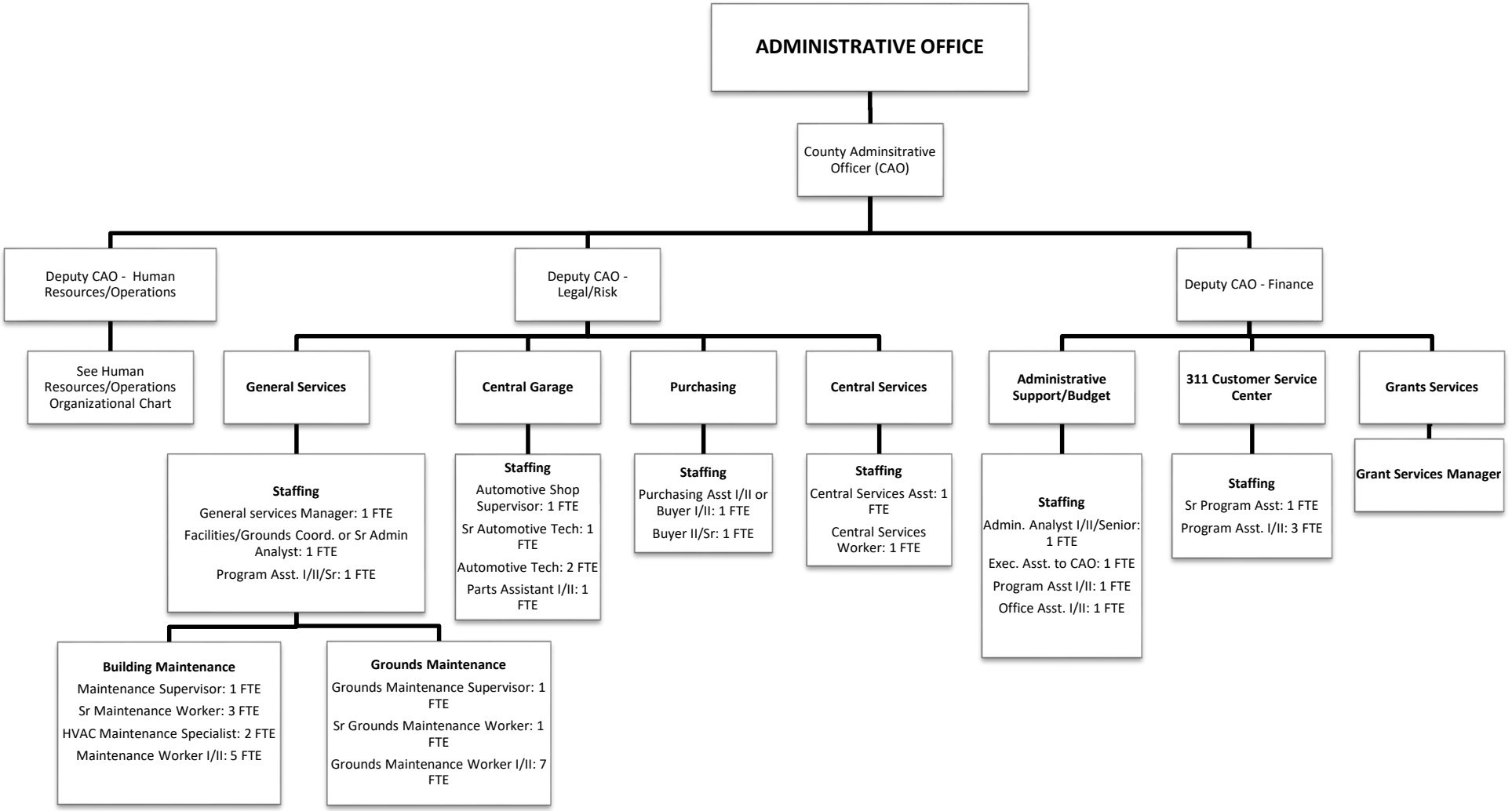
DEPARTMENTAL ORGANIZATIONAL CHARTS

The Departmental Organizational Charts contained in this document reflect the 2018-19 Recommended staffing allocations, inclusive of funded and unfunded positions, and are shown by assignment within the functional areas or programs of the department. These charts are intended to only provide an overview of the department and its functions/ programs and how those areas are staffed.

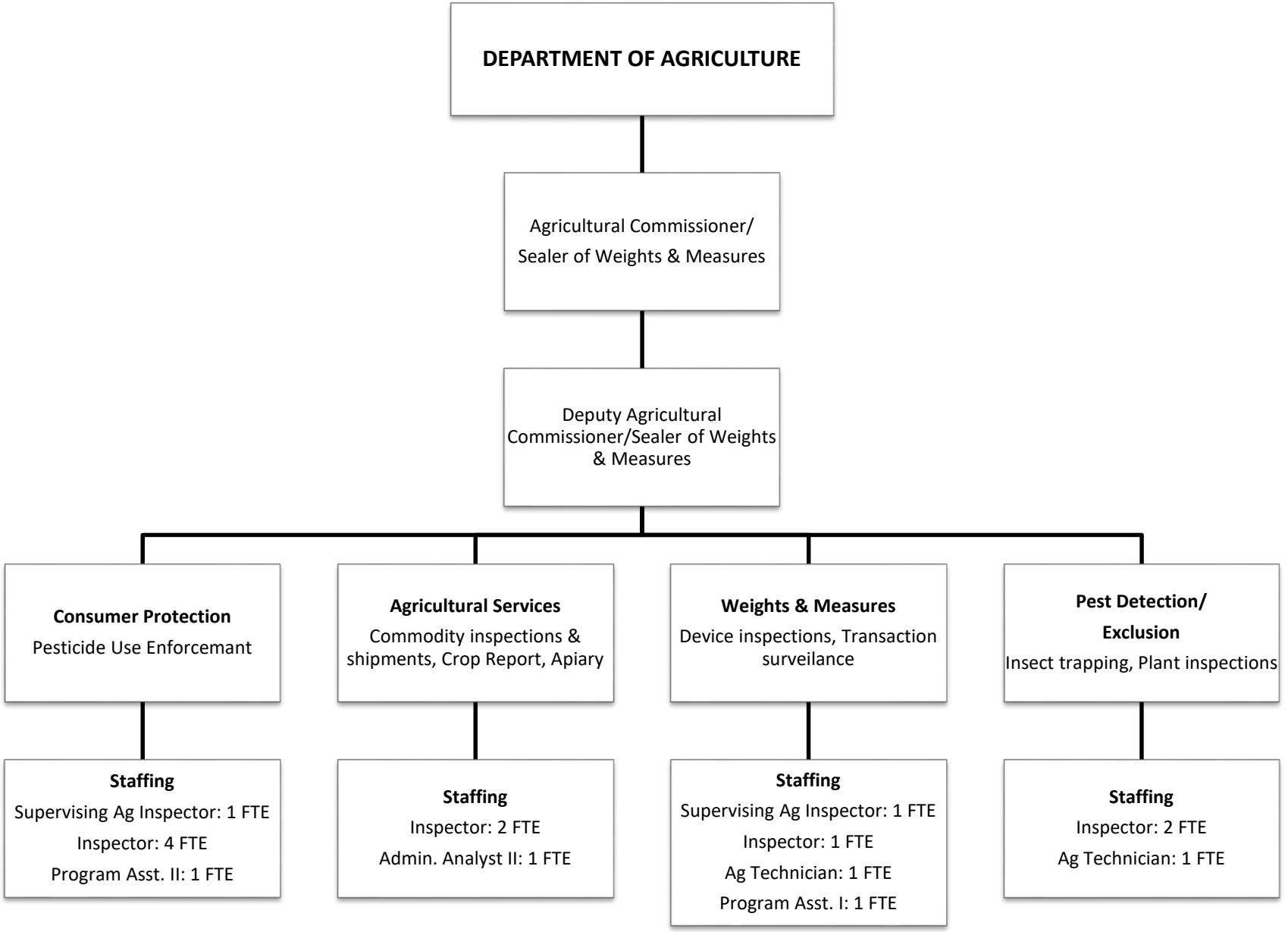
For more information on funded and unfunded positions, please refer to the specific departmental position summary.

Note: Organizational charts are presented in alphabetical order by department.

