

FY 2003-2004

Department of Child Support Services

Function and Organizational Chart



A L A M E D A C O U N T Y
DEPARTMENT OF CHILD SUPPORT SERVICES

Mission Statement: The mission of the Department of Child Support Services is to establish paternity and child support orders and to collect child and spousal support payments in an efficient and cost effective manner while maintaining the respect and dignity of the public we serve.

Budget Unit: 330100 (Dept. 358)
Budgeted Positions: 304

County of Alameda
Department of
Child Support Services
 Function and Organization
 Chart
 2003/2004
Budgeted Positions: 304

ALAMEDA COUNTY
DEPARTMENT OF CHILD
SUPPORT SERVICES
Director

1 - Admin Secretary

1 - Deputy Director of Child Support Services
 (249 positions)

1 - Deputy Director for Finance/Admin
 (48 positions)

Consortium Director
 1 - Sr. Info Systems Analyst
 (5 positions)

Special Teams
 45 positions

- 1 - CS Prog. Manager
- Support Accounting**
 1 - CS Supv II
 1 - CS Supv I
 1 - CS Caseworker III
 14 - CS Caseworker II
- Training Team**
 1 - Program Specialist
 4 - CS Caseworker III
- Quality Assurance/Performance**
 2 - CS Supv II
 1 - Prog. Specialist
 1 - CS Caseworker II
 1 - CS Assistant I
- Mail Team**
 1 - CS Supv II
 1 - CS Caseworker III
 3 - CS Caseworker II
 5 - CS Assistant II
 1 - Legal Secretary
- Files**
 1 - CS Supv I
 6 - CS Assistant I

Public Service
 43 positions

- 1 - CS Prog. Manager
- SWAT Reception**
 1 - CS Supv II
 7 - CS Caseworker II
 3 - CS Assistant II
- Team A**
 1 - CS Supv II
 1 - CS Caseworker III
 8 - CS Caseworker II
 1 - CS Assistant II
- Team B**
 1 - CS Supv II
 1 - CS Caseworker III
 7 - CS Caseworker II
- Team C**
 1 - CS Supv II
 1 - CS Caseworker III
 8 - CS Caseworker II
 1 - CS Assistant II

Legal Service
 33 positions

- 1 - Supv CS Attorney
- Team 1**
 3 - CS Attorney
 1 - CS Caseworker III
 3 - CS Caseworker II
 1 - CS Assistant III
 2 - CS Assistant II
- Team 2**
 3 - CS Attorney
 1 - CS Caseworker III
 3 - CS Caseworker II
 1 - CS Assistant III
 1 - CS Assistant II
 1 - Legal Secretary
- Team 3**
 3 - CS Attorney
 1 - CS Caseworker III
 3 - CS Caseworker II
 1 - CS Assistant III
 1 - CS Assistant II
 1 - Legal Secretary
- Law Clerk Support**
 2 - Legal Assistants

393 Support Team
 32 positions

- 1 - CS Prog. Manager
- Files & Records**
 1 - CS Supv II
 1 - CS Assisntant III
 11 - CS Assistant I
- Reception Team**
 3 - CS Assistant II
- Bankruptcy/Leins/Workers Comp**
 2 - CS Caseworker II
- Outreach/NCP Assessment**
 1 - CS Supv II
 2 - CS Caseworker III
 4 - CS Caseworker II
- Ombudspersons**
 2 - CS Caseworker III
 1 - CS Caseworker II
- Green Line Team**
 3 - CS Caseworker II

Enforcement
 50 positions

- 1 - CS Prog. Manager
- Team 1**
 1 - CS Supv II
 2 - CS Caseworker III
 8 - CS Caseworker II
 2 - CS Assistant III
- Team 2**
 1 - CS Supv II
 1 - CS Supv I
 1 - CS Caseworker III
 7 - CS Caseworker II
 2 - CS Assistant II
- Team 3**
 1 - CS Supv II
 1 - CS Supv I
 1 - CS Caseworker III
 7 - CS Caseworker II
 1 - CS Assistant II
- Team 4**
 1 - CS Supv II
 1 - CS Supv I
 2 - CS Caseworker III
 8 - CS Caseworker II
 1 - CS Assistant II

Pre-Order
 45 positions

- 1 - CS Prog. Manager
- Intake Team**
 1 - CS Supv II
 2 - CS Caseworker II
 9 - CS Assistant II
- Close Team**
 1 - CS Supv II
 1 - CS Supv I
 2 - CS Caseworker II
 1 - CS Assistant III
 6 - CS Assistant II
 1 - Clerk Intermittent
- Location**
 1 - CS Supv II
 1 - CS Caseworker III
 8 - CS Caseworker II
- Establishment**
 1 - CS Supv II
 1 - CS Caseworker III
 5 - CS Caseworker II
 2 - CS Assistant II
 1 - Legal Secretary

Accounting
 29 positions

- 1 - Account III
- Program Review and Oversight**
 1 - CS Supv I
- Collections**
 1 - CS Supv II
 1 - Account Spec.
 11 - Account Clk. II
- Reconciliation**
 1 - CS Supv I
 1 - Account Spec.
 3 - Account Clerk II
- CDS Distribution**
 1 - Accountant II
 1 - Account Spec.
 7 - Account Clerk II

Administration
 5 positions
 1 - Progr./Financial Specialist
 2 - Admin. Spec. II
 1 - Accounting Tech
 1 - Specialist Clerk

Human Resources
 4 positions
 1 - DPO I
 1 - HR Tech
 1 - Accounting Tech
 1 - Payroll Clerk

Computer Services
 8 positions
 1 - Sr Info Syst. Analyst
 1 - Sr Info. Syst. Spec.
 3 - Info Syst. Spec.
 1 - Info Syst. Tech II
 1 - Admin Spec. II
 1 - Clerk Int.

State Program
 1 position
 1 - Prog. Specialist

Computer Applications
 2 - Info Syst. Analyst
 1 - Program Specialist
 1 - Admin Specialist II