

GENERAL SERVICES AGENCY

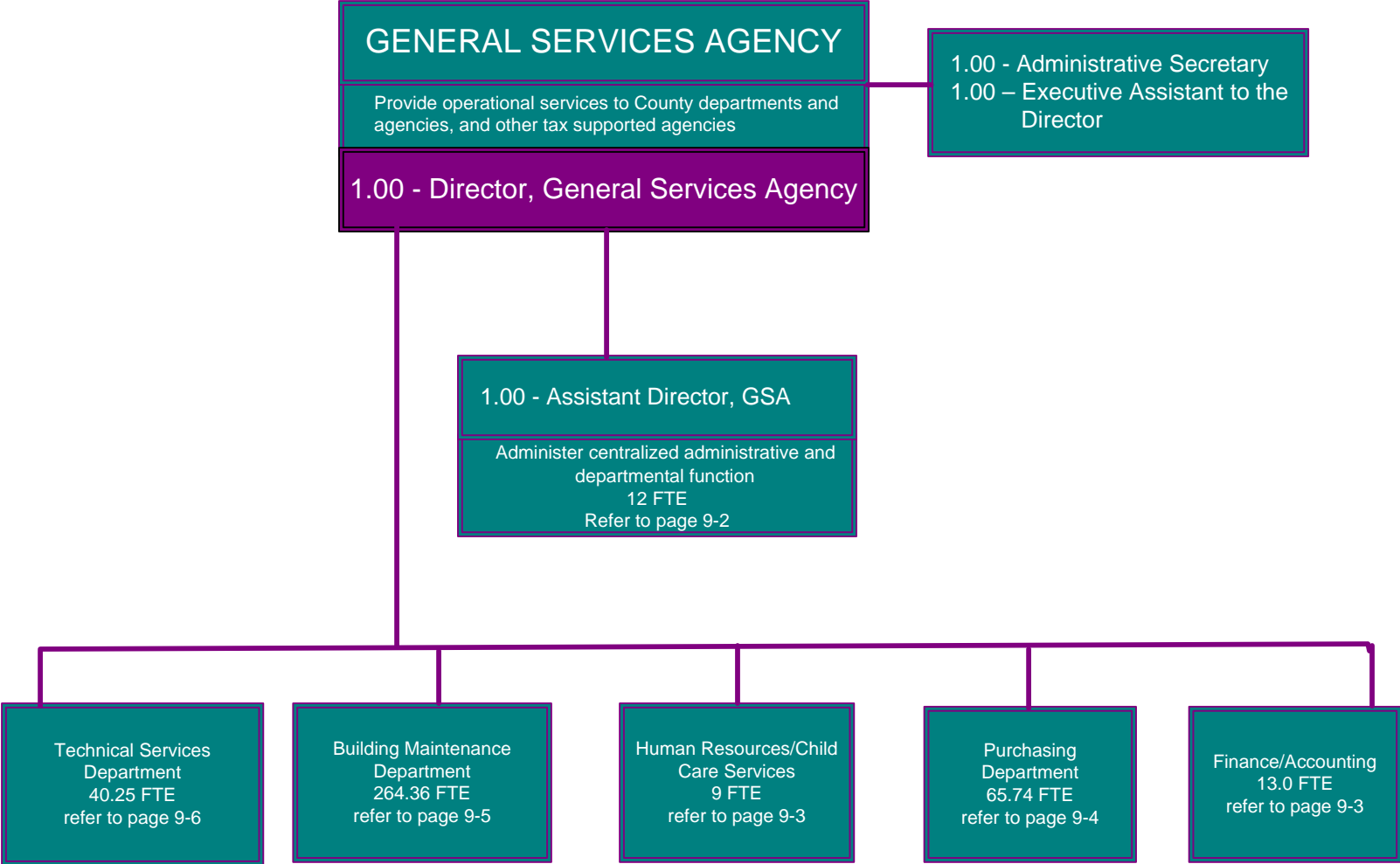
Function & Organization Chart - FY 2013 - 2014

