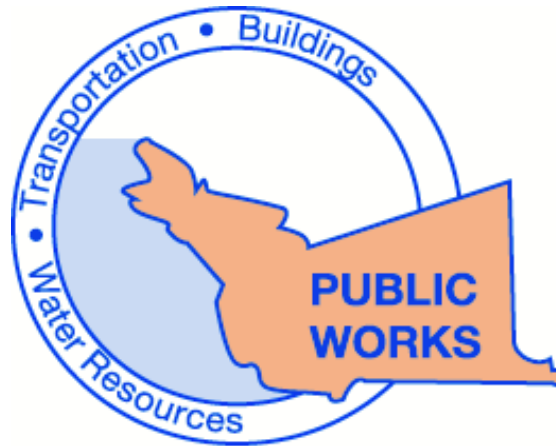


PUBLIC WORKS AGENCY

Function & Organization Chart -FY 2006-2007



MISSION STATEMENT:

To provide the people of Alameda County a good return on their investment in public works and to contribute to the vitality of commerce and economic development of the region while protecting the quality of life in Alameda County.

Budget Unit # - 533

Budgeted Positions - 473.50

PUBLIC WORKS AGENCY 16

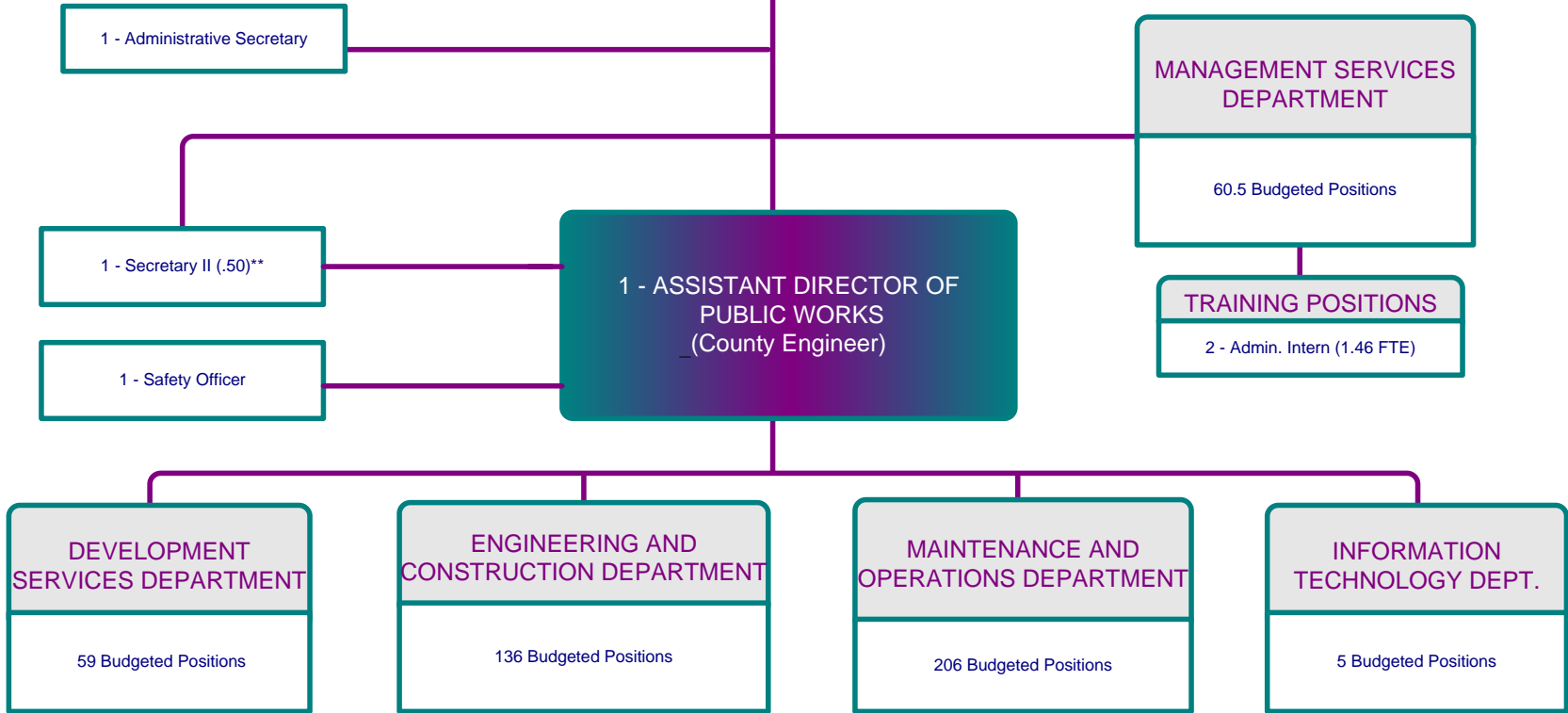


Acts in the absence of the department head.