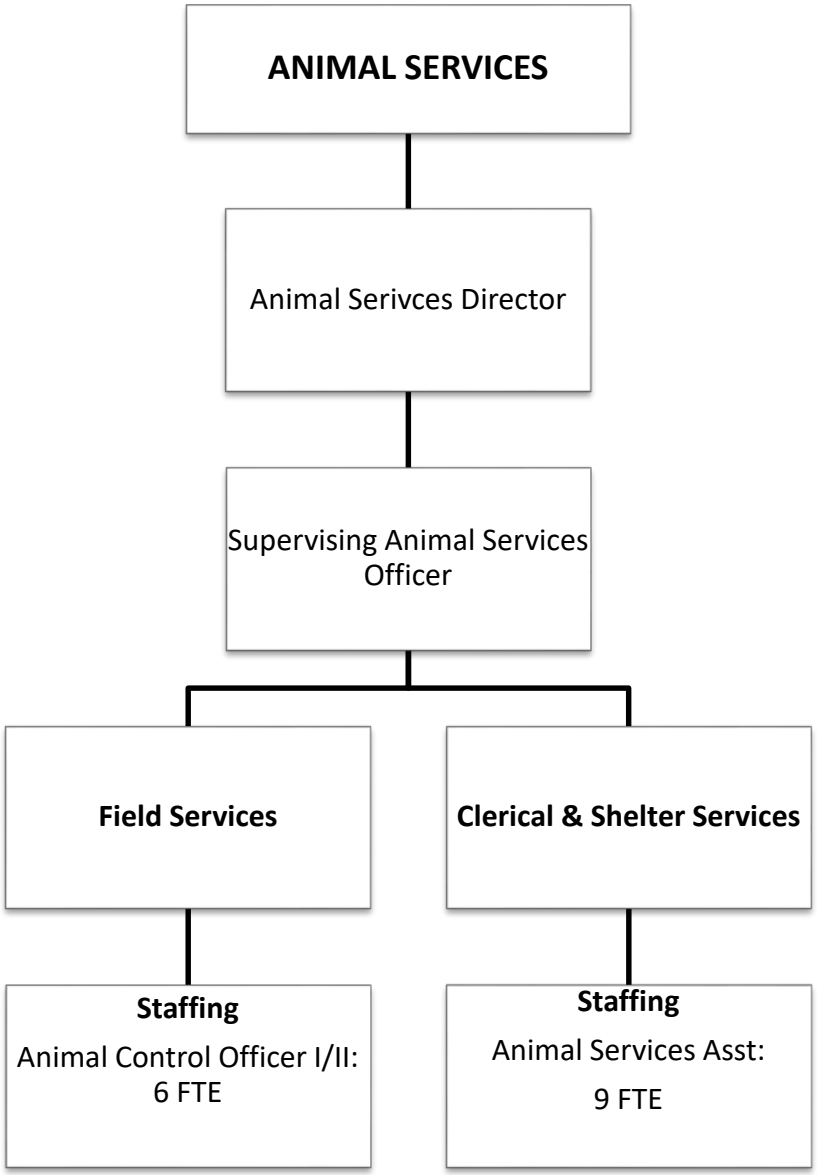


Total FTE: 42

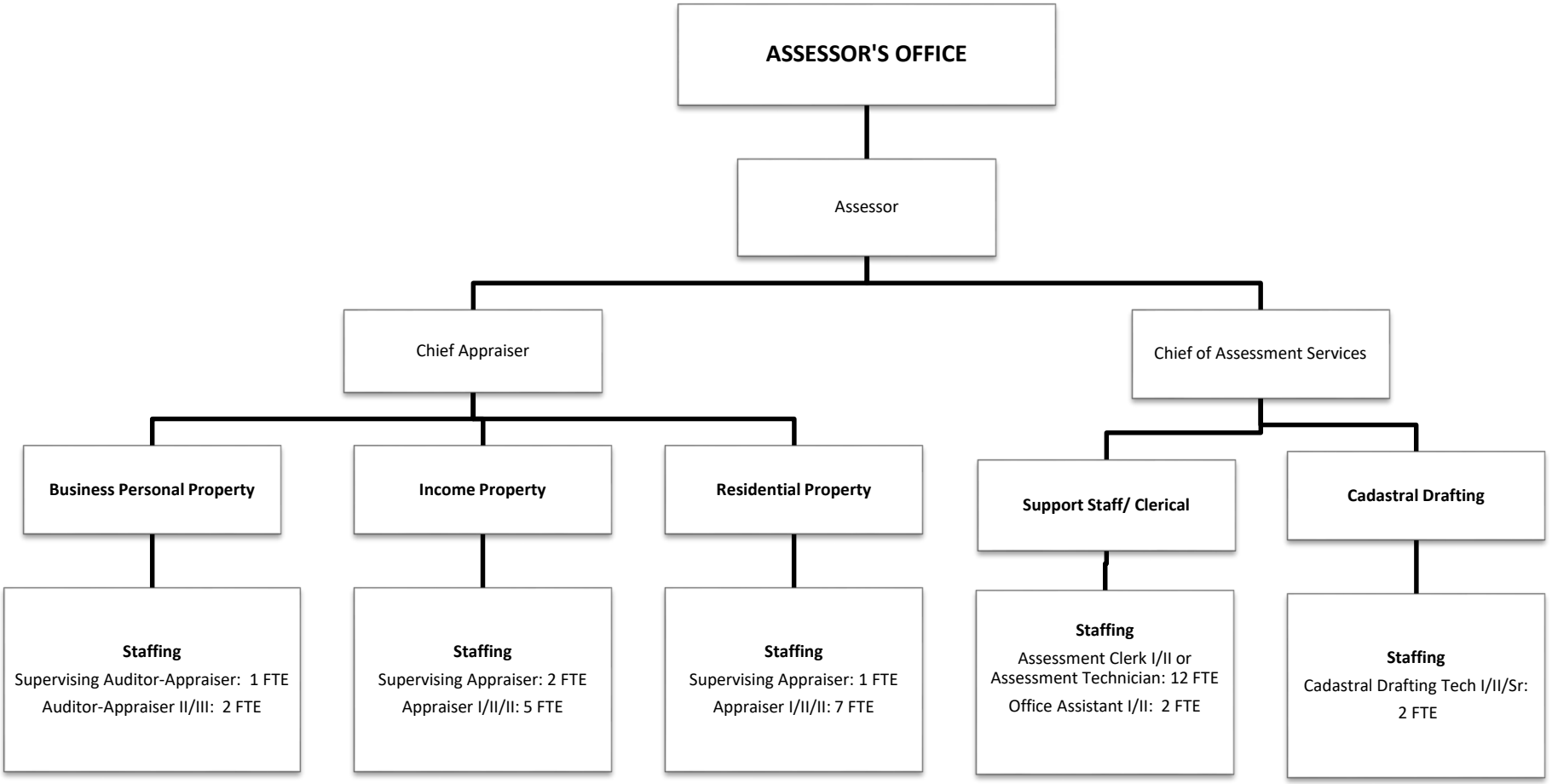
Note: Total FTE does not include staffing reflected on Human Resources/Operations Organizational Chart


DEPARTMENT OF AGRICULTURE
Agricultural Commissioner/
Sealer of Weights & Measures
Deputy Agricultural Commissioner/Sealer of Weights & Measures
Consumer Protection
Pesticide Use Enforcemant
Staffing
Supervising Ag Inspector: 1 FTE
Inspector: 4 FTE
Program Asst. II: 1 FTE
Agricultural Services
Commodity inspections & shipments, Crop Report, Apiary
Staffing
Inspector: 2 FTE
Admin. Analyst II: 1 FTE
Weights & Measures
Device inspections, Transaction surveilance
Staffing
Supervising Ag Inspector: 1 FTE
Inspector: 1 FTE
Ag Technician: 1 FTE
Program Asst. I: 1 FTE
Pest Detection/ Exclusion
Insect trapping, Plant inspections
Staffing
Inspector: 2 FTE
Ag Technician: 1 FTE

