

FY 2008-2009

# SOCIAL SERVICES AGENCY

Function & Organization Chart – August 28, 2008



## MISSION STATEMENT:

To promote the economic and social well-being of individuals and families and communities.

| BUDGET UNIT NO. | NO. BUDGETED POSITIONS           |
|-----------------|----------------------------------|
| 320130          | 300.46 (49.86 unfunded)          |
| 320131          | 768.00 (94 unfunded)             |
| 320132          | 265.00 (13.00 unfunded)          |
| 320133          | 228.2 (11.8 unfunded)            |
| 320136          | 552.12 (101.88 unfunded)         |
| 320200          | 10.75 (1.2 unfunded)             |
| 320400          | 35.33 (0.67 unfunded)            |
| 320900          | 1                                |
| <b>TOTAL</b>    | <b>2159.86 (272.40 unfunded)</b> |

SOCIAL SERVICES AGENCY 20

| BUDGET UNIT NO. | NO. BUDGETED POSITIONS |                         |
|-----------------|------------------------|-------------------------|
| 320130          | 300.46                 | (49.86 unfunded)        |
| 320131          | 768.00                 | (94.0 unfunded)         |
| 320132          | 265.00                 | (13.00 unfunded)        |
| 320133          | 228.2                  | (11.8 unfunded)         |
| 320136          | 552.12                 | (101.88 unfunded)       |
| 320200          | 10.75                  | (1.2 unfunded)          |
| 320400          | 35.33                  | (0.67 unfunded)         |
| 320900          | 1.00                   |                         |
| <b>TOTAL</b>    | <b>2159.86</b>         | <b>(272.4 unfunded)</b> |

# SOCIAL SERVICES AGENCY

## AGENCY DIRECTOR 1 - DIRECTOR, SOCIAL SERVICES AGENCY (320130)

1 Administrative Secretary

**OFFICE OF BUDGET & FINANCE**

- Contracts, Grants, Budget processing, Fiscal claims, Accounting, Recipient Payroll, I

1.0 Finance Services Director (320130)  
1- Financial Services Officer  
67.33 Budgeted Positions  
9.67-Unfunded

**ADMINISTRATIVE SUPPORT (320130)**

- Public Information,
- Office Management

1 - Executive Assistant to Director/P.I.O.  
1 - Administrative Specialist I/II  
1 - Program/Financial Specialist  
1 - Secretary I  
1 - Clerk II

**POLICY UNIT**

- Advocates in State and local policy discussions for adoption and implementation of policies that best meet the needs of Alameda County.
- Responsible for developing policy recommendations and working to adopt fiscal strategies that maximize Agency resources.

1 - Social Services Policy Director  
2 - Management Analyst  
1 - Program Specialist  
1 - Secretary II  
.62 - Consultant

**SPECIAL ASSISTANT TO THE DIRECTOR**

1-Coordinator of Multicultural/Multilingual Svcs  
1 - Administrative Specialist II  
1 - Management Analyst

**ADMINISTRATION & INFORMATION SERVICES DEPARTMENT (320130)**

- Human Resources
- Information Systems
- Evaluation, Research & Program Planning
- Staff Development
- Program Integrity
- Administrative Services

216.6 Budgeted Positions  
49.86 Unfunded Positions

**DEPARTMENT OF ADULT & AGING SERVICES (320133/320200)**

- Area Agency on Aging
- In Home Support Services
- Veterans Services
- Public Guardian
- Adult Protective Services
- QMB - Qualified Medi-Care Beneficiary Unit
- LTC - Long Term Care Unit
- Contract Services

228.20 Budgeted Positions - 320133  
11.8 Unfunded Positions - 320133  
10.75 Budgeted Positions - 320200  
1.2 Unfunded Position - 320200

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES - 320136  
DIRECTOR**

- Child Abuse Prevention
- Child Welfare and Family Support Services
- Family Preservation
- Emergency Response (ER)
- Dependency Investigation (DI)
- Emergency Placement
- Family Maintenance (FM)
- Family Reunification
- Permanent Youth Connections
- Guardianship
- Adoptions
- Eligibility Determination
- Foster Care
- Recruitment/Training & Licensing
- ILSP - Independent Living Skills Program
- Family to Family
- Another Road to Safety (ARS)

552.12 Budgeted Positions  
101.88 Unfunded Positions

**DEPARTMENT OF EMPLOYMENT SERVICES (320132)**

- To motivate, support and prepare families and individuals receiving public assistance to achieve economic self-sufficiency through employment.

265 Budgeted Positions  
13 Unfunded Positions

**DEPARTMENT OF WORKFORCE & BENEFITS ADMINISTRATION (WBA) (320131)**

- Promotes enrollment, retention, and participation in publicly-sponsored health coverage.
- Promotes self-sufficiency, and provides sector partnerships while fostering a workforce development system which supports individuals and families.

768 Funded Positions  
94 Unfunded Positions  
1.0 Funded Position - 320900

**WORKFORCE INVESTMENT BOARD - 320400**

- Responsible for overseeing the development of the workforce system for Alameda County
- Administers and sets policy for the Workforce Investment Board
- Direct services will be provided through the One-Stop Career Centers

35.33 Budgeted Positions  
0.67 Unfunded Positions

216.6 Budgeted Positions  
49.86 Unfunded Positions

# ADMINISTRATION AND INFORMATION SERVICES DEPARTMENT

➤ Facilities Development and Management, Technology, Welfare Fraud, Human Resources, Staff Development, Quality Control, Evaluation, Research & Program Performance and Administrative Services

**1- Assistant Agency Director**

1 - Secretary II

**ADMINISTRATIVE SUPPORT**

➤ Facilities, Planning and Development;  
➤ Administration

8 Budgeted Positions  
1 Management Analyst  
1 Administrative Specialist II  
1 Information Systems Coordinator  
1 Secretary I  
1 Specialist Clerk II  
1 Specialist Clerk I  
1 Clerk II

**OFFICE OF EVALUATION, RESEARCH & PROGRAM PERFORMANCE**

➤ Data Management  
➤ Evaluation & Research

6 Budgeted Positions

**STAFF DEVELOPMENT TRAINING & CONSULTING TEAM**

➤ Agencywide Professional Development  
➤ Customer Service Skills  
➤ Interpersonal Skills  
➤ Communication Skills  
➤ Technical Development  
➤ Computer Automation  
➤ Performance Consulting  
➤ Children & Family Program Training  
➤ Workfor & Benefits Program Training

29 Budgeted Positions

**PROGRAM INTEGRITY DIVISION**

➤ Welfare Fraud Prevention  
➤ IEVS/FRED  
➤ IEVS Review  
➤ Appeals  
➤ Quality Assurance/Control

59.74 Budgeted Positions  
2 Unfunded Positions

**HUMAN RESOURCES**

➤ Recruitment and Selection  
➤ Policy Administration and Development  
➤ Management Benefits Administration  
➤ Records Management  
➤ Compensation Management  
➤ Payroll  
➤ Employee/Labor Relations  
➤ Risk Management  
➤ Diversity Management

