

# GENERAL SERVICES AGENCY

Function & Organization Chart - FY 2003 - 2004



## MISSION STATEMENT:

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

Budget Unit #	Budgeted Positions
117	52.13
118	10.67
121	4.00
140	15.75
141	299.84
148	28.00
160	34.17
519	6.25
600	2.17
Total	452.98

# GENERAL SERVICES AGENCY

Provide operational services to County departments and agencies, and other tax supported agencies

1.00 - Director, General Services Agency

1.00 - Administrative Secretary  
1.00 - Management Analyst

1.00 - Assistant Director

Administer centralized administrative and departmental function

1.00 - Information Systems/Industrial Engineering Manager  
refer to page 9-2

- Information Systems
- Industrial Engineering

Technical Services  
Department  
28.00 FTE  
refer to page 9-7

Building Maintenance  
Department  
263.84 FTE  
refer to page 9-6

Portfolio  
Management  
4.00 FTE  
refer to page 9-3

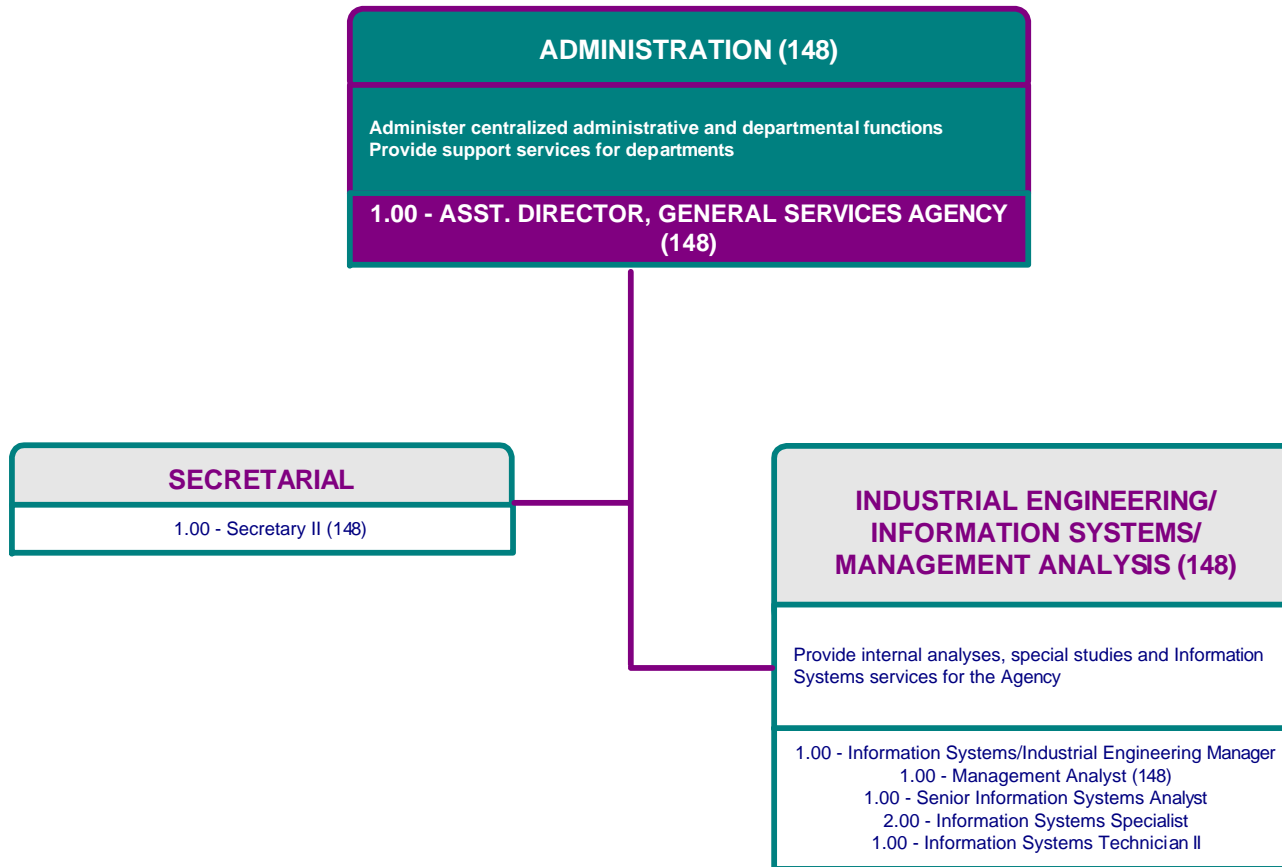
Real Property  
Management  
8.0 FTE  
refer to page 9-3

