MISSION STATEMENT:

To provide high quality services that are on time, fiscally responsible, environmentally sustainable and convenient for our customers.

<table>
<thead>
<tr>
<th>Budget Dept. ID</th>
<th>Department</th>
<th>Budgeted Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>200100</td>
<td>Admin, Finance, Human Resources</td>
<td>27</td>
</tr>
<tr>
<td>200200</td>
<td>Purchasing, Messenger Services</td>
<td>46</td>
</tr>
<tr>
<td>200300</td>
<td>Property &amp; Salvage</td>
<td>12</td>
</tr>
<tr>
<td>200500</td>
<td>Alameda County Veterans Memorial Buildings</td>
<td>143.34</td>
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<tr>
<td>200600</td>
<td>Parking Division</td>
<td>5</td>
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<tr>
<td>400100</td>
<td>Motor Vehicles</td>
<td>22.75</td>
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<tr>
<td>410100</td>
<td>Building Maintenance Department</td>
<td>143.34</td>
</tr>
<tr>
<td>410141</td>
<td>BMD, Janitorial Division</td>
<td>120.02</td>
</tr>
<tr>
<td>410161</td>
<td>Technical Services Department, Sustainability</td>
<td>30.25</td>
</tr>
</tbody>
</table>
Provide operational services to County departments and agencies, and other tax supported agencies

1.00 - Director, General Services Agency

1.00 - Assistant Director, GSA

Administer centralized administrative and departmental function
12 FTE
Refer to page 9-2

Technical Services Department
40.25 FTE
Refer to page 9-6

Building Maintenance Department
264.36 FTE
Refer to page 9-5

Human Resources/Child Care Services
9 FTE
Refer to page 9-3

Purchasing Department
65.74 FTE
Refer to page 9-4

Finance/Accounting
13.0 FTE
Refer to page 9-3

1.00 - Administrative Secretary
1.00 – Executive Assistant to the Director
ADMINISTRATION (200100)

Administer centralized administrative and departmental functions
Provide support services for departments
Business Outreach/SLEB Program

1.00 - ASSISTANT DIRECTOR, GENERAL SERVICES AGENCY

R-REP

1.00 - Management Associate II *

INFORMATION SYSTEMS MANAGEMENT ANALYSIS

Provide internal analyses, special studies and Information Systems services for the Agency

1.00 – Information Systems Director
1.00 – Technical Support Analyst
1.00 – Management Analyst
2.00 – Information Systems Specialist *
1.00 – Information Systems Technician II

PORTFOLIO MANAGEMENT

Manage County’s assets and capital investments; long range space needs.

1.00 – Real Estate Projects Manager

OFFICE OF ACQUISITION POLICY

Provides outreach to business community

2.00 – Contract Compliance Officer *
1.00 – Administrative Assistant *
1.00 – Specialist Clerk I *

NOTE:
1.00 – Administrative Assistant budgeted in 200200 is organizationally located in 200100
1.00 - Contract Compliance Officer budgeted in 200200 is organizationally located in 200100
1.00 – Contract Compliance Officer budgeted in 410161 is organizationally located in 200100
1.00 – Information Systems Specialist budgeted in 200200 is organizationally located in 200100
1.00 – Management Associate II budgeted in 400100 is organizationally located in 200100
1.00 - Specialist Clerk I budgeted in 400100 is organizationally located in 200100

1.00 - Secretary II
Provide GSA Human Resources support services including examinations, employee relations, affirmative action, classification review, worker’s compensation, disciplinary review, interviews and labor relations.

Administration of Childcare

1.00 – Operations Support Manager, GSA

HUMAN RESOURCES / CHILDCARE

Provide outreach, advocacy and educational programs for the needs of children, families and child care provider. Provide oversight for the County’s child care center

1.00 – Childcare Worker/Family Program Admin *
2.00 – Program Specialist *
1.00 – Secretary II *

HUMAN RESOURCES

1.00 – Departmental Personnel Officer I
1.00 – Administrative Specialist II *
1.00 – Secretary II

1.00 – Operations Support Manager, GSA

HUMAN RESOURCES / CHILDCARE

Provide GSA Human Resources support services including examinations, employee relations, affirmative action, classification review, worker’s compensation, disciplinary review, interviews and labor relations.

HUMAN RESOURCES

1.00 – Departmental Personnel Officer I
1.00 – Administrative Specialist II *
1.00 – Secretary II

1.00 – Operations Support Manager, GSA

HUMAN RESOURCES / CHILDCARE

Provide GSA Human Resources support services including examinations, employee relations, affirmative action, classification review, worker’s compensation, disciplinary review, interviews and labor relations.