33 Budgeted Positions

**INFORMATION SYSTEMS**

➤ CWS/CMS  
➤ VRU  
➤ WEB  
➤ Imaging

23 Budgeted Positions  
14 Unfunded

**INFORMATION SYSTEMS**

➤ System Development & Maintenance  
➤ Online Mainframe Systems  
➤ Network Management  
➤ CalWIN

19 Budgeted Positions

**INFORMATION SYSTEMS**

➤ Application Production Management  
➤ CalWIN

12 Budgeted Positions

78.24 Budgeted Positions

# Agency Administration & Finance - 320130 FINANCE AND OFFICE ADMINISTRATION FINANCE DIRECTOR

- Budget and Financial Planning
- Claims
- Accounting & Payments
- Procurement & Office Services
- Contracts Administration

1 - Secretary II

## RESEARCH AND EVALUATION UNIT

### 8 Budgeted Positions

- 1 – Agency Planner
- 1 – Supervising Program Specialist
- 3 – Management Analyst
- 1 - Consultant
- 2 - Interns

1 -Financial Services Director

1 – Deputy Financial Services Director

## BUDGET, FINANCIAL PLANNING, STATISTICS

### 11 Budgeted Positions

- 8 - Financial Analyst
- 1 – Senior Accountant
- 1 - Accounting Specialist
- 1 - Consultant

## CLAIMS, ACCOUNTING & SPECIAL PAYMENTS

### 3 Budget Positions

- 1 - Financial Services Officer
- 1- Financial Services Specialist I
- 1 – Clerk II

## OFFICE ADMINISTRATION

- Mail Room & Quick Copy Center
- Procurement
- Supply
- Office Services
- Records Management
- Public Service Lines
- Closed Files

44 Budgeted Positions

## CONTRACTS ADMINISTRATION

### 12 Budgeted Positions

- 1 - Supervising Program Specialist
- 6 - Program/Financial Specialist
- .08 Program Specialist
- 1 - Financial Services Specialist II
- 1 – Information Systems Analyst
- 1 – Accounting Specialist II
- 2 - Account Clerk II

## GENERAL ACCOUNTING

### 10 Budgeted Positions

- 1 - Senior Accountant
- 1 – Financial Services Specialist I
- 1 – Accounting Technician
- 2 - Accounting Specialist II
- 1 – Accounting Specialist I
- 4 – Account Clerk II

## CLAIMS

### 8 Budgeted Positions

- 1 – Supervising Financial Specialist II
- 3 – Financial Services Specialist II
- 1 - Accounting Specialist II
- 2 – Accounting Specialist I
- 1 - Account Clerk II

## ASSISTANCE PAYMENTS

### 5 Budgeted Positions

- 1 – Senior Accountant
- 4 - Account Clerk II

40.16 Budgeted Positions

**Agency Administration and Finance - 320130**  
**FINANCE AND OFFICE ADMINISTRATION**  
**OFFICE ADMINISTRATION**  
**OFFICE ADMINISTRATION MANAGER**

- Mail Room & Quick Copy Center
- Procurement
- Supply
- Office Services
- Records Management
- Public Service Lines
- Closed Files

1 - Supervising Administrative Specialist

**PROCUREMENT**

**10.08 Budgeted Positions**  
1 - Administrative Specialist II  
1 - Accounting Specialist  
    1 - Lead Clerk  
    4 - Specialist Clerk  
1 - Account Clerk II  
    2 - Clerk II  
.08 - Transcriptionist

**OFFICE SERVICES/MAIL ROOM/  
CLOSED FILES**

1 - Administrative Specialist II

**MAIL ROOM CLOSED FILES/  
INDEXING**

**14 Budgeted Positions**  
1 - Supervising Clerk II  
2 - Specialist Clerk i  
6 - Supply Clerk II  
1 - Supply Clerk I  
4 - Clerk II

**OFFICES SERVICES/SUPPLIES**

**12 Budgeted Positions**  
1 - Supervising Clerk II  
8 - Supply Clerk II  
3 - Supply Clerk I

**RETENTION**

**4 Budgeted Positions**  
5 Unfunded Positions

1 - Supervising Clerk I  
2 - Supply Clerk II  
2 - Supply Clerk I  
5 - Clerk I (Project)

33 Budgeted Positions

**Agency Administration and Finance - 320130**  
**HUMAN RESOURCES**  
**HUMAN RESOURCES DIRECTOR**

- Recruitment and Selection
- Policy Administration and Development
- Management Benefits Administration
- Records Management
- Compensation Management
- Payroll
- Employee/Labor Relations
- Risk Management
- Diversity Management

**1 - Senior Departmental Personnel Officer**

**ADMINISTRATIVE SUPPORT**

- Alcolink HRMS Security Administration
- New Employee Orientation
- Employee Records
- Employment Verification
- Subpoenas
- Service Awards
- Telecommute Program
- Identification Badges
- Driver's Cards
- File Reviews
- Employee Health & Safety
- Civil Rights/Compliance

**5 Budgeted Positions**  
 1 Unfunded Position

1 – Departmental Personnel Officer I  
 1 - Supervising Secretary II  
 1-Administrative Specialist II  
 3 - Specialist Clerk I  
 1 – Clerk I (Project)

**DAY TO DAY OPERATIONS**

1 Budgeted Position

1 - Departmental Personnel Officer II

**EMPLOYEE SERVICES**

- Worker's Compensation
- Claims Administration
- Long Term LOA
- ADA/Reasonable Accommodation
- Ergonomics

**4 Budgeted Positions**

1 Departmental Personnel Officer I  
 1 - Administrative Specialist II  
 2 - Specialist Clerk II

**PERSONNEL ACCOUNT MANAGEMENT**

- Payroll
- Timekeeping
- FMLA
- Resignations
- Position Control Maintenance
- ALCOLINK Agency Change Coordination
- Management Benefits
- Transfer List

**8 Budgeted Positions**

1 - Supervising Clerk II  
 2 – Specialist Clerk II  
 5 - Payroll Records Clerk

**RECRUITMENT/EMPLOYMENT**

- Outreach Recruitment
- Exam Development
- Certification
- Selection
- Classification
- Compensation Administration
- Consultation
- Personnel Transactions
- Temporary and Payrolling Services
- Labor Relations
- Employee Relations
- Recruitment Incentives
- CALWIN HR Coordination
- Title IV-E

**12 Budgeted Positions**

2 – Departmental Personnel Officer I  
 2 –Departmental Personnel Officer Trainee  
 4 - Human Resources Technician  
 4 - Specialist Clerk II