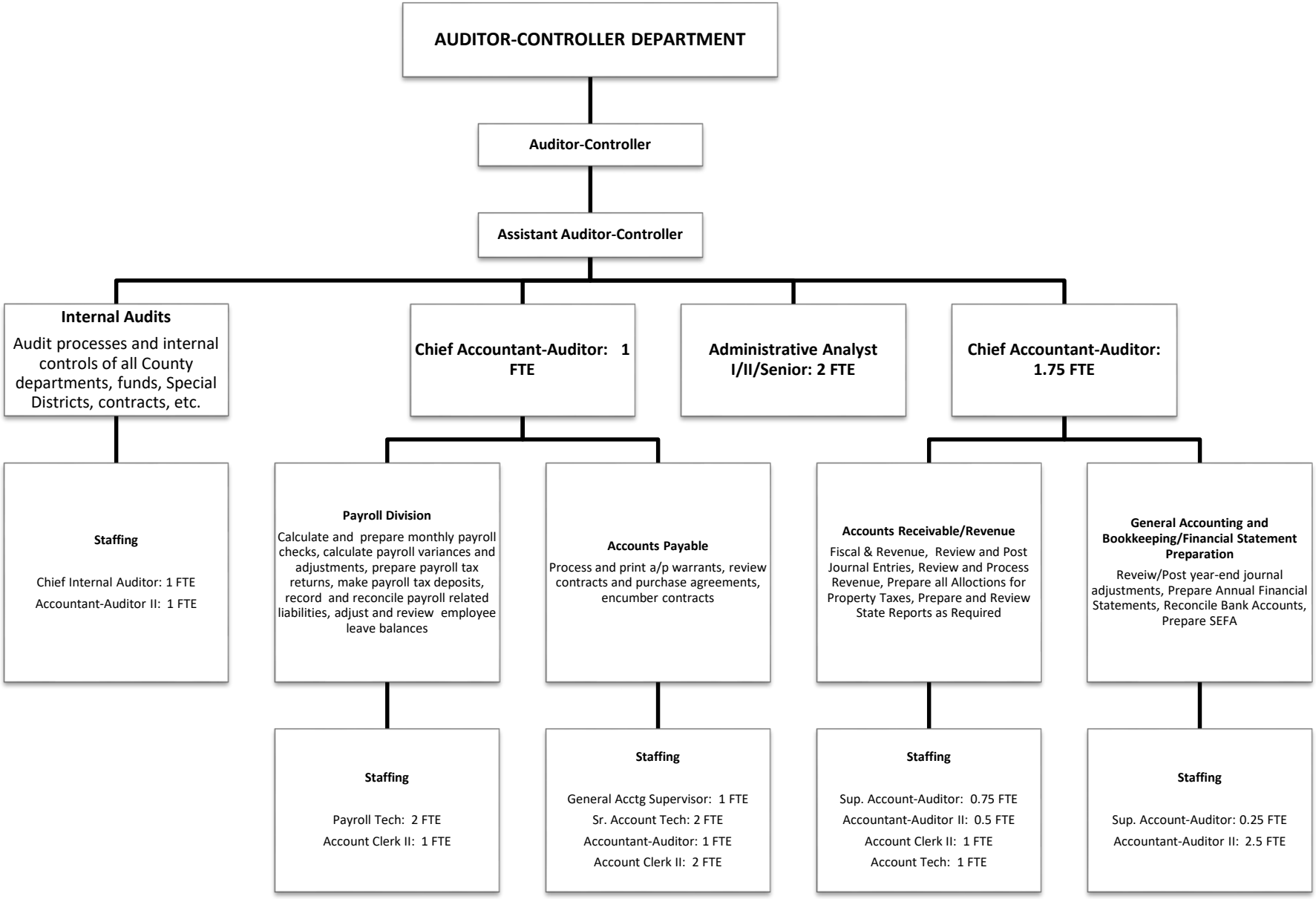
Total FTE: 18


ANIMAL SERVICES
Animal Serivces Director
Supervising Animal Services Officer
Field Services
Clerical & Shelter Services
Staffing
Animal Control Officer I/II:
6 FTE
Staffing
Animal Services Asst:
9 FTE

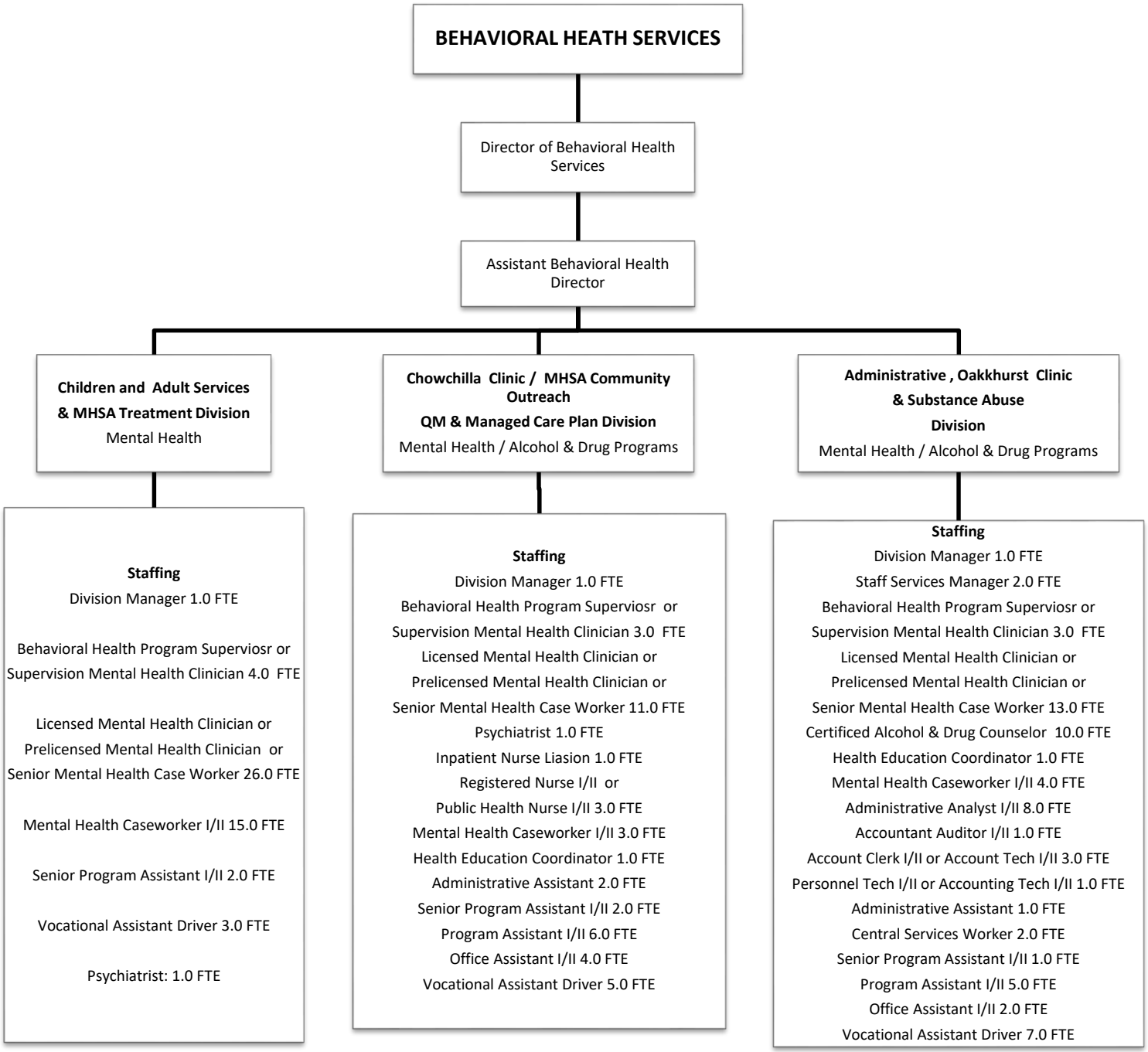
Total FTE: 17


ASSESSOR'S OFFICE
Assessor
Chief Appraiser
Chief of Assessment Services
Business Personal Property
Income Property
Residential Property
Support Staff/ Clerical
Cadastral Drafting
Staffing
Supervising Auditor-Appraiser: 1 FTE
Auditor-Appraiser II/III: 2 FTE
Staffing
Supervising Appraiser: 2 FTE
Appraiser I/II/II: 5 FTE
Staffing
Supervising Appraiser: 1 FTE
Appraiser I/II/II: 7 FTE
Staffing
Assessment Clerk I/II or Assessment Technician: 12 FTE
Office Assistant I/II: 2 FTE
Staffing
Cadastral Drafting Tech I/II/Sr: 2 FTE

