

# COUNTY ADMINISTRATOR

Function & Organization Chart - FY 2003 - 2004



## 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	26.67
110400	7.00
430100	14.00
Total	60.71

# 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

1-Public Information Officer

## 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, EDAB  
5-Economic Development Analyst  
1-Secretary II

## RISK MANAGEMENT -430100

- 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-Risk Manager  
1-Risk Analyst (Occupational Health and Safety)  
1-Disability Management Coordinator  
1-Workers' Compensation Program Manager  
2-Sr. Risk & Insurance Analyst  
1 - Employee Health Administrator  
1 - Assistant Risk Manager  
1 - Privacy Compliance Officer  
1 - Administrative Specialist II  
1 - 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  
2- Assistant Diversity Programs Manager

## OFFICE SERVICES

- Provide office-wide support services
- Public Information

1-Administrative Secretary  
7-Secretary II  
1.67- Specialist Clerk  
1-Secretary I

## FINANCE & BUDGET

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

1-County Finance Director  
2-Principal Analyst  
6-Administrative Analyst  
1 - Accounting Technician

## ADMINISTRATIVE SERVICES

- Clerk of the Board.  
Board Agenda Coordination  
AAB Functions
- Analysis & coordination of Countywide activities
- Cable TV Franchise administration
- 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

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**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  
and  
ASSISTANT-CLERK ADMINISTRATOR  
ASSESSMENT APPEALS BOARD  
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

1-Secretary II  
3-Specialist Clerk

**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  
3-Specialist Clerk  
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