29 Budgeted Positions

**Agency Administration & Finance - 320130**  
**STAFF DEVELOPMENT: TRAINING & CONSULTING TEAM**

- Agencywide Professional Development
- Customer Service Skills
- Interpersonal Skills
- Communication Skills
- Technical Development
- Computer Automation
- Performance Consulting
- Children & Family Services Program Training
- Workforce & Benefits Program Training

1 - Staff Development Manager

1 - Secretary I

**CAREER DEVELOPMENT**

**9 Budgeted Positions**

- 1 -Supervising Program Specialist
- 5 – Staff Development Specialist
- 1 - Administrative Specialist II
- 1 - Specialist Clerk I
- 1 – Clerk II

**PROGRAM TRAINING**

**14 Budgeted Positions**

- 1 Unfunded Position
- 10 - Staff Development Specialist
- 4 – Supervising Eligibility Technicians
- 1 – Clerk II

**CHILD WELFARE TRAINING**

**3 Budgeted Positions**

- 2 – Child Welfare Supervisor
- 1 – Staff Development Specialist

66 Budgeted Positions  
14 Unfunded Position

## Agency Administration and Finance - 320130 Information Systems Division

- System Development & Maintenance
- Online Mainframe Systems
- Network Management

### ADMINISTRATIVE SUPPORT

#### 6 Budgeted Positions

- 1 – Information Systems Coordinator
- 1 - Administrative Specialist II
- 1 - Management Specialist (P)
  - 1 - Secretary I
- 1 – Specialist Clerk II
  - 1 - Clerk II

### CWS/VRU/WEB/IMAGING

#### 23 Budgeted Positions 14 Unfunded

- 1 – Information Systems Director
- 2 – Information Systems Coordinators
- 1 – Program Systems Coordinator
  - 1 – Technical Support Analyst
- 1 – Information Systems Analyst
  - 2 – Supervising Clerk II
  - 15 – Clerk II
  - 14 – Clerk I (Project)

### APPLICATION PRODUCTION MANAGEMENT/CALWIN SUPPORT

#### 12 Budgeted Positions

- 1 - Sr. Program Systems Coordinator
- 8 - Program Systems Coordinator
  - 2 - Program Specialist
  - 1 – Management Analyst

### NETWORK/SYSTEMS INFRASTRUCTURE AND DEVELOPMENT

#### 19 Budgeted Positions

- 2 – Information Systems Manager
- 10 - Information Systems Specialist I
  - 4 – Technical Support Analyst
- 3 - Information Systems Technician II

### OFFICE OF DATA MANAGEMENT

#### 6 Budgeted Positions

- 1 - Information Systems Manager
- 1 - Information Systems Coordinator
  - 1 – Technical Support Analyst
  - 1 – Management Analyst
- 1 – Information Systems Analyst
  - 1 – Administrative Specialist II

59.74 Budgeted Positions  
2 Unfunded Positions

# Agency Administration and Finance - 320130 PROGRAM INTEGRITY DIVISION

- Welfare Fraud Investigations (IEVS/FRED)
- IEVS Review
- Appeals/Compliance

**PROGRAM INTEGRITY DIRECTOR**  
1 - Welfare Fraud Prevention Director

**ADMINISTRATIVE SUPPORT**  
**3 Budgeted Positions**  
1 - Program Specialist  
1 - Clerk II  
1 - Secretary II

**FRED INVESTIGATIONS UNITS**  
**34 Budgeted Positions**  
**2 Unfunded Positions**  
  
2 – Supervising Welfare Investigators  
10 – Welfare Investigator II  
2 – Specialist Clerk II

**APPEALS/COMPLIANCE, CLERICAL, INCOME  
ELIGIBILITY VERIFICATION SYSTEM (IEVS)  
REVIEW UNITS**  
**41.5 Budgeted Positions**  
1 - Program Manager

**CLERICAL UNIT**  
**9 Budgeted Positions**  
1 - Supervising Clerk II  
2 - Specialist Clerk II  
6 - Clerk II

**APPEALS/COMPLIANCE  
2 UNITS**  
**19.5 Budgeted Positions**  
2 - Supervising Appeals Officer  
13 - Appeals Officer  
5 - Eligibility Technician III

**QUALITY CONTROL UNIT**  
**8 Budgeted Positions**  
1 – Supervising Eligibility Technician  
6 – Quality Assurance Technicians  
1 – Specialist Clerk I

**IEVS REVIEW  
2 UNITS**  
**14 Budgeted Positions**  
2 - Supervising. Eligibility Technician  
12 - Eligibility Technician III

239.0 Budgeted Positions  
 228.2 Total Funded Positions (320133)  
 10.75 Total Funded Positions (320200)  
 11.8 Unfunded Positions (320133)  
 1.2 Unfunded Position (320200)

**DEPARTMENT OF ADULT AND AGING SERVICES**

**DIRECTOR**

- Administration - Senior Services
- Planning/Needs Assessment
- In-Home Supportive Services
- Adult Protective Services
- Public Guardianship
- Benefit Support

1 - Assistant Agency Director (320133)

**PUBLIC AUTHORITY**

- Worker Registry
- Oversee IHSS providers

**ADMINISTRATIVE SUPPORT**

**1 Budgeted Positions (320133)**  
**1 Unfunded Positions (320200)**

1 - Supervising Secretary II (320200)  
 1 - Senior Accountant (320133)

**ADULT PROTECTION**

- Adult Protective Services
- Public Guardian-Conservator
- Public Guardian Fiscal Unit

53 Budgeted Positions (320133)  
 2 Unfunded Positions (320133)

1 – Chief Assistant Public Guardian  
 4 – Adult Protective Services Supervisors  
 18 – Adult Protective Service Workers II  
 17 – Assistant Public Guardian/Conservator  
     1 – Social Worker II  
     4 – Specialist Clerk I  
 3 – Administrative Assistants  
     1 – Estate Manager  
     4 – Accounting Specialist  
     1 – Account Clerk II

1 - Division Director

**ADMINISTRATIVE SUPPORT**

**5 Budgeted Positions (320133)**

- 1- Administrative Spec II
- 1 – Management Analyst  
     1 – Secretary 1
- 1 – Accounting Spec II
- 1 – Program Financial Specialist

**ADULT SUPPORTIVE SERVICES**

- IHSS
- QMB Benefits -Qualified Medi-Care Beneficiary
- Long Term Care
- Eligibility
- IHSS Payroll

158.2 Budgeted Positions (320133)  
 Unfunded Positions (320133)

2 – Program Managers  
 3 – Supervising Clerk II  
 8 – IHSS Social Worker Supervisors  
     73 – Social Work III  
 9 – Service Support Specialist  
     14 – Specialist Clerk II  
     12 – Clerk II  
     1 – Data Input Clerk  
     5 – Eligibility Support Clerks  
 3 – Supervising Eligibility Technicians  
     24 – Eligibility Technicians II  
     14 – Eligibility Technicians III  
     1 – Client Advocate