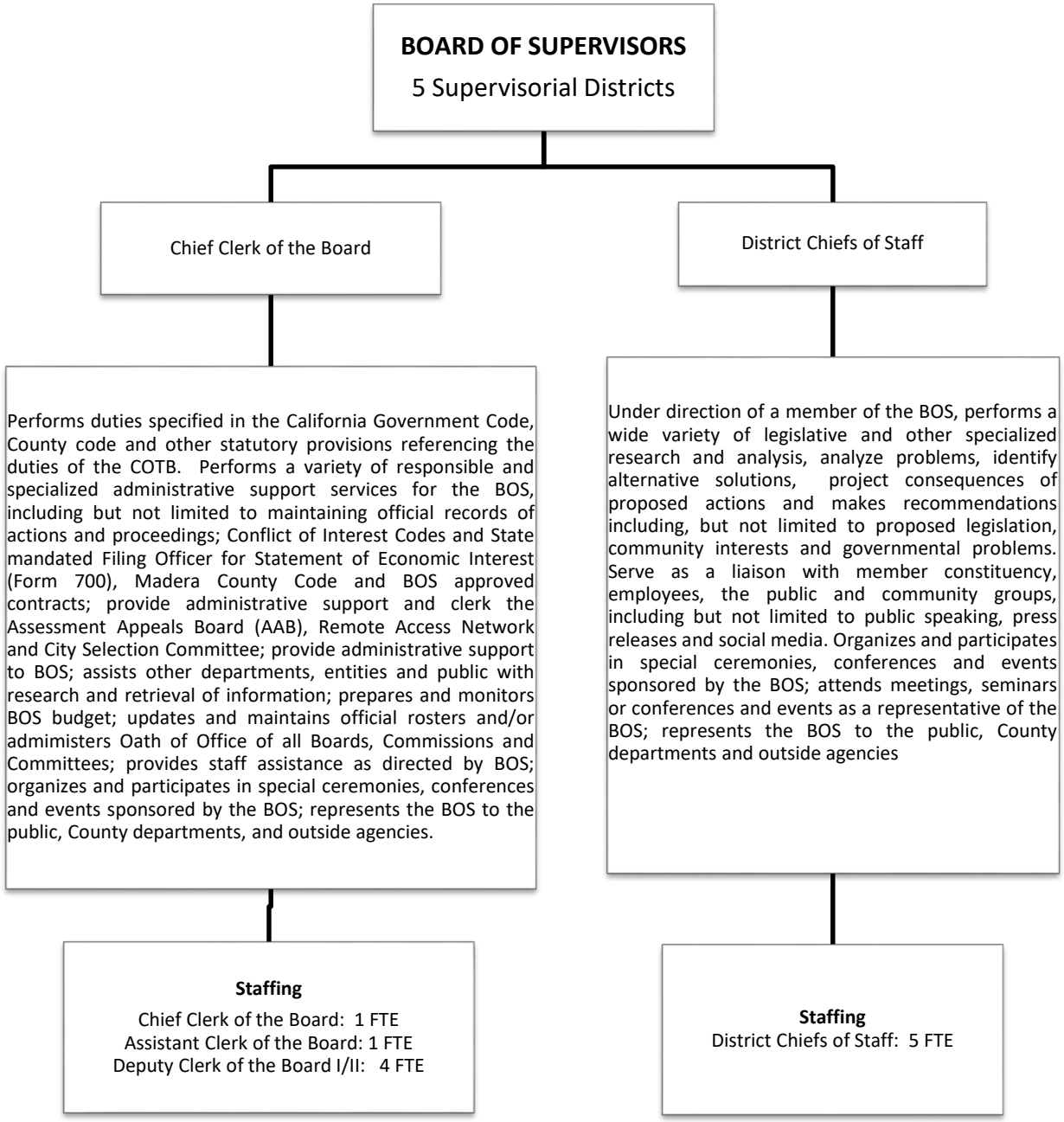
Total FTE: 37



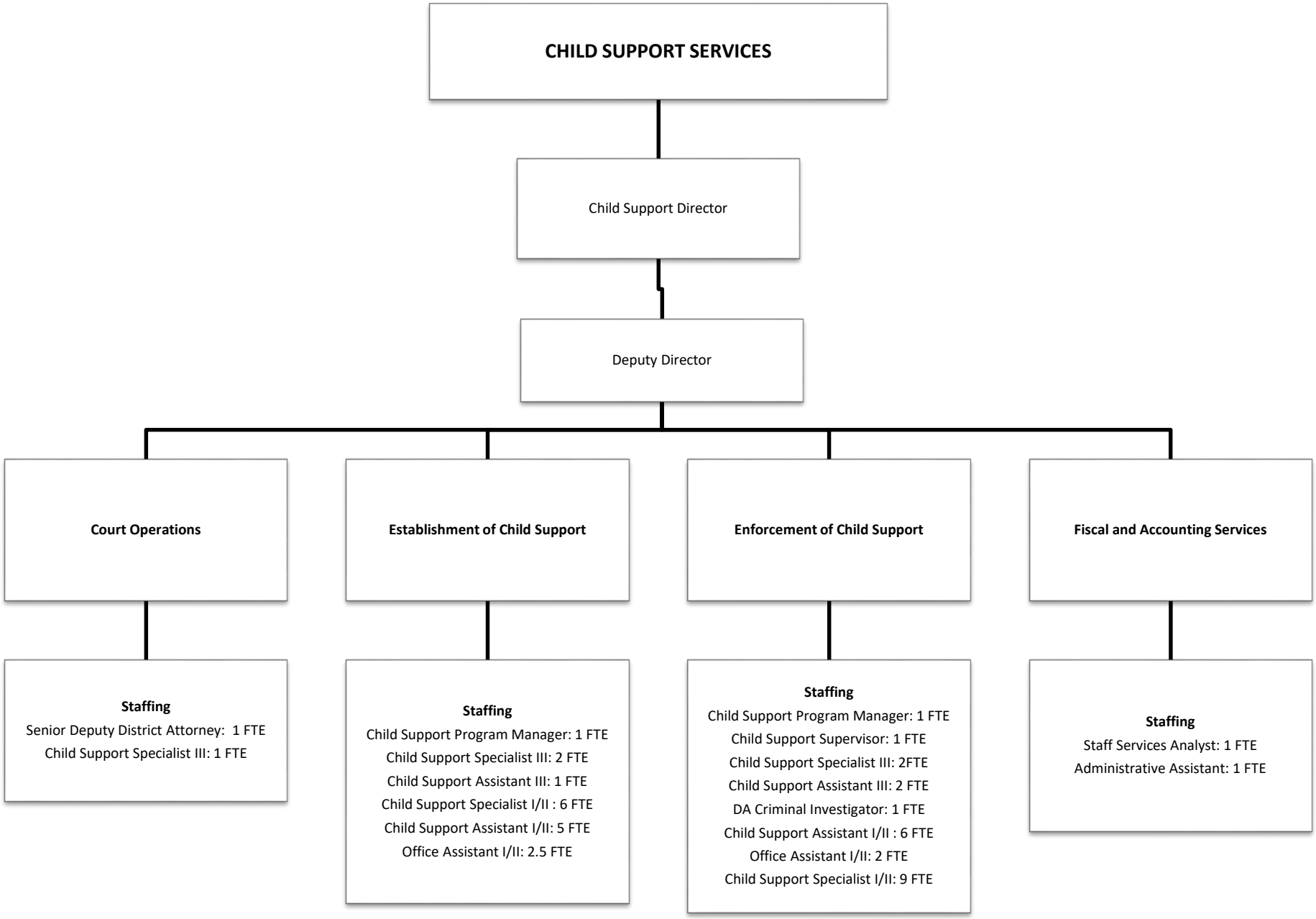
Total FTE: 23.75



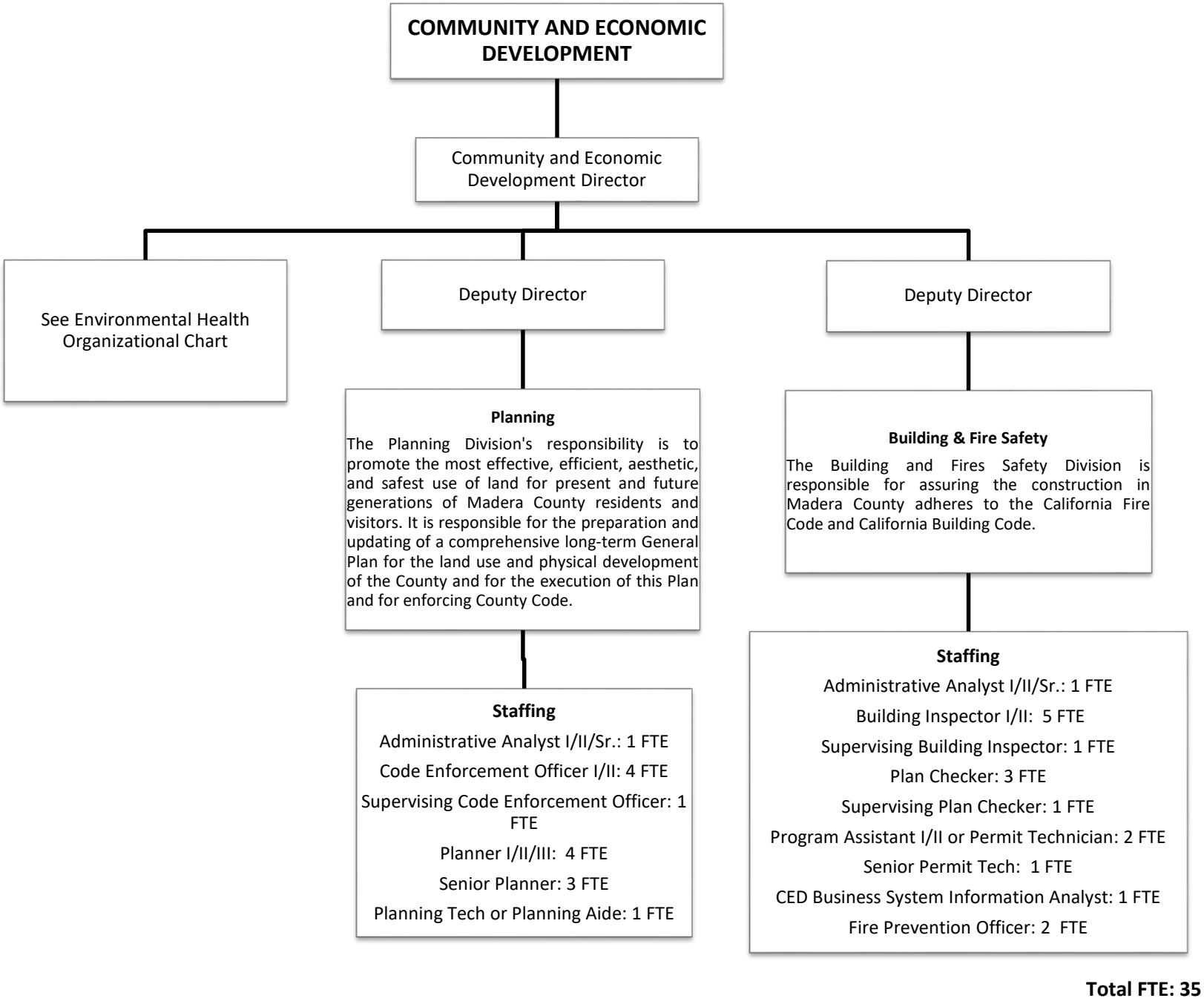
Total FTE: 162


BOARD OF SUPERVISORS
5 Supervisorial Districts
Chief Clerk of the Board
District Chiefs of Staff
Performs duties specified in the California Government Code, County code and other statutory provisions referencing the duties of the COTB. Performs a variety of responsible and specialized administrative support services for the BOS, including but not limited to maintaining official records of actions and proceedings; Conflict of Interest Codes and State mandated Filing Officer for Statement of Economic Interest (Form 700), Madera County Code and BOS approved contracts; provide administrative support and clerk the Assessment Appeals Board (AAB), Remote Access Network and City Selection Committee; provide administrative support to BOS; assists other departments, entities and public with research and retrieval of information; prepares and monitors BOS budget; updates and maintains official rosters and/or admimisters Oath of Office of all Boards, Commissions and Committees; provides staff assistance as directed by BOS; organizes and participates in special ceremonies, conferences and events sponsored by the BOS; represents the BOS to the public, County departments, and outside agencies.
Under direction of a member of the BOS, performs a wide variety of legislative and other specialized research and analysis, analyze problems, identify alternative solutions, project consequences of proposed actions and makes recommendations including, but not limited to proposed legislation, community interests and governmental problems. Serve as a liaison with member constituency, employees, the public and community groups, including but not limited to public speaking, press releases and social media. Organizes and participates in special ceremonies, conferences and events sponsored by the BOS; attends meetings, seminars or conferences and events as a representative of the BOS; represents the BOS to the public, County departments and outside agencies
Staffing
Chief Clerk of the Board: 1 FTE
Assistant Clerk of the Board: 1 FTE
Deputy Clerk of the Board I/II: 4 FTE
Staffing
District Chiefs of Staff: 5 FTE