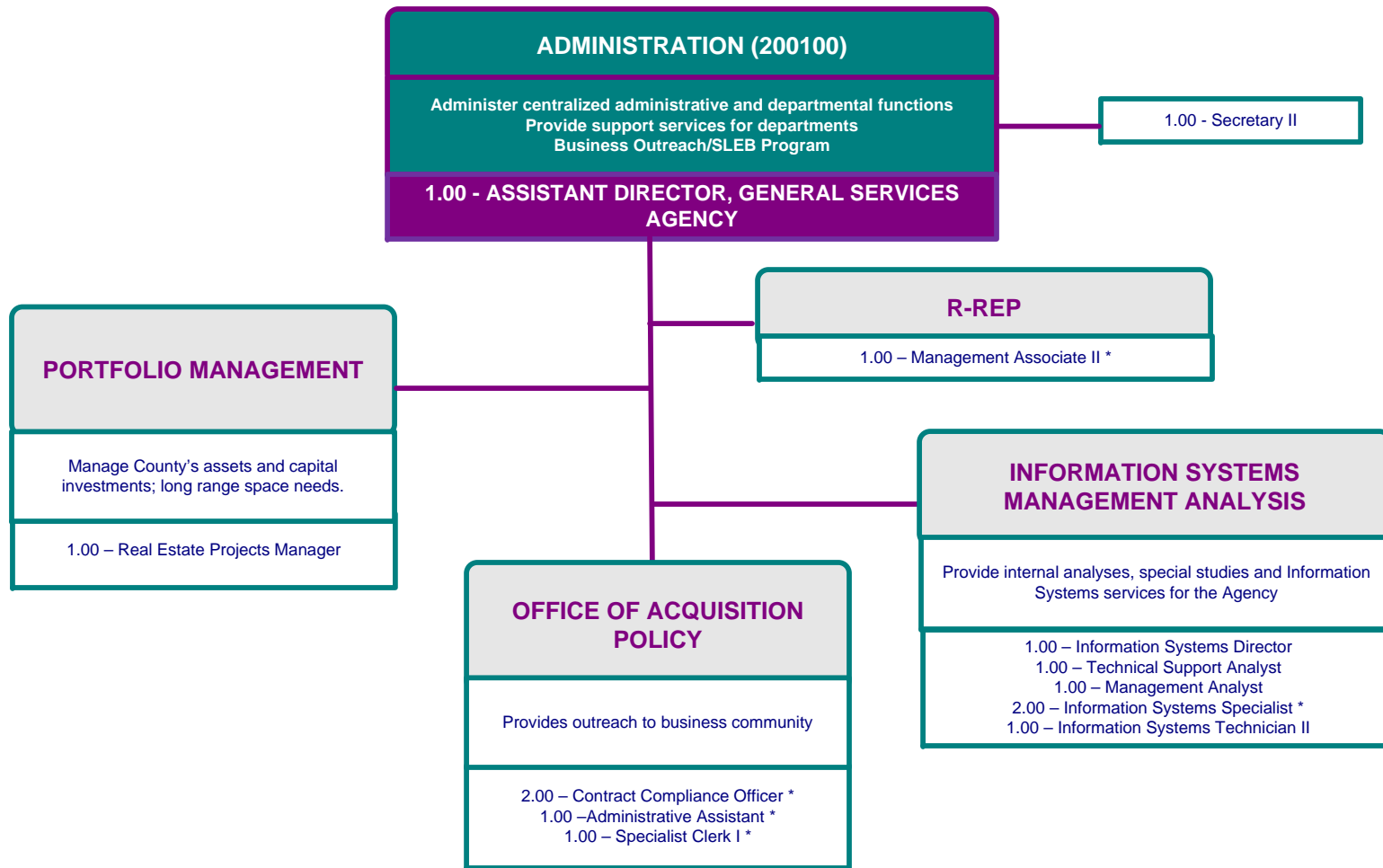


MISSION STATEMENT:

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

<u>Budget Dept. ID:</u>	<u>Department:</u>	<u>Budgeted Positions:</u>
200100	Admin, Finance, Human Resources	27
200200	Purchasing, Messenger Services	46
200300	Property & Salvage	12
200500	Alameda County Veterans Memorial Buildings	2.17
200600	Parking Division	5
400100	Motor Vehicles	22.75
410100	Building Maintenance Department	143.34
410141	BMD, Janitorial Division	120.02
410161	Technical Services Department, Sustainability	30.25





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

**Director, General Services Agency
(200100)**

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 *

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.
Administration of Childcare