CHILDCARE

Provide outreach, advocacy and educational programs for the needs of children, families and child care provider. Provide oversight for the County’s child care center

1.00 – Childcare Worker/Family Program Admin *
2.00 – Program Specialist *
1.00 – Secretary II *

FINANCIAL MANAGEMENT ACCOUNTING/BUDGET

Provide financial management services for Agency
Perform accounting for Internal Services Funds (ISF)
Budget preparation

1.00 – Chief Financial Manager

1.00 – Supervising Accountant
1.00 – Supervising Financial Services Specialist
2.00 – Accountant
3.00 – Financial Services Specialist II *
2.00 – Accounting Specialist I
2.00 – Payroll Records Clerk
1.00 – Account Clerk II *

Director, General Services Agency
(200100)

NOTE:
1.00 – Administrative Specialist II budgeted in 410100 is organizationally located in 200100
1.00 – Financial Services Specialist II budgeted in 400100 organizationally located in 200100
2.00 – Financial Services Specialist II budgeted in 410100 organizationally located in 200100
1.00 – Secretary II budgeted in 200200 organizationally located in 200100
1.00 – Childcare Worker/Family Program Administrator budgeted in 200200 organizationally located in 200100
2.00 – Program Specialist budgeted in 200200 organizationally located in 200100

GENERAL SERVICES AGENCY 9-3
1.00 - Secretary II*

GENERAL SERVICES AGENCY 9-4

PURCHASING DEPARTMENT (200200)

- Purchase all goods and services
- Perform mail services for County
- Operate the County's light vehicle fleet
- Coordinate records retention services for County

1.00 – Deputy Director, General Services Agency
1.00 – Business Analyst
1.00 – Assistant Business Analyst

1.00 – Management Associate I *

MOTOR VEHICLES (400100)

- Maintain and manage the County's light vehicle fleet and operate motor pools

1.00 – Transportation Services Manager
1.00 – Sustainability Specialist
1.00 – Auto Mechanic Supervisor
5.00 – Auto Mechanic
4.00 – Auto Service Worker
4.00 – Telecommunications Equipment Installer
1.00 – Transportation Services Attendant
1.00 – Administrative Assistant
1.00 – Specialist Clerk I
.75 – Offset Equipment Operator

PARKING DIVISION (200600)

- Provide parking facilities to County employees and the general public

1.00 – Supervising Administrative Specialist
1.00 – Specialist Clerk II
3.00 Transportation Services Attendant

MESSENGER SERVICES

- Provide Interdepartmental mail services

1.00 – Supervising Messenger
9.08 – Messenger
.91 – Messenger (N)

NOTE:
1.00 – Management Associate I budgeted in 410100 is organizationally located in 200200
1.00 - Secretary II budgeted in 410100 is organizationally located in 200200

1.00 – Manager, Purchasing Division
3.00 – Senior Procurement & Contracts Specialist
13.00 – Procurement & Contracts Specialist II
7.00 – Procurement & Contracts Assistant
1.00 – Manager, Printing Services
BUILDING MAINTENANCE DIVISION

Provide repair and maintenance service for County facilities
Provide remodeling of existing facilities through the special projects program
Provide grounds maintenance services and landscaping for County facilities
Assure Code Compliance

2.00 - Facilities Manager
2.00 - Administrative Specialist II
1.00 - Secretary I
6.00 - Specialist Clerk I
4.00 - Supervisor, Buildings & Plant Maintenance
25.00 - Stationary Engineer
21.00 - Building Equipment Maintenance Worker
8.00 - Building Maintenance Laborer
8.00 - Automatic Guided Vehicle Technician
6.00 - Electrician
2.00 - Plumber
2.00 - Carpenter Supervisor
11.00 - Painter
9.00 - Carpenter
2.00 - Locksmith
6.00 - Building Maintenance Worker II
0.09 - Maintenance Aide II
1.00 - Landscape Supervisor
0.08 - Supervising Gardener
10.00 - Gardener II
1.00 - Manager, Communications Department
1.00 - Senior Telecommunications Technician
2.00 - Electronic Systems Technician

REAL PROPERTY DIVISION

Acquire and lease real property for use by County General Fund.

1.00 – Facilities Manager *
5.00 – Real Estate Projects Manager
1.00 – Secretary II

JANITORIAL DIVISION (410141)

Provide floor and window coverings through contracts
Provide janitorial services
Provide scavenger service through contracts

1.00 – Manager, Janitorial Services
1.00 – Secretary I*
3.00 – Janitor Supervisor I
4.00 – Janitor Supervisor II
9.00 – Lead Janitor
91.00 – Janitor
91.00 – Janitor, Floor Specialist
.02 – Retired Annuitant I

NOTE:
1.00 – Facilities Manager budgeted in 200100 is organizationally located in 410100
1.00 - Project Manager, GSA* budgeted in 410161 is organizationally located in 410100
1.00 – Real Estate Projects Manager budgeted in 200100 is organizationally located in 410100
1.00 – Secretary I budgeted in 410100 is organizationally located in 410141

GENERAL SERVICES AGENCY 9-5