

COMMUNITY DEVELOPMENT AGENCY

Function & Organization Chart – FY 2013-14



To enhance the quality-of-life of County residents and plan for the future well-being of the County's diverse communities; to balance the physical, economic, and social needs of County residents through land use planning, environmental management, neighborhood improvement, affordable housing, and community development; and to promote and protect agriculture, the environment, economic vitality and human health.

DEPT. UNIT #	BUDGETED POSITIONS	FTE
260101 (Ag/W&M)	8	8.00
260102 (Ag/W&M)	9	7.00
260155 (Ag/W&M)	38	32.88
260200 (Healthy Homes)	12	11 .00
260255 (Healthy Homes)	4	4.00
450101 (Healthy Homes)	11	11.00
260305 (HCD)	7	7.00
260401 (Planning)	38	30.00
260500 (SPA)	2	2.00
260600 (HCD)	14	12.00
260920 (ECD)	9	6.00
260900 (Admin/Finance)	27	22.67
260950 (NPS)	10	4.00
TOTAL	189	157.55

**COMMUNITY DEVELOPMENT AGENCY
1-DIRECTOR, COMMUNITY DEVELOPMENT AGENCY-1 FTE**

**Bonds & Finance
(260900)**

- Contract/Grant Administration
- Housing/Improvement Bonds
- Public Improvement Assessment Districts
- Alcolink/Audits/Monitoring
- ICRP
- SB90
- Budget/Cost Allocations
- Internal Controls
- Real Estate Loan Portfolio
- CSA
- Invoicing/Recoveries
- Banking/GL Accounting

1-Director of Finance, CDA-1 FTE

**Administration/Operations
(260900)**

- CDA Administration
- Operations
- Management Services
- Information Technology
- GIS
- Census

1-Director of Operations and Management Services-1 FTE

**Economic & Civic
Development
(260920)**

- Redevelopment Administration
- Redevelopment Housing
- Commercial Development
- Public/Neighborhood Improvements
- Economic Development

1-Deputy Director, CDA-1 FTE

**Planning
(260401)**

- Policy Planning
- Development Planning
- Zoning Administration
- Code Enforcement
- Demographics

1 Deputy Director, CDA-1 FTE

**Neighborhood Preservation &
Sustainability
(260950)**

- Owner-Occupied Single Family Housing Programs
- Sustainable and Energy Efficiency Programs
- Energy Efficiency Financing
- Martinelli Center Management
- Surface Mining Permits, Reclamation, and Conditional Use Permit Monitoring and Review
- Renewable Resource Projects

1-Deputy Director, CDA-1 FTE

**Healthy Homes
(260200, 450101)**

- CSA
- Environmental Services
- Housing Services
- Outreach and Education
- Health Services

1-Deputy Director, CDA-1 FTE

**Agriculture/Weights & Measures
(260101, 260102, 260155)**

- Agricultural Commissioner
- Sealer of Weights and Measures
- Pest Management and Statistics
- Quarantine/Pest Exclusion
- Pest Detection Trapping Program
- Pesticide Regulation and Commodity Standardization
- Weights & Measures

1-Deputy Director, CDA-1 FTE

**Housing & Community
Development
(260305, 260600)**

- Housing Development
- Entitlement Grants Management (Community Development Block Grant, HOME Investment Partnership, etc.)
- Homeless Programs Administration
- Homeless Policy
- EveryOne Home

1-Deputy Director, CDA-1 FTE

**Surplus Property Authority
(260500)**

- Surplus Property Development
- Land Sale
- Land Utilization
- Escrow

1-Director, Surplus Property Authority-1 FTE

BONDS AND FINANCE

(260900)

1-Director of Finance, CDA-1 FTE

1-Bonds & Finance Manager-.67 FTE

- Budgets
- Internal Controls
- Real Estate Loan Portfolio Compliance
- Zoning Administration Liens and Recoveries

1-Bonds & Finance Coordinator-1 FTE

1-Financial Services Specialist II-1 FTE

- Surface Mining Permits
- Zoning Liens
- Real Estate Loan Portfolio Management
- Data Automation and Administration
- Record Retention
- Grants Administration

2-Bonds & Finance Technician II-1 FTE

- Cost Allocations
- CSA
- Database Administration
- Invoicing
- Recoveries
- Banking
- GL Accounting

1-Bonds & Finance Coordinator-1 FTE

2-Bonds & Finance Technician II-1 FTE

- Finance
- Housing/Improvement Bonds
- Public Improvement Assessment Districts
- Redevelopment Successor Agency
- Improvement Bonds