**QUALITY ASSURANCE**

- IHSS Services Quality Assurance
- Fraud Detection/Prevention

5 Budgeted Positions (320133)

3 – Quality Assurance Technicians  
     1 – Program Specialist  
     1 – Specialist Clerk I

**AREA AGENCY ON AGING**

- Administration of senior services system.
- Veterans Services
- Information and assistance
- Program Development/Coordination
- Needs assessment

9.75 Budgeted Positions (320200)  
 Unfunded Position (320200)  
 5 Budgeted Position (320133)

1 – Assistant Director Area Agency on Aging  
 4 – Program Financial Specialist  
 1 – Financial Services Specialist II  
     1 – Social Worker III  
     1 – Program Specialist  
     2 – Specialist Clerk I  
     1 – Senior Nutritionist  
 1 – Veteran Services Officer (320133)  
 3 – Veterans Services Representatives (320133)

**SOCIAL SERVICES AGENCY 20-9**

9.75 Budgeted Positions (320200)  
 1.25 Unfunded Position (320200)  
 6.0 Budgeted Positions (320133)

**Department of Adult and Aging Services  
 AREA AGENCY ON AGING**

- Administration of Senior Services
- Veterans Services
- Information and Assistance
- Program Development/Coordination
- Needs Assessment
- Long-term Planning Council
- Area Plan Development
- Advisory Commission on Aging
- Veterans Services Commission

**1 - Assistant Director, Area Agency on Aging - 320200**

ADVISORY  
 COMMISSION  
 ON AGING

VETERANS SERVICES  
 COMMISSION

LONG TERM  
 CARE  
 PLANNING  
 COUNCIL

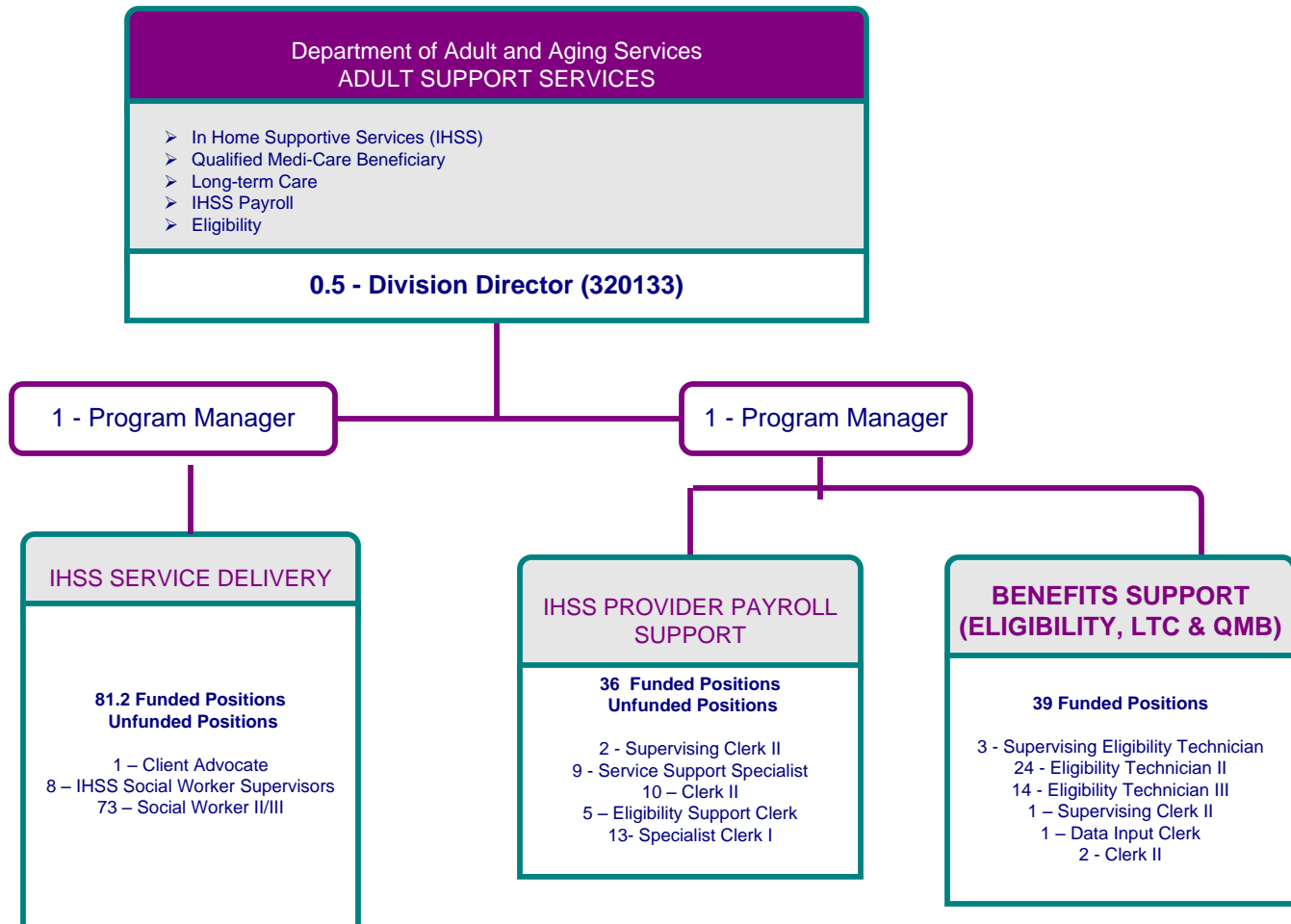
Administration of Senior Services, Needs  
 Assessment, Program Development/  
 Coordination

- Program Support
- Program Coordination/Development
- Information and Assistance

**14.75 Funded Positions  
 Unfunded Position**

- 4 – Program Financial Specialist
  - 1 – Senior Nutritionist
- 1 – Financial Services Specialist II
  - 1 – Social Worker III
  - 1 – Accounting Specialist
  - 3 – Specialist Clerk I
- 1 – Veterans Services Officer
- 3 – Veterans Services Representatives

159.7 Funded Positions (320133)  
 9.8 Unfunded Positions (320133)



53 Funded Positions  
2 Unfunded Positions

**Department of Adult and Aging Services  
ADULT PROTECTION**

- > Adult Protective Services
- > Public Guardian-Conservator
- > Public Guardian Fiscal Unit

**Assistant Agency Director (320133)**

**PUBLIC GUARDIAN  
ACCOUNTING UNIT**

**6 Funded Positions  
Unfunded Positions**

- 1 - Senior Accountant
- 4 - Accounting Specialist
- 1 - Account Clerk II

**1 - Chief Asst. Public Guardian**

**ADULT PROTECTIVE  
SERVICES DELIVERY**

**20 - Funded Positions  
1 - Unfunded Positions**

- 2 - Adult Protective Services Supervisor
- 17 - APS Worker I/II
- 1- APS Worker 1/11 (unfunded)
- 1 - Specialist Clerk