Communications  
Department  
33.17 FTE  
refer to page 9-8

Human Resources/  
Parking  
9.25 FTE  
refer to page 9-4

Purchasing  
Department  
80.55 FTE  
refer to page 9-5

Finance/  
Accounting  
13.00  
refer to page 9-4



Director, General Services Agency

**PORTFOLIO MANAGEMENT (148)**

Manages County's assets and capital investments, long-range space needs

**1.00 - Portfolio Manager**

**2.00 - Real Estate Project Managers**  
**1.00 - Secretary II**

**REAL PROPERTY MANAGEMENT (148, 141)**

Acquire and lease real property for use by County General Fund

**1.00 - Facilities Manager (148)**

**6.00 - Real Estate Projects Manager (141)**  
**1.00 - Secretary II (148)**

**Director, General Services Agency**

**FINANCIAL MANAGEMENT ACCOUNTING/  
BUDGET(148)**

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

**1.00 - Administrative/Financial Services Manager**

- 1.00 - Supervising Financial Services Specialist
  - 1.00 - Accountant III
- 1.00 - Senior Financial Services Specialist (141)
  - 1.00 - Financial Services Specialist II (140)
  - 1.00 - Financial Services Specialist II (141)
- 2.00 - Accountant I
  - 1.00 - Accountant-Auditor
  - 1.00 - Accounting Specialist
  - 1.00 - Account Clerk II
  - 2.00 - Payroll Records Clerk

**HUMAN RESOURCES/PARKING  
(148, 519)**

Manage personnel operation  
Provide all personnel-related activities  
Parking administration

**1.00 - OPERATIONS SUPPORT MANAGER (148)**

**HUMAN RESOURCES (148)**

- 1.00 - Management Analyst
- 1.00 - Departmental Personnel Officer (117)
- 1.00 - Secretary II (160)

**PARKING FACILITIES (519)**

Provide countywide parking  
administration

- 1.00 - Administrative Specialist II
- 1.00 - Specialist Clerk
- 1.00 - Account Clerk
- 3.00 - Parking Attendant
- 0.25 - Auto Service Worker

**PURCHASING DEPARTMENT**

Purchase all goods and services  
 Maintain inventory, dispose of surplus property and provide moving services  
 Perform printing and bindery services for County  
 Perform mail services for County  
 Operate the County's light vehicle fleet  
 Coordinate records retention services for County  
 Business Outreach/SLEB Program  
 Administers County Child Care Programs

1.00 - Secretary II

**1.00 - DEPUTY DIRECTOR,  
 GENERAL SERVICES AGENCY (117)**

**CHILD CARE (117)**

Administers Child Care Program for County employees  
 Child Care Planning Council

1.00 - Child Care Services Program Administrator  
 1.00 - Program Specialist  
 1.00 - Secretary II

**BUSINESS OUTREACH/  
 SLEB**

Provides outreach to business community

1.00 - Contract Compliance Officer

**PROPERTY AND SALVAGE  
 DIVISION (121)**

Maintain continuous equipment inventory  
 Dispose of surplus personal property  
 Provide County moving service  
 Coordinate record storage and destruction  
 Provide recycling service

1.00 - Manager, Property & Salvage  
 1.00 - Account Clerk I\*  
 2.00 - Truck Driver  
 4.08 - Supply Clerk II (117)  
 4.00 - Truck Driver (117)

**PRINTING SERVICES  
 (118)**

Provide printing, design and bindery services to departments and agencies

1.00 - Manager, Printing Services  
 1.00 - Senior Offset Equipment Operator  
 3.50 - Offset Equipment Operator  
 2.00 - Pre-Press Technician  
 2.00 - Bindery Worker  
 1.00 - Specialist Clerk  
 0.17 - Microfilm Tech.

