1 – Division Director (Unfunded)  
1 – Program Services Coordinator

**ADMINISTRATIVE/  
PROGRAM PLANNING AND  
SUPPORT**

**11 Positions**

10 Funded  
1 Unfunded

2 - Secretary II  
1 – Management Analyst  
1 – Supervising Program Specialist  
5 – Program Specialist (1 unfunded)  
2 – Specialist Clerk I

**264 Positions**  
**255 Funded**  
**9 – Unfunded positions**

**SELF SUFFICIENCY CENTER  
EASTMONT**

CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit

**75 Positions**

74 Funded  
1 Unfunded

1- Program Manager  
5 – Employment Counselor Supervisor  
36- Employment Counselor  
1 – Supervising Clerk II  
8 – Eligibility Support Clerk  
3 – Specialist Clerk I  
1 – Clerk II  
3- Data Input Clerk  
2 – Social Work Supervisor  
12 – Social Worker III  
2 – Career Development Specialist I (1 unfunded)  
1- Job Developer

**SELF SUFFICIENCY CENTER NORTH  
COUNTY**

CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit

**68 Positions**

66 Funded  
2 Unfunded

1 – Program Manager  
4 – Employment Counselor Supervisor  
35 – Employment Counselor  
1 – Supervising Clerk II  
6 – Specialist Clerk I  
3 – Clerk II  
2 – Data Input Clerk  
5 – Eligibility Support Clerk (1 unfunded)  
1 – Social Work Supervisor  
7 – Social Worker III  
2 – Career Development Specialist I (1 unfunded)  
1 – Job Developer

**SELF SUFFICIENCY CENTER SOUTH  
COUNTY**

CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit  
Employment and Training Unit

**86 Positions**

84 Funded  
2 Unfunded

1 - Program Manager  
5 – Employment Counselor Supervisor  
39 – Employment Counselor (1 unfunded)  
1 – Supervising Clerk II  
7 – Specialist Clerk  
5 – Eligibility Support Clerk  
2 – Data Input Clerk  
2 – Clerk II  
1 – Social Work Supervisor  
7 – Social Worker III  
2 – Career Development Specialist II  
8 – Career Development Specialist I (1 unfunded)  
4 – Job Developer  
3-Eligibility Technician III

**EASTMONT, NORTH COUNTY,  
SOUTH COUNTY GAFSET**  
FSET Employment Case Management  
Employment Units

**21 Positions**

20 Funded  
1 Unfunded

1 - Program Manager  
3 – Employment Counselor Supervisor (1 unfunded)  
17 – Employment Counselor  
(includes 9 CalWORKs Employment Counselors)