**PUBLIC GUARDIAN -  
MENTAL HEALTH (LPS)  
CONSERVATORSHIP SERVICES**

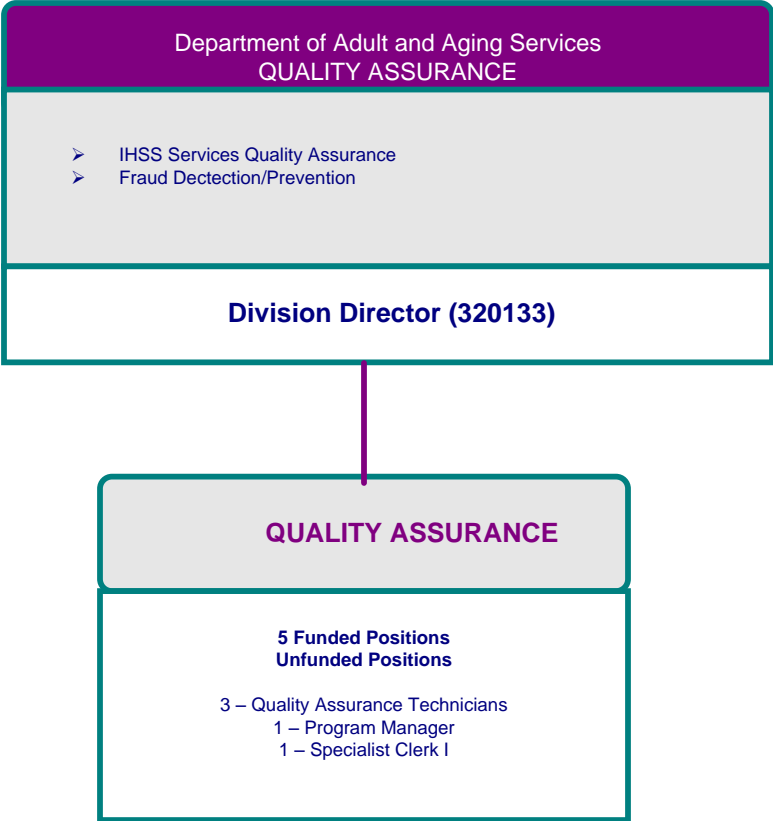
**11 Funded Positions**

- 1 - Adult Protective Services Supervisor
- 8 - Assistant Public Guardian-Conservator
- 2 - Specialist Clerk

**PUBLIC GUARDIAN-PROBATE  
CONSERVATORSHIP SERVICES**

**15 - Funded Positions  
1 - Unfunded Position**

- 1 -Adult Protective Services Supervisor
- 8 - Asst. Public Guardian-Conservator
- 1 - Asst. Public Guardian-Conservator (unfunded)
- 1 - Social Worker II
- 1 - Specialist Clerk I
- 3 - Administrative Assistance
- 1 - Estate Manager



552.12 Funded Positions  
101.88 Unfunded Positions

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES - 320136**  
**DIRECTOR**

- Child Abuse Prevention
- Child Welfare and Family Support Services
- Family Preservation
- Emergency Response (ER)
- Dependency Investigation (DI)
- Emergency Placement
- Family Maintenance (FM)
- Family Reunification
- Permanent Youth Connections
- Guardianship
- Adoptions
- Eligibility Determination
- Foster Care
- Recruitment/Training & Licensing
- ILSP - Independent Living Skills Program
- Family to Family
- Another Road to Safety (ARS)

1 - Assistant Agency Director

1 - Secretary II

1 - Program Specialist (Ombudsperson)

**CHILD ABUSE PREVENTION**

**2 Funded Positions**

1 - Child Welfare Supervisor  
1 - Administrative Specialist II

1 - Management Analyst

**PREVENTION & INTAKE SERVICES**

- Emergency Response
- Another Road to Safety (ARS)
- Dependency Investigations
- Informal Family Maintenance
- Family Maintenance
- Legal Guardianship
- Medically Fragile Child Program
- Child Abuse Prevention Council
- Structured Decision Making
- Voice Recognition Unit
- Team Decision Making
- After Hours
- Screening

155 Budgeted Positions  
Unfunded Position

**GATEWAYS TO PERMANENCE**

- Permanent Youth Connections
- Kinship
- Guardianship
- CPYP
- Group Homes
- ILSP
- Eligibility
- Licensing Shelter Care
- Special Care Rates
- Complaints

119 Budgeted Positions  
Unfunded Position

**CONCURRENT PLANNING SERVICES**

- Family Preservation
- Family Reunification
- Parent Advocates
- Language Access
- Adoptions
- SEED
- Department Clerical Support

233 Budgeted Positions  
Unfunded Position

**PLACEMENT SERVICES/FAMILY TO FAMILY/WAIVER COORDINATOR**

- Family to Family
- Accessment Center
- Placement Services
- Resource Parent Recruitment Training
- Title IV-E Waiver

38 Budgeted Positions  
Unfunded Position

**SOCIAL SERVICES AGENCY 20-14**

189.35 Budgeted Positions  
1 Unfunded Position

**Department of Children and Family Services  
CONCURRENT PLANNING SERVICES - 320136**

- Family Preservation
- Family Reunification
- Adoptions
- SEED
- Parent Advocates
- Language Access
- Department Clerical Support

1 - Division Director

**ADMINISTRATIVE SUPPORT**

14 Budgeted Position

- 1 – Secretary II
- 2 – Mangement Analyst
- 1 – Child Welfare Supervisor
- 10 Court Officers (Child Welfare Supervisors)

**CONCURRENT PLANNING SECTION I**

44 Budgeted Positions

- 1 - Program Manager
- 37 - Child Welfare Worker
- 5 - Child Welfare Supervisor
- 1 – Public Health Nurse

**CONCURRENT PLANNING SECTION II**

47 Budgeted Positions

- 1 - Program Manager
- 39 - Child Welfare Worker II
- 5 - Child Welfare Supervisor
- 2 – Public Health Nurses

**CLERICAL SECTION**

**127 Budgeted Positions  
Unfunded Position**

- 1 □ **Supervising Administrative Specialist**
- 6 - **Supervising Clerk II**
- 2 □ **Supervising Clerk I**
- 52 - **Specialist Clerk II**
- 39 □ **Specialist Clerk I**
- 4 **Clerk II**
- 7 **Eligibility Support Clerks**
- 1 □ **Data Input Clerk**
- 4 □ **Transcriptions**
- 9 □ **Transportation Drivers**
- 1 □ **Accounting Specialist**
- 1 □ **Account Clerk**

133 Budgeted Positions  
1 Unfunded Position

Department of Children and Family Services  
GATEWAY TO PERMANENCE - 320136

- Permanent Youth Connection
- Kinship
- Guardianship
- CPYP
- Group Homes
- ILSP
- Eligibility
- Licensing Shelter Care
- Special Care Rates
- Complaints