1-Bonds & Finance Coordinator-1 FTE

- Invoicing
- Recoveries
- GL Accounting in Alcolink
- Cost Allocations
- Grants Management in Alcolink
- Grants Monitoring/Tracking
- Audits
- Monitoring
- ICRP
- SB90

2-Financial Services Specialist II-2 FTE

ADMINISTRATION/OPERATIONS (MANAGEMENT SERVICES)
(260900)

1-Retired Annuitant II-
0 FTE

1-DIRECTOR OF OPERATIONS AND MANAGEMENT SERVICES, CDA-1 FTE

- Information Technology
- GIS
- Census

1-Assistant Deputy Director-
1 FTE

1-Technical Support Analyst-
1 FTE

1-Information Systems
Specialist-1 FTE

1-Graphic Artist-1 FTE

1-Geographic Information
Technician-1 FTE

- Purchasing/Contracts
- Safety Programs

1-Administrative Specialist II-
1 FTE

1-Administrative Assistant-
0 FTE

- Purchasing
- Payroll
- Personnel
- Office/Space
Management

1-Administrative Assistant-
1 FTE

- Personnel
- Workers Compensation
- Disability Claims
- DMV Pull Notice Program

1-Department Personnel Officer
I-1 FTE

1-Administrative Specialist II-
1 FTE

- Administrative
Services
- Training
- Payroll

1-Admin. Secretary-1
FTE

1-Secretary I-1 FTE

ECONOMIC & CIVIC DEVELOPMENT

(260920)

1-DEPUTY DIRECTOR, CDA- 1 FTE

1-Retired Annuitant
II-0 FTE

1-Administrative
Specialist II-1 FTE

- ROPS Administration
- Commercial Development
- Public/Neighborhood Improvements

1-Assistant Deputy Director, CDA-1 FTE

1-Redevelopment Manager-1 FTE

1-Redevelopment Specialist III (Project)-
0 FTE

1-Redevelopment Specialist II-1 FTE

- Economic Development
- Marketing and Outreach
- Grant Writing
- Small Business Development
- Business Retention and Attraction

1-Assistant Deputy Director, CDA-1 FTE

1-Redevelopment Specialist III (Project)-
0 FTE

**NEIGHBORHOOD PRESERVATION AND
SUSTAINABILITY (260950)**

1-DEPUTY DIRECTOR, CDA-1 FTE

1-Assistant Deputy Director, CDA-
1 FTE

Owner-Occupied Single Family Housing
Programs

1-CDA Construction Manager-1 FTE

1-Housing Rehabilitation Specialist III-
0 FTE

2-Housing Rehabilitation Technician-1 FTE

Sustainable and Energy- Efficiency
Programs and Financing

1-CDA Construction Manager-0 FTE

2-Housing Rehabilitation Specialist III
(Project)-0 FTE

1-Housing Rehabilitation Technician
(Project)-0 FTE

- Martinelli Center
- Mineral Resource Management
- Surface Mining Permits,
Reclamation, and Conditional
Use Permit Monitoring and
Review
- Renewable Resource Projects

Operations/Administration/
Demographics

1-Assistant Deputy
Director, CDA-1 FTE

1-Administrative Specialist
II-1 FTE

2-Secretary II-2 FTE

2-Secretary I-2 FTE

PLANNING
(260401)

1-DEPUTY DIRECTOR, CDA-1 FTE

Special Projects

1-Retired Annuitant II-
0 FTE

1-Retired Annuitant I-
0 FTE

Policy Planning

1-Assistant Deputy Director, CDA-
1 FTE

1-Senior Transportation Planner-
1 FTE

1-Senior Planner-0 FTE

1-Planner III-1 FTE

Development Planning
(West County)

1-Assistant Deputy Director, CDA-
0 FTE

4-Senior Planner-3 FTE

4-Planner III-3 FTE

2-Planner II-2 FTE

1-Planner I-1 FTE

Development Planning
(East County)

1-Assistant Deputy Director, CDA-
1 FTE

1-Senior Planner-1 FTE

1-Planner III-1 FTE

1-Planner II-1 FTE

2-Planning Technician II-2 FTE

Code Enforcement

1-Assistant Deputy Director, CDA-
1 FTE

4-Zoning Investigator III-3 FTE

1-Zoning Investigator II-0 FTE

1-Zoning Investigator I- FTE

HOUSING AND COMMUNITY DEVELOPMENT
(260305, 260600)