PUBLIC WORKS AGENCY (533)

- Administer flood control and water conservation and related programs under the direction of the five member Board of Supervisors.
- Accomplish planning, design, construction and inspection of Transportation, as well as Water Resources and inspection of architectural capital projects.
- Regulate private development and building construction, enforce building, housing and related codes in the unincorporated territory.
- Plan, design, maintain, and operate County roads and bridges in relation to multimodal transportation systems.
- Provide County Surveyor functions.

1 - DIRECTOR OF PUBLIC WORKS



*Member Board of Supervisors 23. Board of Supervisors acting on behalf of the Alameda County Flood Control District (.23 FTE)

**Also reports to Administrator, Management Services

MANAGEMENT SERVICES DEPARTMENT

- Provide administrative, fiscal, clerical, secretarial, and business management services
- Budget preparation and coordination
- Coordination of labor relations negotiations
- Manage personnel programs and policies of the Agency

1 - Secretary II (.50)*

1 - MANAGEMENT SERVICES ADMINISTRATOR

HUMAN RESOURCES DIVISION CROSSING GUARDS

- Administers Agency human resources activities and the unincorporated area elementary school crossing guard program.

1 - Senior Departmental Personnel Officer
 1 - Departmental Personnel Officer I
 1 - Secretary II
 2 - Human Resource Technician
 1 - Supv. Pedestrian Crossing Guard
 26 - Pedestrian Crossing Guard (11.44 FTE)

ADMINISTRATIVE AND OFFICE SERVICES DIVISION

- Provide agency-wide administrative and office clerical support for the Public Works Agency

1 – Supervising Administrative Specialist
 1 - Supervising Clerk II
 6 - Specialist Clerk I
 2 - Clerk II
 1 - Supply Clerk II

FISCAL DIVISION

- Maintain fiscal and cost records for the Public Works Agency
- Maintain general accounting and cost accounting systems

1 – Admin./Financial Services Manager
 1 – Supervising Accountant
 1 – Financial Services Specialist II
 6 - Accounting Specialist
 1 – Specialist Clerk I
 1 - Accounting Technician

OFFICE OF POLICY AND PROGRAM DEVELOPMENT

- Provide ongoing public and media relations services
- Evaluate, develop, and implement programs to improve public service delivery
- Administers Agency legislative program

1 - Admin. Office of Program and Policy Development
 2 - Management Analyst
 1 - Administrative Interns

CONTRACT COMPLIANCE

- Provide agency-wide contract compliance for the Public Works Agency

1 - Contract Compliance Officer

*Also reports to Assistant Agency Director

DEVELOPMENT SERVICES DEPARTMENT

1-DEPUTY DIRECTOR, PUBLIC WORKS

1 - Secretary II

CLEAN WATER PROGRAM

- Implementation of surface water program for monitoring, evaluating and reporting quality of storm water

1 – Supv. Environmental Compliance Specialist
3 - Assoc. Environmental Compliance Spec.
6 - Asst. Environmental Compliance Spec.
2 – Engineering Staff Assistant II
1 - Specialist Clerk I

LAND DEVELOPMENT

1 - Principal Civil Engineer

DEVELOPMENT REVIEW

- Process subdivision maps
- Maintain filled maps and records
- Process boundary changes for all political subdivisions
- Review drainage plans prepared by other agencies and developers
- Administer permit procedures for grading, water course and surface mining
- Administer special drainage area projects
- Prepares budgets and coordinate efforts necessary for administering county service areas
- Inspect permit construction

1 - Supervising Civil Engineer
4 - Associate Engineer
5 - Assistant Engineer
2 - Specialist Clerk I
1 - Engineering CAD/D Technician III

GRADING/PERMIT ADMIN

1 – Supervising Civil Engineer
2 - Assistant Engineer
1 - Building Inspector II
1 - Engineer Staff Asst. III
1 - Engineer Staff Asst. II
1 - Specialist Clerk I