**MOTOR VEHICLE DIVISION  
 (140)**

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

1.00 - Manager, Motor Vehicle Division  
 1.00 - Auto Mechanic Supervisor  
 4.25 - Auto Mechanic  
 5.00 - Auto Service Worker  
 1.50 - Parking Attendant  
 1.00 - Administrative Assistant  
 1.00 - Specialist Clerk

**PURCHASING SECTION  
 (117)**

Conduct competitive bid process  
 Develop specifications  
 Develop supply sources  
 Issue purchase orders  
 Manage contracts

1.00 - Manager, Purchasing Div.  
 5.00 - Senior Buyer  
 9.00 - Buyer II  
 8.00 - Buyer Assistant

**MESSENGER SERVICES  
 SECTION (117)**

Provide Interdepartmental mail services

1.00 - Supervising Messenger  
 9.08 - Messenger  
 0.56 - Messenger (N)

**CLERICAL AND ACCOUNTS  
 PAYABLE  
 SECTION (117)**

Maintain requisition purchase order records  
 Maintain department files  
 Distribute office mail  
 Expedite payments

1.00 - Account Clerk II  
 1.08 - Data Input Clerk  
 1.33 - Clerk II

**NOTE:**

1.00 - Financial Svcs. Spec. II position budgeted in 140 is organizationally located in 148.  
 1.00 - DPO position budgeted in 117 is organizationally located in 148.

\*Filled with Laundry Service Worker

## BUILDING MAINTENANCE DEPARTMENT

Direct the maintenance repair of County buildings and grounds  
 Manage the operation, maintenance and repair of facility mechanical equipment and systems  
 Provide housekeeping and custodial services  
 Approve and implement structural repairs and building remodeling  
 Advise the Veterans' Memorial Building Commissions

**1.00 - DEPUTY DIRECTOR,  
 GENERAL SERVICES AGENCY (141)**

1.00 - Secretary II

2.17 - Secretary, Veterans Memorial Bldgs. (600)

### BUILDING MAINTENANCE DIVISION (141)

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

- 1.0 - Facilities Manager
- 2.00 - Administrative Specialist II
- 2.00 - Secretary I
- 5.00 - Specialist Clerk
- 1.00 - Construction Project Manager
- 4.08 - Supervisor, Building & Plant Maintenance
- 1.00 - Maintenance Coordinator
- 26.00 - Stationary Engineer
- 2.17 - Supervising Gardener
- 2.08 - Carpenter Supervisor
- 8.00 - Electrician
- 1.00 - Electrician-Line Worker
- 0.53 - Electrician (N)
- 3.67 - Plumber
- 11.00 - Painter
- 10.00 - Carpenter
- 1.00 - Locksmith
- 19.00 - Building Equipment Maintenance Worker
- 9.00 - Gardener
- 0.17 - Boiler Room Operator
- 6.00 - Building Maintenance Worker II
- 4.51 - Building Maintenance Laborer
- 0.01 - Building Maintenance Laborer (N)
- 8.00 - Automatic Guided Vehicle Technician
- 1.08 - Maintenance Aide II

### BUILDING SERVICES DIVISION (141, 600)

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

- 1.0 - Manager, Janitorial Services
- 1.00 - Secretary I
- 4.00 - Janitor Supervisor I
- 3.00 - Janitor Supervisor II
- 9.00 - Lead Janitor
- 113.50 - Janitor
- 1.00 - Janitor (Project)
- 0.04 - Custodian (N)

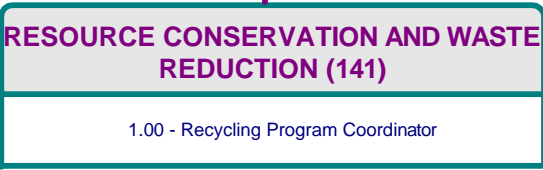
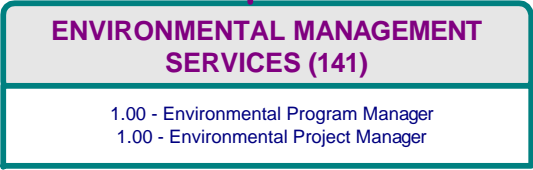
**NOTE:**