1 - Division Director

**ADMINISTRATIVE SUPPORT**

**5 Budgeted Positions**

- 1 - Secretary II
- 2 - Management Analyst
- 1 - Supervising Program Specialist
- 1 - Program Specialist

**SPECIALIZED UNITS**

**30 Budgeted Positions**

- 1 - Program Manager
- 21 - Child Welfare Worker II
- 4 - Child Welfare Supervisor
- 4 - Contractors

**FOSTER CARE ELIGIBILITY**

**44 Budgeted Positions  
Unfunded Position**

- 1 - Program Manager**
- 1 □ Program Specialist**
- 6 □ Supervising Eligibility Technicians**
- 1 - Child Welfare Worker II**
- 18 □ Eligibility Technicians II**
- 9 □ Eligibility Technician III**
- 1 □ Trust Manager**
- 1 □ Licensing Evaluator Supervisor**
- 6 □ Licensing Evaluators**

**PERMANENT YOUTH  
CONNECTION**

**39 Budgeted Position**

- 1 - Program Manager
- 5 - Child Welfare Supervisors
- 33 - Child Welfare Workers

207.84 Budgeted Positions  
10 Unfunded Positions

Department of Children and Family Services  
PREVENTION AND INTAKE SERVICES- 320136

- ARS
- Screening
- Emergency Response
- Dependency Investigation
- Informal Family Maintenance
- Family Maintenance
- Structured Decision Making
- Voice Recognition Unit
- Team Decision Making
- After Hours
- Child Abuse Prevention

1 - Division Director

**ADMINISTRATIVE  
SUPPORT**  
**3 Budgeted Positions**

- 1 □ **Supervising Secretary II**
- 1 □ **Administrative Specialist II**
- 1 □ **Child Welfare Supervisor**

**INTAKE SERVICES I**

**49 Budgeted Positions  
Unfunded Positions**

- 1 - **Program Manager**
- 42- **Child Welfare Worker II**
- 6 - **Child Welfare Supervisor**

**COMMUNITY SERVICES**

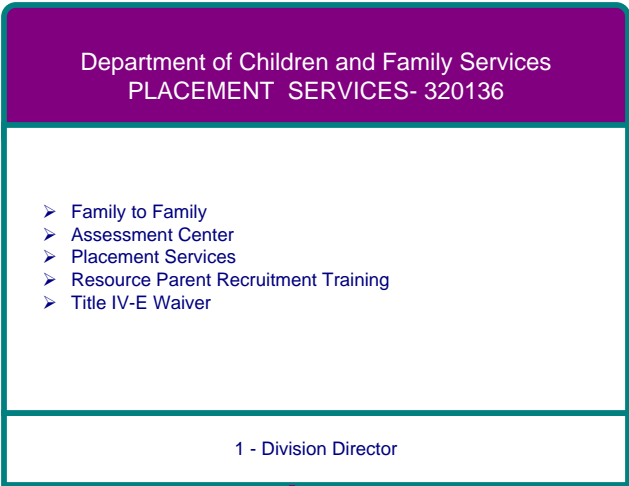
**28 Budgeted Positions  
Unfunded Positions**

- 1 - **Program Manager**
- 17 - **Child Welfare Worker II**
- 10 - **Child Welfare Supervisor**

**INTAKE SERVICES II**

**74 Budgeted Positions  
Unfunded Positions**

- 1 - **Program Manager**
- 8 – **Child Welfare Supervisors**
- 61 - **Child Welfare Worker II**
- 4 – **Public Health Nurses**



35.36 Budgeted Positions

**WORKFORCE INVESTMENT BOARD - 320400**

- Responsible for overseeing the development of the workforce system for Alameda County
- Administers and sets policy for the Workforce Investment Board
- Direct services will be provided through the One-Stop Career Centers

1 - WIB Director

1 - Secretary II

**WORKFORCE RESOURCE SECTION**

1 - Assistant WIB (PIC) Director  
1 - Secretary I  
1 - Business Services Manager (contract)

**CERTIFICATION AND INFORMATION PROCESSING CENTER**

**10.03 Budgeted Positions**

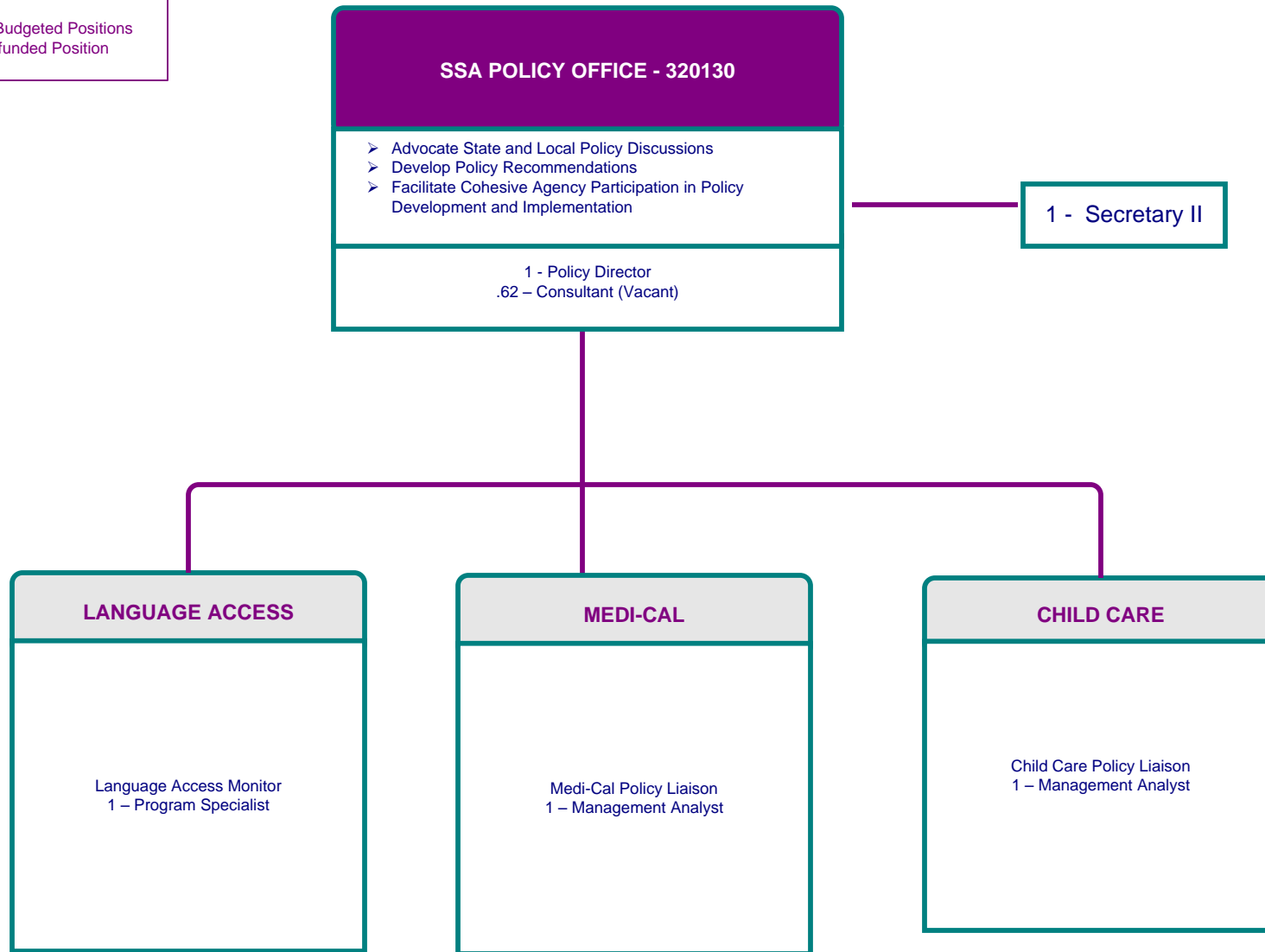
**1 - Data Input Clerk**  
**4 - Specialist Clerk**  
**1 - Information Systems Analyst**  
**3.83 - Eligibility Technician II**  
**0.2 - Eligibility Technician (SAN)**