COUNTY SERVICE AREA

1 - Engineer Staff Asst. III
2 - Engineer Staff Asst. II
1 - Specialist Clerk I

BUILDING INSPECTION

- Regulate and inspect all building construction in the unincorporated areas to insure compliance with County building regulations, zoning and land use ordinances

1 - Building Official
1 - Secretary I
2 - Specialist Clerk I

PLAN CHECKING

- Check plans
- Process and issue building permits
- Coordinate with other Public Works Agency Departments, Planning Department and Health Care Services Agency as required

1 - Supervising Plan Checker
1 – Associate Engineer
2 - Building Inspector
3 - Building Inspection Technician

FIELD OPERATIONS

- Insure safe and decent housing by enforcement of the County housing code through investigation of citizens complaints and periodic investigations
- Insure that private construction complies with all applicable codes and regulations through a system of permits and inspections
- Insure compliance with zoning and land use ordinances, abandoned vehicle ordinances, and sign regulations by Investigation of citizens' complaints and periodic investigations

BUILDING INSPECTION

1 - Supervising Building Inspector
6 - Building Inspector II
1 – Building Inspector I

ENGINEERING AND CONSTRUCTION DEPARTMENT

1 - DEPUTY DIRECTOR, PUBLIC WORKS

1 - Secretary II

1 - Administrative Specialist II
1 - Specialist Clerk

TRAINING POSITION

8 - Engineering Trainee (4 FTE)
*1 located in M&O

ROAD PROGRAM

1 - Principal Civil Engineer
1 - Principal Civil Engineer

TRAFFIC ENGINEERING

- Recommend and maintain regulatory traffic ordinances & resolutions
- Review site development plans and zoning variance application as to traffic-related issues
- Data collection for processing legal claims against the County
- Conduct traffic safety and engineering studies
- Evaluate existing traffic signals signing and stripping, and recommend modifications
- Provide technical assistance to field personnel
- Administer Traffic Calming Program

1 - Supervising Civil Engineer
3 - Associate Engineer
3 - Assistant Engineer
4 - Engineering Staff Assistant II

SURVEYOR

- Performs Right-of-Way surveying
- Check, verify and perform survey services as directed or as required by law

1 - Supervising Land Surveyor
2 - Associate Land Surveyor
8 - Land Surveyor
6 - Survey Technician II

TRANSPORTATION PLANNING & DESIGN

- Plan, design and preparation of contract plans and specifications for road and bridge projects
- Engineering studies, investigations and reports

1 - Senior Transportation Planner
1 - Associate Engineer
1 - Assistant Engineer
1 - Engineering Staff Assistant II

PROJECT PLANNING & DESIGN

1 - Supervising Civil Engineer
7 - Associate Engineer
8 - Assistant Engineer
1 - Engineering Staff Asst. II
1 - Engineering CAD/D Tech III
2 - Engineering CAD/D Tech II

FLOOD PROGRAM

1 - Principal Civil Engineer

FLOOD CONTROL PLANNING & DESIGN

- Planning and design for flood capital improvement program
- Engineering and environmental studies and reviews for flood control and storm drainage projects
- Desilting projects

1 - Supervising Civil Engineer

Watershed Program

1 - Associate Engineer
1 - Engineering Staff Assistant III
1 - Engineering CAD/D Tech. II

Water Resources

1 - Associate Engineer
1 - Assistant Engineer Scientist
1 - Engineering Staff Assistant II
1 - Assistant Engineer

GIS Project

1 - Associate Engineer
1 - Assistant Engineer

MAPS AND FILES

1 - Engineering Staff Assistant III
1 - Specialist Clerk I
1 - Clerk II
2 - Contract Employees

PROJECT PLANNING & DESIGN

3 - Associate Engineer
7 - Assistant Engineer
1 - Engineering CAD/D Tech III
1 - Engineering CAD/D Tech II

ENVIRONMENTAL SERVICES

- Environmental review of capital projects, major maintenance and permit issuance
- Negotiations of environmental permits for capital projects
- Mitigation design, installation and monitoring for capital projects

1 - Supervising Engineer Scientist
2 - Associate Engineer Scientist
5 - Assistant Engineer Scientist
1 - Engineer Staff Assistant II

RIGHT OF WAY

- Appraisal of real property to be acquired
- Negotiate for acquisition of real property
- Management of real property
- Administration of County relocation assistance program

1 - Chief Right of Way Agent
1 - Assistant Chief Right of Way Agent
3 - Associate Right of Way Agent
1 - Administrative Assistant
1 - Specialist Clerk I
1 - Engineering Staff Assistant II

CONSTRUCTION MANAGEMENT & ADMIN.