1.00 – Operations Support Manager, GSA

HUMAN RESOURCES

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

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

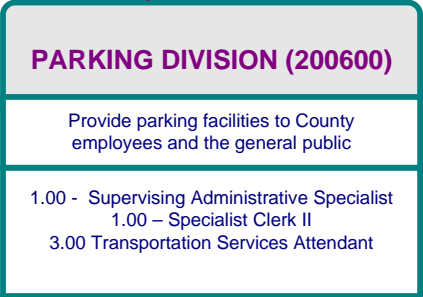
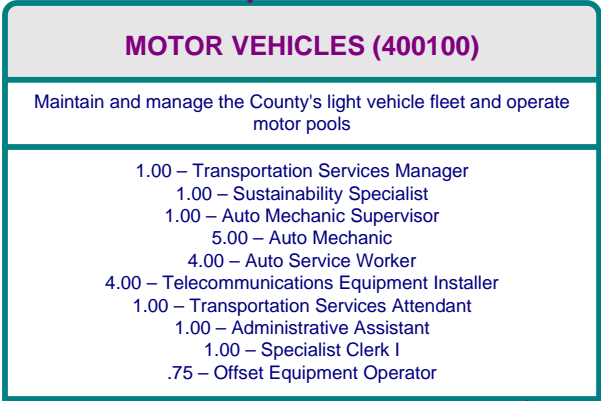
- 1.00 – Childcare Worker/Family Program
Admin *
- 2.00 – Program Specialist *
- 1.00 – Secretary II *

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

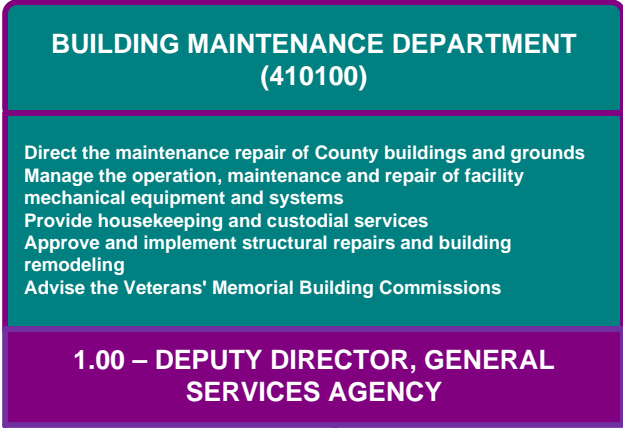


1.00 - Secretary II*

1.00 – Management Associate I *



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

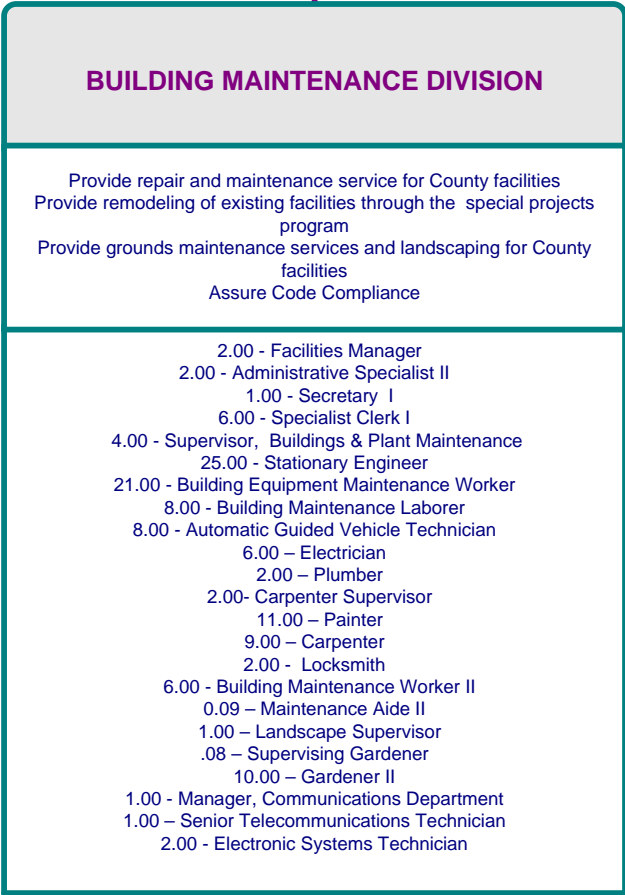


1.00 - Secretary II

1.00 – Project Manager, GSA*

1.00 – Real Estate Projects Manager *

2.17 - Secretary, Veterans Memorial Buildings (200500)



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



1.00 – Administrative Specialist II