**POLICY & PROGRAM PLANNING**

**7.33 Budgeted Positions**

5 - Program /Financial Specialists  
1.33 - Program Specialist  
1 - Management Analyst

5.62 Budgeted Positions  
Unfunded Position



885 Budgeted Positions 766.9 FTE  
 764 Funded Positions  
 4 partial-funded position  
 94 unfunded positions  
 23 TAP's (no positions assigned/  
 DRA project)

**ECONOMIC BENEFITS DEPARTMENT (EBD)**  
**320131**

- Promotes enrollment, retention, and participation in publicly-sponsored health coverage programs, and provides continuing economic and nutritional support for individual and families.

**2 Positions 0.66 FTE**  
 1 - Assistant Agency Director (unfunded)  
 1 - Community Health Services Asst Agency Director (partially funded)

**PROGRAM PLANNING & SUPPORT**

**21 Positions – 14.99 FTE**  
 14 – Funded  
 1 – Partial Funded  
 6 Unfunded Positions

- 1 - Supervising Program Specialist
- 2 - Program/Financial Specialist-unfunded
- 2.99 - Program Specialist
- 3 – Program Specialists (unfunded)
  - 1 - Clerk II
  - 1 - Management Analyst
- 1 - Staff Development Specialist (unfunded)
- 5 - Quality Assurance Technician
- 1 - Secretary I
- 2- Retired Annuitant II (unfunded)

**ADMINISTRATIVE SUPPORT**

- Policy/Data Research and Analysis
- External & Internal Affairs Coordination
- Department Special Projects
- Financial Monitoring & Analysis
- HR Position Control

**8 Positions 7.0 FTE**  
 7 – Funded  
 1 – Unfunded

- 1 – Program Manager
- 2 - Administrative Specialist II
- 1 - Secretary II
- 3- Clerk II
- 1 – Retired Annuitant (unfunded)

**OTHER EBD POSITIONS FOR ASSIGNMENT TO DIVISION**

**53 Positions 7.58 FTE**  
 7 – Funded  
 1 – Partial-funded  
 45 – Unfunded

- 2- Supervising Elig. Tech (induction Trng)
  - 29 – ET I/II
  - 0.58 ET I/II
- 5 – ET III (for division distribution)
  - 1 – ET III (unfunded-loaned)
  - 13 – Retiree Annuitant I (unfunded)
- 2- Retiree Annuitant II (unfunded)

**SELF SUFFICIENCY CENTER NORTH OAKLAND**

- Application Processing: CalWORKs, Food Stamps, General Assistance & Medi-Cal
- Eligibility Case Management
- Client Advocacy
- On-Site Community Services

**165 Positions 161 FTE**  
 161 Funded  
 4 Unfunded Positions

**SELF SUFFICIENCY CENTER EASTMONT**

- Application Processing: CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**165 Positions 155 FTE**  
 155 Funded  
 10 Unfunded Positions

**SELF SUFFICIENCY CENTER EDEN AREA MULTI-SERVICE CENTER**

- Application Processing, CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

**249 Positions 234.67 FTE**  
 234 – Funded  
 1 Partial-Funded  
 14 Unfunded

**ENTERPRISE OFFICE**

- Medi-Cal & Food Stamps Application Processing
- Eligibility Case Management
- Medi-Cal Outreach
- Client Advocacy

**199 Positions 186 FTE**  
 186 -Funded  
 13 Unfunded

**165 Positions 161 FTE**  
161 Funded  
4 Unfunded

**Department of Workforce & Benefits  
Administration (WBA)  
Self-Sufficiency Center  
NORTH OAKLAND**

- Application Processing: CalWORKs, Food Stamps & Medi-Cal
- Eligibility Case Management
- Client Advocacy

1 - Division Director

**ADMINISTRATIVE SUPPORT**

1 Secretary II  
1 – Clerk II

**ELIGIBILITY**

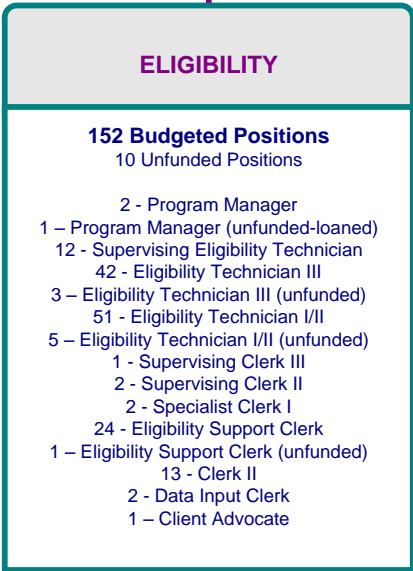
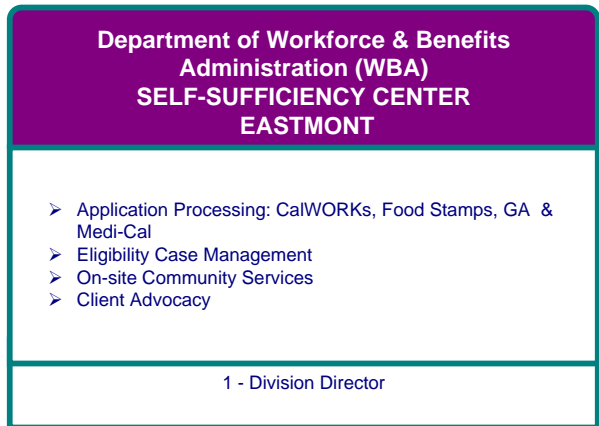
**158 Budgeted Positions  
4 Unfunded Positions**