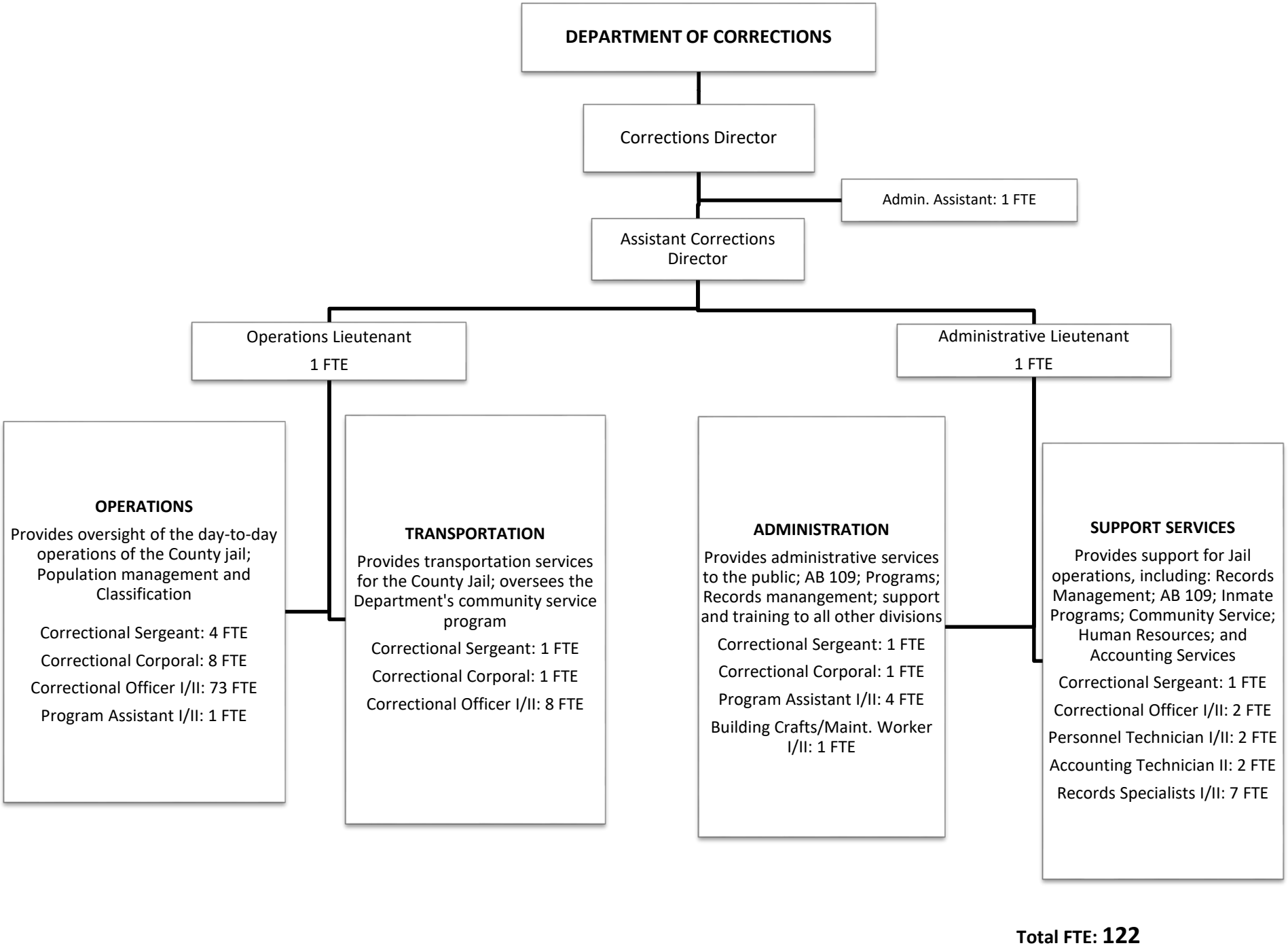
Total FTE: 16



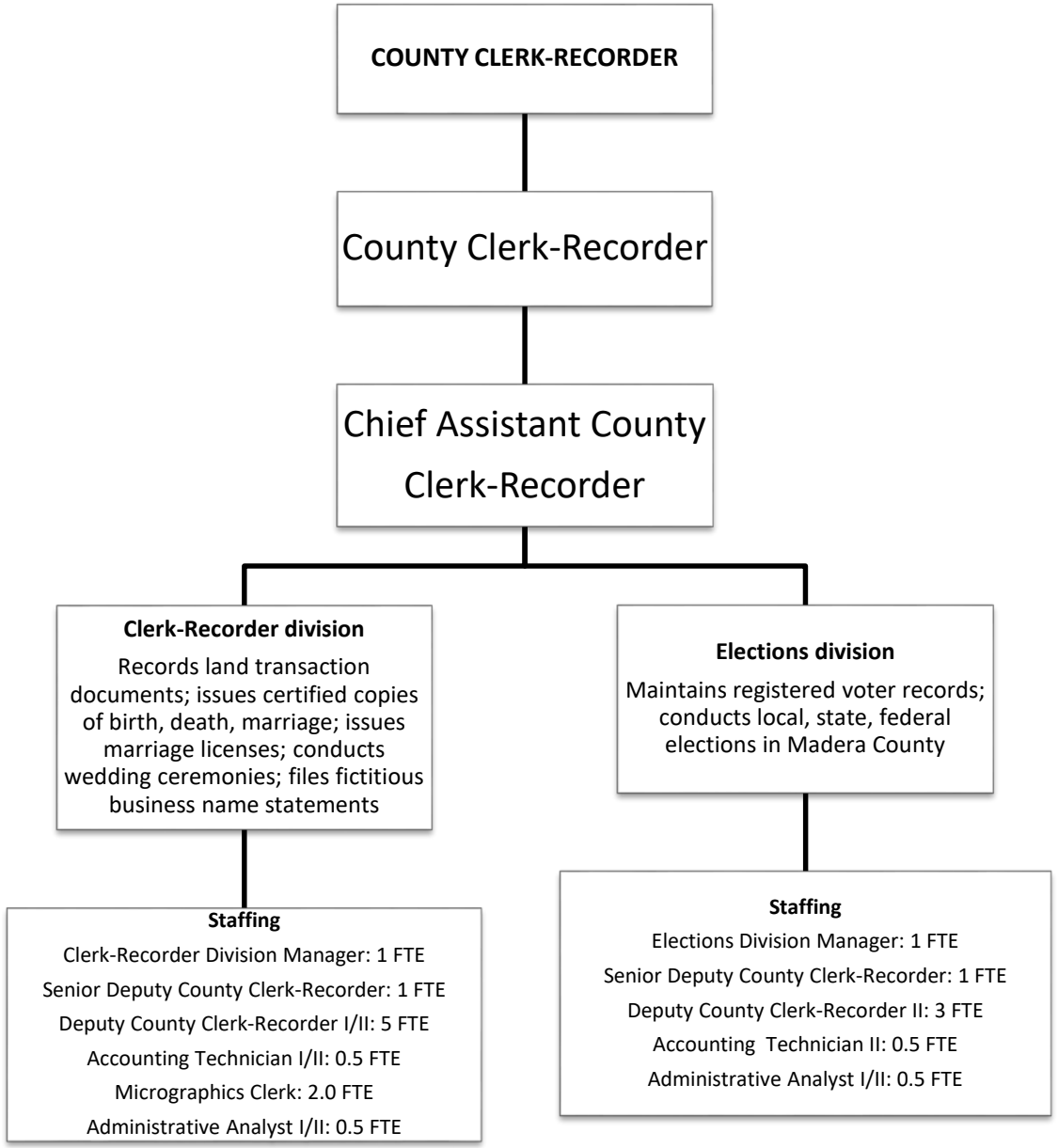
Total FTE: 47.5


COMMUNITY AND ECONOMIC DEVELOPMENT
Community and Economic Development Director
See Environmental Health Organizational Chart
Deputy Director
Deputy Director
Planning
The Planning Division's responsibility is to promote the most effective, efficient, aesthetic, and safest use of land for present and future generations of Madera County residents and visitors. It is responsible for the preparation and updating of a comprehensive long-term General Plan for the land use and physical development of the County and for the execution of this Plan and for enforcing County Code.
Staffing
Administrative Analyst I/II/Sr.: 1 FTE
Code Enforcement Officer I/II: 4 FTE
Supervising Code Enforcement Officer: 1 FTE
Planner I/II/III: 4 FTE
Senior Planner: 3 FTE
Planning Tech or Planning Aide: 1 FTE
Building & Fire Safety
The Building and Fires Safety Division is responsible for assuring the construction in Madera County adheres to the California Fire Code and California Building Code.
Staffing
Administrative Analyst I/II/Sr.: 1 FTE
Building Inspector I/II: 5 FTE
Supervising Building Inspector: 1 FTE
Plan Checker: 3 FTE
Supervising Plan Checker: 1 FTE
Program Assistant I/II or Permit Technician: 2 FTE
Senior Permit Tech: 1 FTE
CED Business System Information Analyst: 1 FTE
Fire Prevention Officer: 2 FTE