1 - Assistant Deputy Director
1 - Principal Civil Engineer
2 - Associate Engineer
1 Engineering Staff Assistant III
2 - Specialist Clerk I

INSPECTION

1 - Supv Public Works Inspector
7 - Public Works Inspector III
3 - Public Works Inspector II
2 - Construction Inspector

MATERIALS TESTING

1 - Supervising Materials Testing Tech.
4 - Materials Testing Tech. III

MAINTENANCE AND OPERATIONS DEPARTMENT

1 - DEPUTY DIRECTOR, PUBLIC WORKS

1 – Safety Officer

1 - Administrative Specialist II
1 – Supervising Secretary II

FLEET SERVICES
EQUIPMENT MAINTENANCE/COORDINATION

- Maintain Agency equipment records and prepare specifications for equipment replacement
- Service and repair all County-owned heavy equipment
- Service and repair all Agency-owned equipment

1 - P. W. Fleet Manager
1 - P.W. Fleet Supervisor
1 - Lead Heavy Equipment Mechanic
8 - Heavy Equipment Mechanic
1 - Heavy Equipment Mechanic Helper
1 – Heavy Equipment Operator (Transporter)
1 - Auto Mechanic
1 - Senior Heavy Equipment Parts Tech
1 - Auto Parts Technician
1 - Specialist Clerk I
1 - Supply Clerk II

FIELD OPERATIONS
FLOOD CONTROL & ROADS MAINTENANCE

- Maintain District flood control channels, dams, reservoirs and pipelines
- Maintain roads, bridges and related facilities
- Perform minor construction
- Perform road and road drainage grading
- Provide for roadway safety
- Provide road services for other agencies
- Support community-based projects

2 - Field Maintenance Superintendent
7 - Field Maintenance Supervisors
1 - Weed & Pest Control Supervisor
10- Crew Leader
8 - Heavy Equipment Operator
2 – Crane Operator
25 - Heavy Truck Driver
3 - Street Sweeper Operator
2 - Tree Trimmer-Climber
1 – Maintenance & Construction Worker
44 - Laborer
1 - Yardworker
7 - Vegetation Technician
2 – Gardener
2 – Maintenance Aide II
1 - Secretary I
2 - Specialist Clerk I
1 - Data Input Clerk

FACILITIES INSPECTION

- Investigates systems, facilities, complaints and claims
- Project Inspection
- Support projects and programs

1 -Supervising Facilities Inspector
1 - Engineering Staff Assistant III
7 - Public Works Inspector III
1 – Associate Environmental Specialist

BRIDGES & PUMP STATIONS

- Operate and maintain five major drawbridges
- Maintain and operate 21 pump stations

1 - Bridge & Pump Superintendent
1 - Bridge Supervisor
1 – Pump Station Supervisor
4 - Bridge Mechanic
16 - Bridge Tender
1 - Bridge Utility Worker
5 - Stationary Engineer
3 - Plant Mechanic
1 - Specialist Clerk I

PROJECT AND FACILITY MANAGEMENT

1 – Principal Civil Engineer

PAVEMENT MANAGEMENT

1 - Associate Engineer
1 – Engineering Trainee (temp)*located in E&C

DESILTING PROJECTS

1 - Associate Engineer

STREET LIGHTNING/TRAFFIC SAFETY

1 - Supervising Civil Engineer

- Operate and maintain traffic control signal systems
- Inspect traffic control signal construction projects
- Provide signal maintenance service to cities
- Provide roadway safety
- Support maintenance projects and contracts

1 -Traffic Signal Supervisor
1 -Traffic Safety Supervisor
3 - Traffic Signal Technician
1 - Street Light Technician
1 – Lead Traffic Painter
2 - Traffic Painter
3 - Traffic Sign Worker
1 - Heavy Truck Driver
3 - Laborer

**INFORMATION TECHNOLOGY
DEPARTMENT**

1 – Information Systems Manager

1 - Information Systems Analyst
2 - Information Systems Specialist
1 - Specialist Clerk