- 17 – Clerk II
- 1 – Clerk II (unfunded)
- 2 – Data Input Clerk
- 18 - Eligibility Support Clerk
- 45 - Eligibility Technician I/II
- 3 – Eligibility Technician I/II (unfunded)
- 57 - Eligibility Technician III
- 2 - Program Managers
- 1 – Specialist Clerk I
- 2 - Supervising Clerk II
- 1 – Supervising Clerk III
- 12- Supervising Eligibility Technicians

**165 Positions 155 FTE**

155 Funded

10 Unfunded



**249 Positions 234.67 FTE**

234 Funded  
1 Partial Funded  
14 Unfunded Position

**Department of Workforce & Benefits  
Administration (WBA)  
SELF SUFFICIENCY CENTER  
Eden Area Multi-Service Center**

- Application Processing, CalWORKs, Food Stamps, GA & Medi-Cal
- Eligibility Case Management
- On-site Community Services
- Client Advocacy

1 - Division Director

**ADMINISTRATIVE SUPPORT**

**2 Budgeted Positions**

1 - Secretary II  
1 - Clerk II

**ELIGIBILITY**

**214 Budgeted Positions  
1 Partial funded  
14 Unfunded Positions**

3 - Program Manager  
17 - Supervising Eligibility Technician  
80 - Eligibility Technician III  
5 - Eligibility Technician III (unfunded)  
48 - Eligibility Technician I/II  
6 - Eligibility Technician I/II (unfunded)  
32 - Clerk II  
6 - Data Input Clerk  
1 - Data Input Clerk (unfunded)  
3 - Supervising Clerk II  
1 - Supervising Clerk III  
23 - Eligibility Support Clerk  
1 - Client Advocate  
1 - Specialist Clerk I  
1 - Retiree Annuitant I (Unfunded)  
1 - Retiree Annuitant II (unfunded)

**FREMONT  
OUTSTATION**

3 - Eligibility Support Clerk  
6 - Eligibility Technician III  
1 - Supervising Eligibility Technician

**LIVERMORE  
OUTSTATION**

2 - Eligibility Support Clerk  
4 - Eligibility Technician III  
1 - Supervising Eligibility Technician

190 Budgeted Positions  
26 Unfunded Positions

**Department of Workforce & Benefits  
Administration (WBA)  
ENTERPRISE OFFICE**

- Medi-Cal Application Processing
- Eligibility Case Management
- Medi-Cal Outreach
- Client Advocacy

1 - Division Director

**ADMINISTRATIVE SUPPORT**

**2 Budgeted Positions:**

- 1 - Secretary II
- 1 - Administrative Assistant

**MEDI-CAL INTAKE & ONGOING**

**158 Budgeted Positions  
26 Unfunded Positions**

- 2 – Program Managers
- 53 – Eligibility Technician II
- 47 – Eligibility Technician III
- 1 – Supervising Clerk III
- 3 – Supervising Clerk II
- 1 – Supervising Clerk I
- 21 - Clerk II
- 1 – Client Advocate
- 4 – Data Input Clerk
- 14 – Eligibility Support Clerk
- 1 – Specialist Clerk
- 10 – Supervising Eligibility Technician
- 22 – Eligibility Tech II (Unfunded)
- 1 – Eligibility Tech III (Unfunded)
- 1 – Clerk II (Unfunded)
- 1 – Retiree Annuitant I (Unfunded)
- 1- Supervising ET (Unfunded)

**ELIGIBILITY CASE MANAGEMENT  
(All Aids)**

**29 - Budgeted Positions**

- 5 – Supervising Eligibility Technician
- 23 – Eligibility Technician III
- 1 – Eligibility Technician II

224 Budgeted Positions

13 Vacant Unfunded Positions  
 (1 – Vacant Unfunded Eligibility Support Clerk)  
 (2 – Vacant Unfunded Employment Counselor Supervisor)  
 (1 – Vacant Unfunded Job Developer)  
 (1 – Employment Counselor)  
 (1 – Vocation Services Spec II)  
 (3 – Program Specialist)  
 (4 – Social Worker III)  
 (1 – Retired Annuitant I)

32 GA Employment Proposed Staffing Model positions as follows:  
 (1 – Program Specialist)  
 (1 – CDS II)  
 (2 – CDS I)  
 (3 – Job Developer)  
 (19 – Employment Counselor)  
 (3 – Eligibility Support Clerk)  
 (3 – Specialist Clerk)

**EMPLOYMENT SERVICES DEPARTMENT  
(ESD) - 320132**

**Mission Statement**

➤ To motivate, support and prepare families and individuals receiving public assistance to achieve economic self-sufficiency through employment.

1 - Assistant Agency Director  
 1 – Division Director  
 1 – Program Services Specialist

**ADMINISTRATIVE/  
PROGRAM PLANNING AND SUPPORT**

11 Budgeted Positions

2 - Secretary II  
 1- Financial Analyst  
 1 – Supervising Program Specialist  
 5 – Program Specialist  
 2 – Specialist Clerk I

**SELF SUFFICIENCY CENTER EASTMONT  
CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit**

67 Budgeted Positions

1- Program Manager  
 5 – Employment Counselor Supervisor  
 37- Employment Counselor  
 1 – Supervising Clerk II  
 6 – Eligibility Support Clerk  
 3 – Specialist Clerk I  
 1 – Clerk II  
 3- Data Input Clerk  
 2 – Social Work Supervisor  
 6 – Social Worker III  
 2 – Social Worker II

**SELF SUFFICIENCY CENTER NORTH COUNTY  
CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit**

59 Budgeted Positions

1 – Program Manager  
 4 – Employment Counselor Supervisor  
 32 – Employment Counselor  
 1 – Supervising Clerk II  
 5 – Specialist Clerk  
 3 – Clerk II  
 4 – Eligibility Support Clerk  
 1 – Social Work Supervisor  
 7 – Social Worker III  
 1 – Social Worker II

**SELF SUFFICIENCY CENTER SOUTH COUNTY  
CalWORKs Employment Case Management  
Employment Units  
Employment Clerical Unit  
Social Work Unit  
Employment and Training Unit  
Career Center Unit**

92 Budgeted Positions

1 - Program Manager  
 6 – Employment Counselor Supervisor  
 43 – Employment Counselor  
 1 – Supervising Clerk I  
 8 – Specialist Clerk  
 3 – Eligibility Support Clerk  
 2 – Data Input Clerk  
 2 – Clerk II  
 1 – Social Work Supervisor  
 6 – Social Worker III  
 1 – Social Worker II  
 2 – Career Development Specialist II  
 10 – Career Development Specialist I  
 8 – Job Developer

**EASTMONT, NORTH COUNTY, SOUTH COUNTY  
GA/FSET  
FSET Employment Case Management  
Employment Units**

36 Budgeted Positions

1 - Program Manager  
 3 – Employment Counselor Supervisor  
 32 – Employment Counselor  
 (includes 9 CalWORKs Employment Counselors)