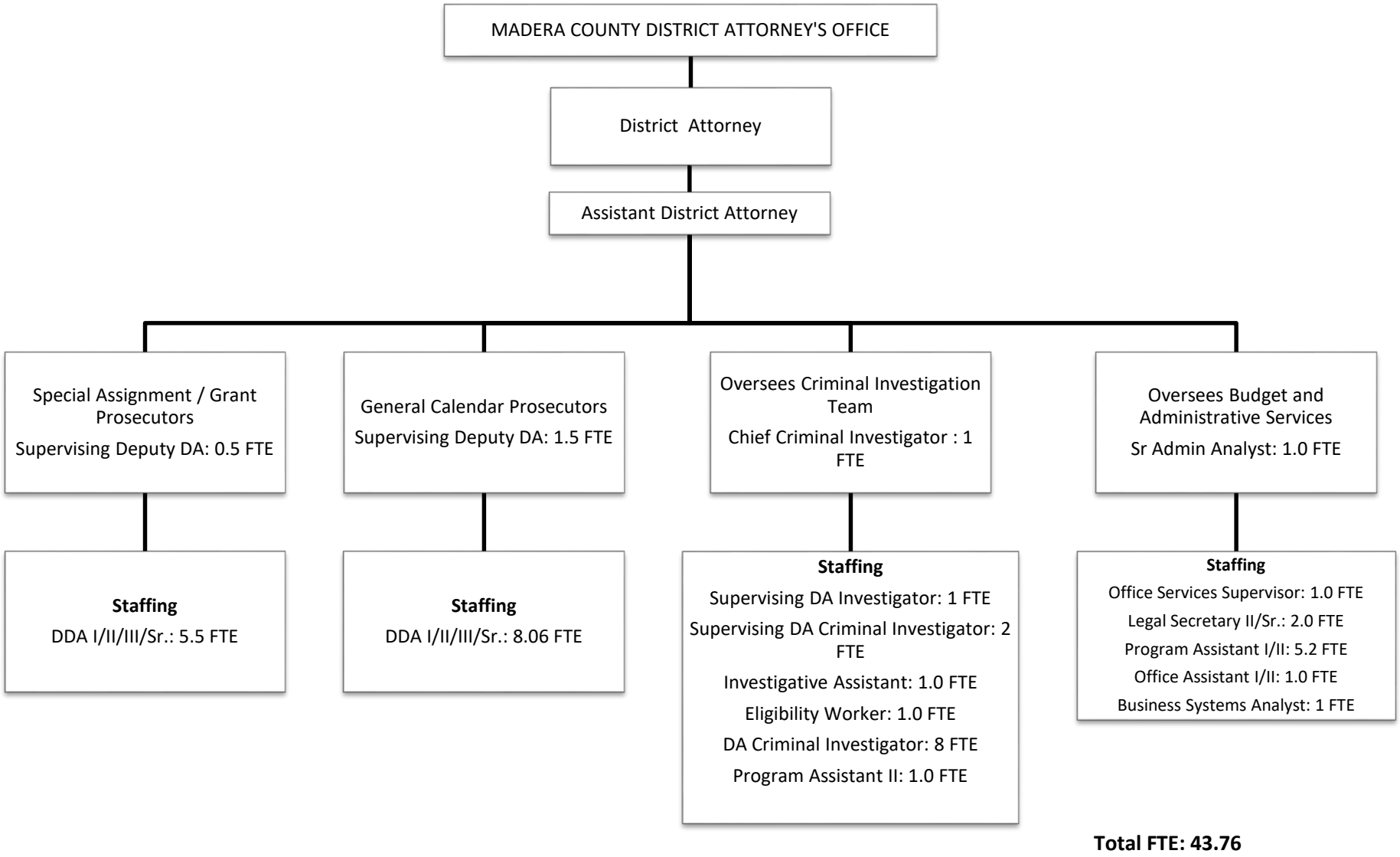
Total FTE: 35

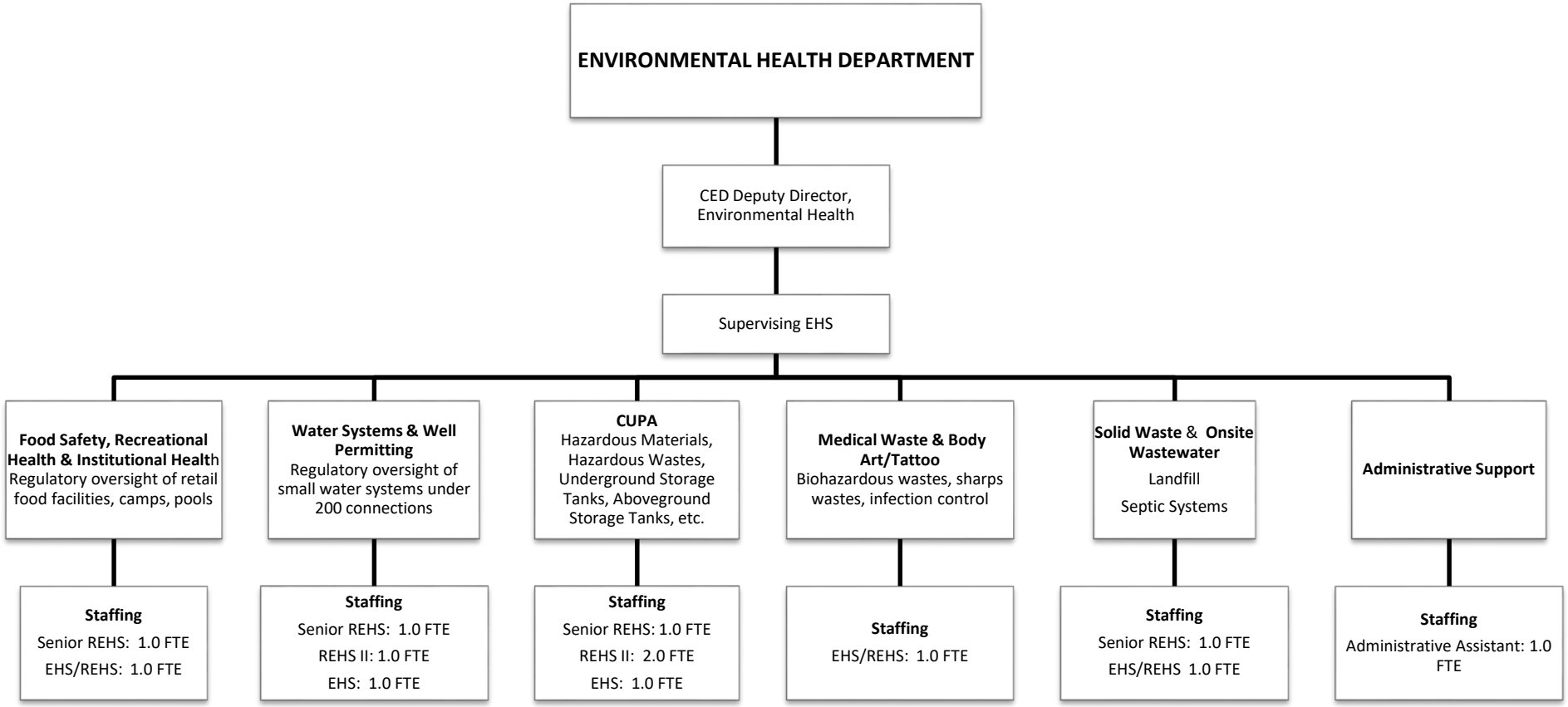


Total FTE: 122

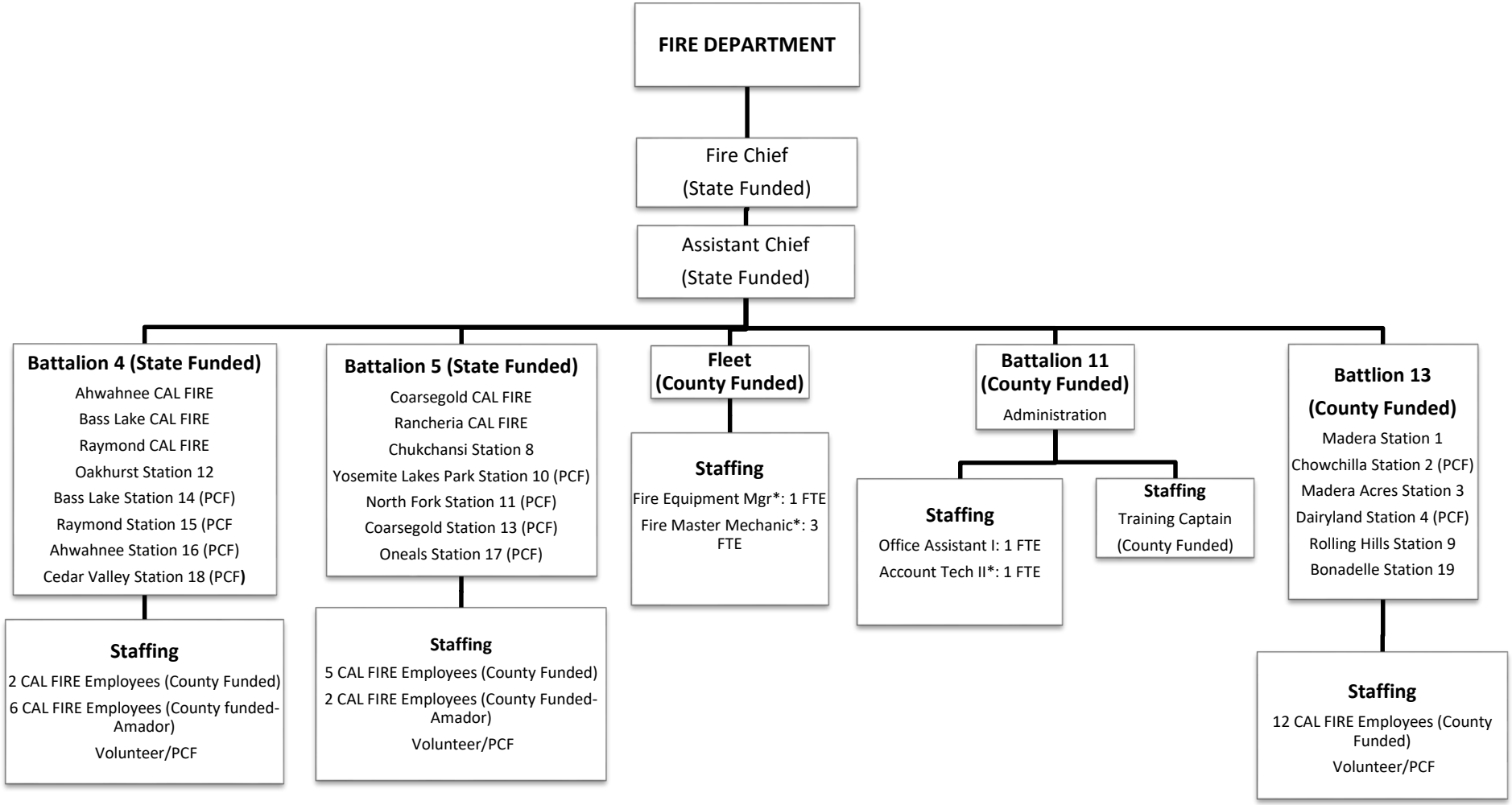

COUNTY CLERK-RECORDER
County Clerk-Recorder
Chief Assistant County Clerk-Recorder
Clerk-Recorder division
Records land transaction documents; issues certified copies of birth, death, marriage; issues marriage licenses; conducts wedding ceremonies; files fictitious business name statements
Staffing
Clerk-Recorder Division Manager: 1 FTE
Senior Deputy County Clerk-Recorder: 1 FTE
Deputy County Clerk-Recorder I/II: 5 FTE
Accounting Technician I/II: 0.5 FTE
Micrographics Clerk: 2.0 FTE
Administrative Analyst I/II: 0.5 FTE
Elections division
Maintains registered voter records; conducts local, state, federal elections in Madera County
Staffing
Elections Division Manager: 1 FTE
Senior Deputy County Clerk-Recorder: 1 FTE
Deputy County Clerk-Recorder II: 3 FTE
Accounting Technician II: 0.5 FTE
Administrative Analyst I/II: 0.5 FTE

