



# ALAMEDA COUNTY Human Resource Services

## Function & Organizational Chart FY 2023/24

### MISSION STATEMENT:

Deliver high quality and timely human resource services in partnership with County agencies, departments and special districts to enable our customers to reach their organizational goals.

Budget #: 180000  
Budgeted Positions: 84

BOARD OF SUPERVISORS  
COUNTY ADMINISTRATOR

CIVIL SERVICE COMMISSION

**HUMAN RESOURCE SERVICES**  
Director

**CSC SERVICES &  
AGENDA MANAGEMENT**  
1 - Secretary II

**ADMINISTRATIVE  
SERVICES**

- 1 - HRS Deputy Director
- 1 - Financial Svcs Spec. II
- 1 - Accounting Spec II
- 1 - Admin Specialist II
- 1 - Admin Assistant
- 1 - Specialist Clerk II

**HR INFORMATION  
TECHNOLOGY SERVICES**

- 1 - Business Analyst
- 3 - Assistant Business Analyst
- 3 - HR Validation Processor

**TEMPORARY ASSIGNMENT  
POOL PROGRAM (TAP)**

- 1 - TAP Program Manager
- 1 - Dept HR Officer
- 1 - Admin Specialist I
- 1 - Admin Specialist II
- 2 - Human Resources Technician
- 2 - Specialist Clerk II

**EMPLOYEE BENEFITS PROGRAM**

- 1 - HRS Division Manager
- 1 - Benefits Admin Supervisor
- 1 - Business Analyst
- 1 - Asst. Business Analyst
- 3 - Benefits Accountants
- 1 - Benefits Analyst
- 1 - Employee Benefits Specialist
- 1 - Employee Benefits Technicians I
- 3 - Employee Benefits Technician II
- 3 - Specialist Clerk II

**UNEMPLOYMENT INSURANCE**

- 1 - Admin Specialist II

**MEDICAL LEAVES &  
ACCOMMODATION SERVICES**

- 1 - Med Lvs & Accm Svcs Admin
- 1 - Med Lvs & Accm Svcs Sup
- 1 - Med Lvs & Accm Svcs Case Mngr
- 1 - Specialist Clerk II

**PERSONNEL SERVICES**

- 1 - HRS Division Manager
- 2 - Personnel Svcs Prgm Mgr
- 1 - Admin Specialist II
- 9 - Human Resource Analyst
- 1 - HR Analyst Trainee
- 2 - HR Technicians

**HR EXAM & CERTIFICATION**

- 1 - HR Exam & Cert Sup
- 1 - HR Assistants I
- 5 - HR Assistants II

**EMPLOYEE & LABOR  
RELATIONS**

- 1 - Labor Relations Manager
- 5 - Labor Relations Analyst II
- 1 - Labor Relations Analyst I
- 2 - Dept HR Manager
- 1 - Dept. HR Officer
- 1 - Secretary II

**TRAINING & EDUCATION  
CENTER**

- 1 - HRS Division Manager
- 1 - Trg & Ed Ctr Org Dev Mng
- 1 - Cty Trng & Prgm Coord
- 2 - Cty Trng & Org Dev Spec
- 1 - Training & System Spec
- 1 - Trg Ctr Cust Srv & Sales Co
- 2 - Trg & Ed Ctr Cust Srv Spec