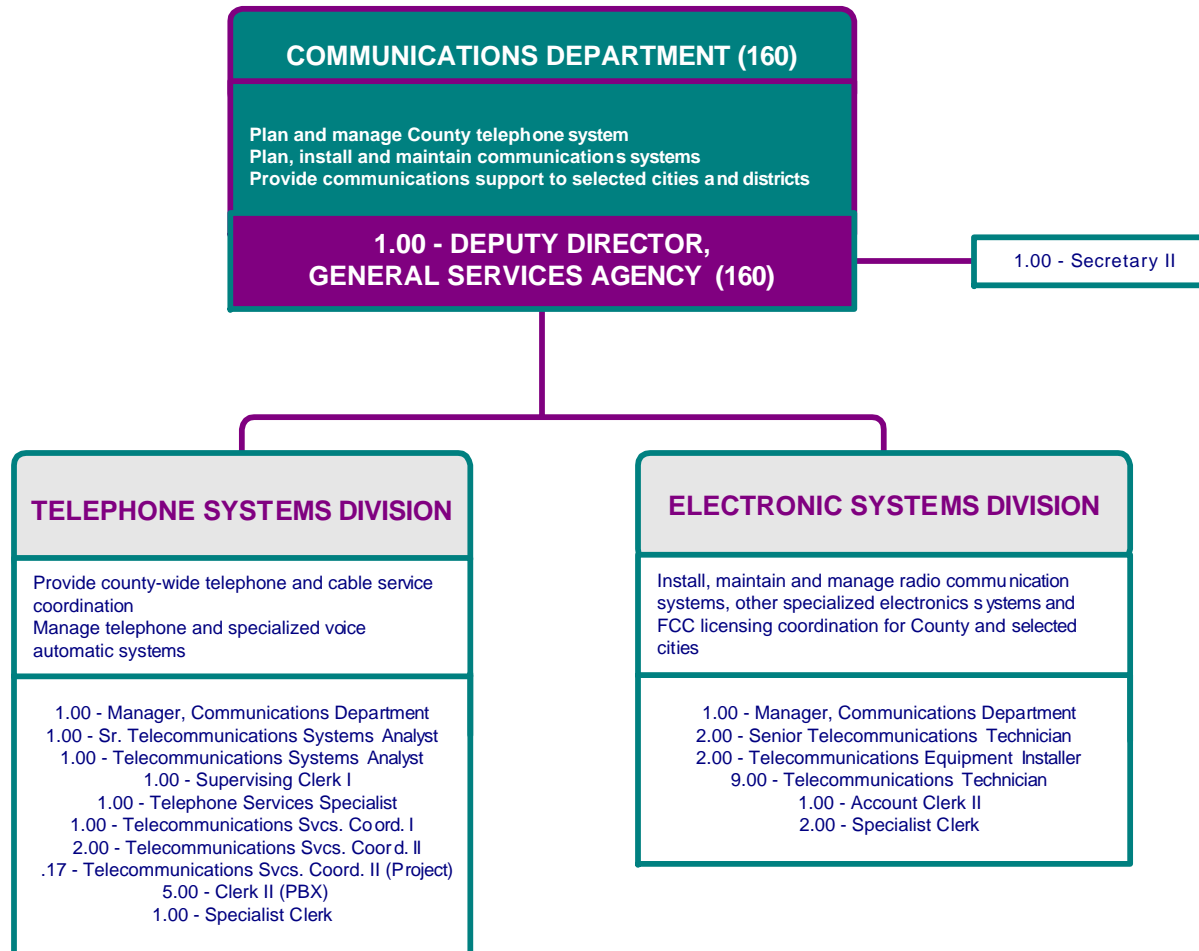
1.00 - Senior Financial Services Specialist position budgeted in 141 is organizationally located in 148.  
 1.00 - Financial Services Specialist II position budgeted in 141 is organizationally located in 148.



1.00 - Secretary II

1.00 - Contract Compliance Officer





NOTE: 1.00 - Secretary II position budgeted in 160 is organizationally located in 148