1-DEPUTY DIRECTOR, CDA-1 FTE

Operations/
Administration

1-Secretary II-1 FTE
1-Secretary I-1 FTE
1-Retired Annuitant I-0 FTE

1-Assistant Deputy Director, CDA-
1 FTE

Housing Development
First-Time Homebuyer Programs

1-HCD Manager-1 FTE
1-Community Development Specialist
III-1 FTE
2-Community Development Specialist
II-2 FTE

Entitlement Grants Management
(CDBG, HOME)

1-HCD Manager-1 FTE
1-Community Development Specialist
III-1 FTE
1-Community Development Specialist
II-1 FTE

Homeless Programs Administration

1-HCD Manager-1 FTE
1-Retired Annuitant II-0 FTE
1-Community Development Specialist
III-1 FTE
1-Secretary I-1 FTE

Homeless Policy/
Continuum of Care

1-HCD Manager-1 FTE
1-Community Development Specialist
III-1 FTE
1-Information Systems Analyst-
1 FTE
1-Information Systems Specialist
(Project)-1 FTE
1-HCD Technician II-1 FTE

HEALTHY HOMES

(260200, 260255, 450101)

1-DEPUTY DIRECTOR, CDA-1 FTE

1-Assistant Deputy Director,
CDA-1 FTE

1-Management Analyst-
1 FTE

1-Retired Annuitant II-
0 FTE

1-Secretary II-1 FTE

Health Services

1-Registered Nurse IV-
1 FTE

1-Registered Nurse II-
1 FTE

1-Senior Registered
Environmental Health
Specialist-1 FTE

1-Clerk II-1 FTE

1-HCD Technician II-1
FTE

1-Community Outreach
Worker II (Project)-
1 FTE

Housing Services

1-HCD Manager-1 FTE

2-Lead Project Designer-
2 FTE

1-Community Development
Specialist III-1 FTE

1-HCD Technician II-
1 FTE

Environmental Services

1-Supervising Industrial
Hygienist-1 FTE

1-Community Outreach
Worker (Project)-1 FTE

Communication Services

1-HCD Manager-1 FTE

1-Community Development
Specialist III-1 FTE

2-Community Development
Specialist II-2 FTE

1-Community Outreach
Worker II (Project)-1 FTE

Finance and Office Administration

1-Senior Management
Analyst-1 FTE

1-Community Development
Specialist III (Project)-1
FTE

1-Administrative Assistant-
1 FTE

1-Specialist Clerk I-1 FTE

SURPLUS PROPERTY AUTHORITY

(260500)

1-DIRECTOR, SURPLUS PROPERTY AUTHORITY (Project)-1 FTE

- Surplus Property Development
- Land Sale
- Land Utilization
- Escrow

1-Assistant Director, Surplus Property Authority (Project)-1 FTE

AGRICULTURE/WEIGHTS AND MEASURES

(260101, 260102, 260155)

Administration

1-Supervising Secretary II-
1 FTE

1-Secretary I-1 FTE

1-Specialist Clerk I-1 FTE

1-Clerk II-1 FTE

1-Assistant Deputy Director,
CDA-0 FTE

1-Deputy Agricultural
Commissioner- 0 FTE

1-DEPUTY DIRECTOR, CDA- 1 FTE

1-Assistant Deputy Director, CDA-1 FTE

Pest Management and Statistics

1-Deputy Agricultural
Commissioner/Sealer of
Weights and Measures-1
FTE

3-Agricultural and
Standards Investigator III-3
FTE

2-Senior Agricultural
Biologist-0 FTE

2-Agricultural and
Standards Technician-2
FTE

Quarantine/Pest Exclusion

1-Deputy Agricultural
Commissioner/Sealer of
Weights and Measures-
1 FTE

1-Agricultural and Standards
Investigator III-
1 FTE

2-Agricultural and Standards
Investigatory II-2 FTE

2-Senior Agricultural
Biologist-0 FTE

2-Agricultural and Standards
Technician-2 FTE

Pest Detection Trapping Program

1-Agricultural and Standards
Manager-1 FTE

1-Agricultural and Standards
Technician-
1 FTE

16-Agricultural and
Standards Aide (SAN)- 10.88
FTE

Pesticide Regulation and Commodity Standardization

1-Deputy Agricultural
Commissioner/Sealer of
Weights and Measures-1 FTE

2-Agricultural and Standards
Investigator III-2 FTE

2-Agricultural and Standards
Investigatory II-2 FTE

Weights and Measures

1-Deputy Agricultural
Commissioner/Sealer of
Weights and Measures-1 FTE

3-Agricultural and Standards
Investigator III-3 FTE

3-Agricultural and Standards
Investigator II-3 FTE

1-Senior Weights and Measures
Inspector-1 FTE