Total FTE: 18


MADERA COUNTY DISTRICT ATTORNEY'S OFFICE
District Attorney
Assistant District Attorney
Special Assignment / Grant Prosecutors
Supervising Deputy DA: 0.5 FTE
General Calendar Prosecutors
Supervising Deputy DA: 1.5 FTE
Oversees Criminal Investigation Team
Chief Criminal Investigator : 1 FTE
Oversees Budget and Administrative Services
Sr Admin Analyst: 1.0 FTE
Staffing
DDA I/II/III/Sr.: 5.5 FTE
Staffing
DDA I/II/III/Sr.: 8.06 FTE
Staffing
Supervising DA Investigator: 1 FTE
Supervising DA Criminal Investigator: 2 FTE
Investigative Assistant: 1.0 FTE
Eligibility Worker: 1.0 FTE
DA Criminal Investigator: 8 FTE
Program Assistant II: 1.0 FTE
Staffing
Office Services Supervisor: 1.0 FTE
Legal Secretary II/Sr.: 2.0 FTE
Program Assistant I/II: 5.2 FTE
Office Assistant I/II: 1.0 FTE
Business Systems Analyst: 1 FTE
Total FTE: 43.76

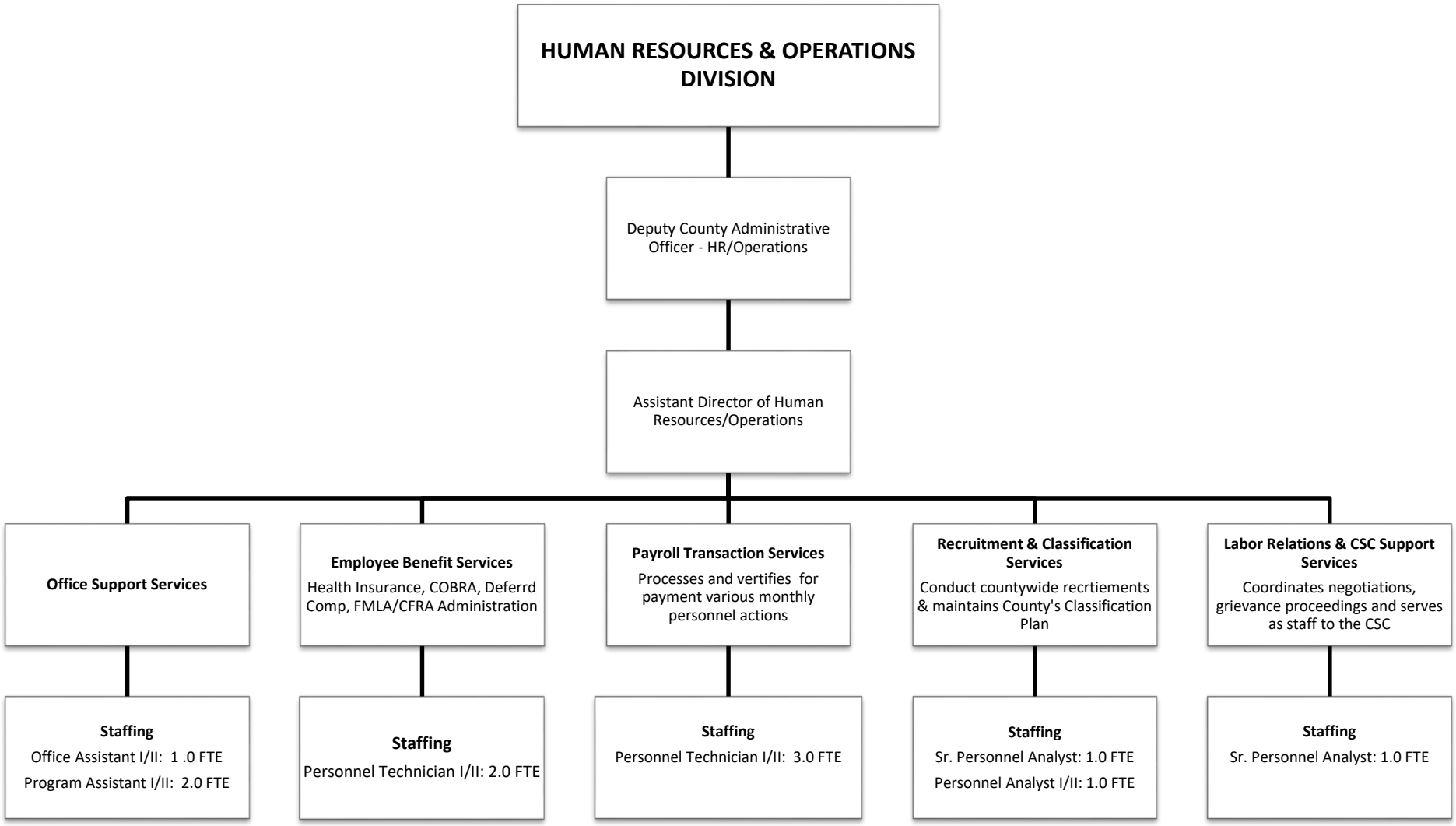


Total FTE 13.5

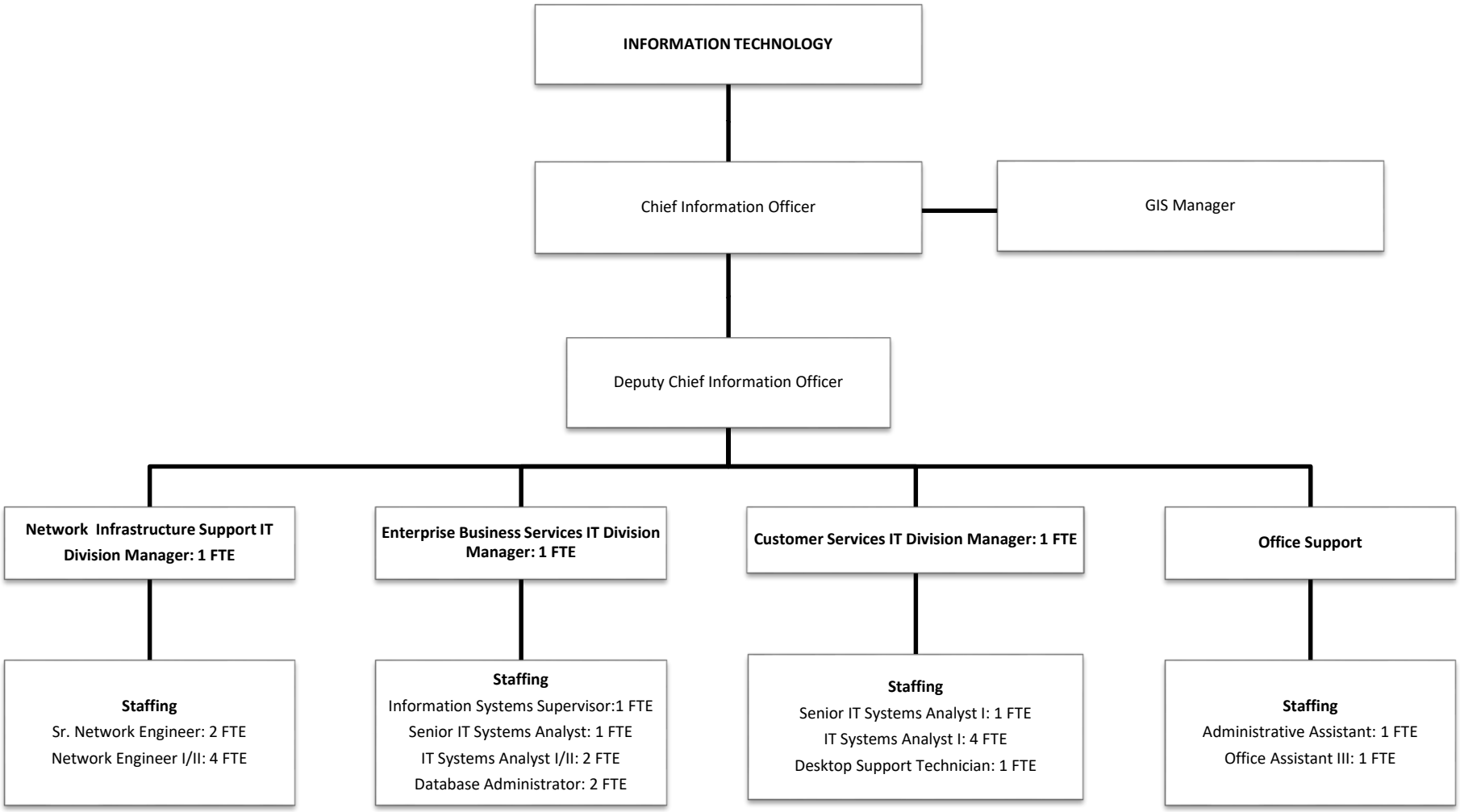


Total FTE: 5*

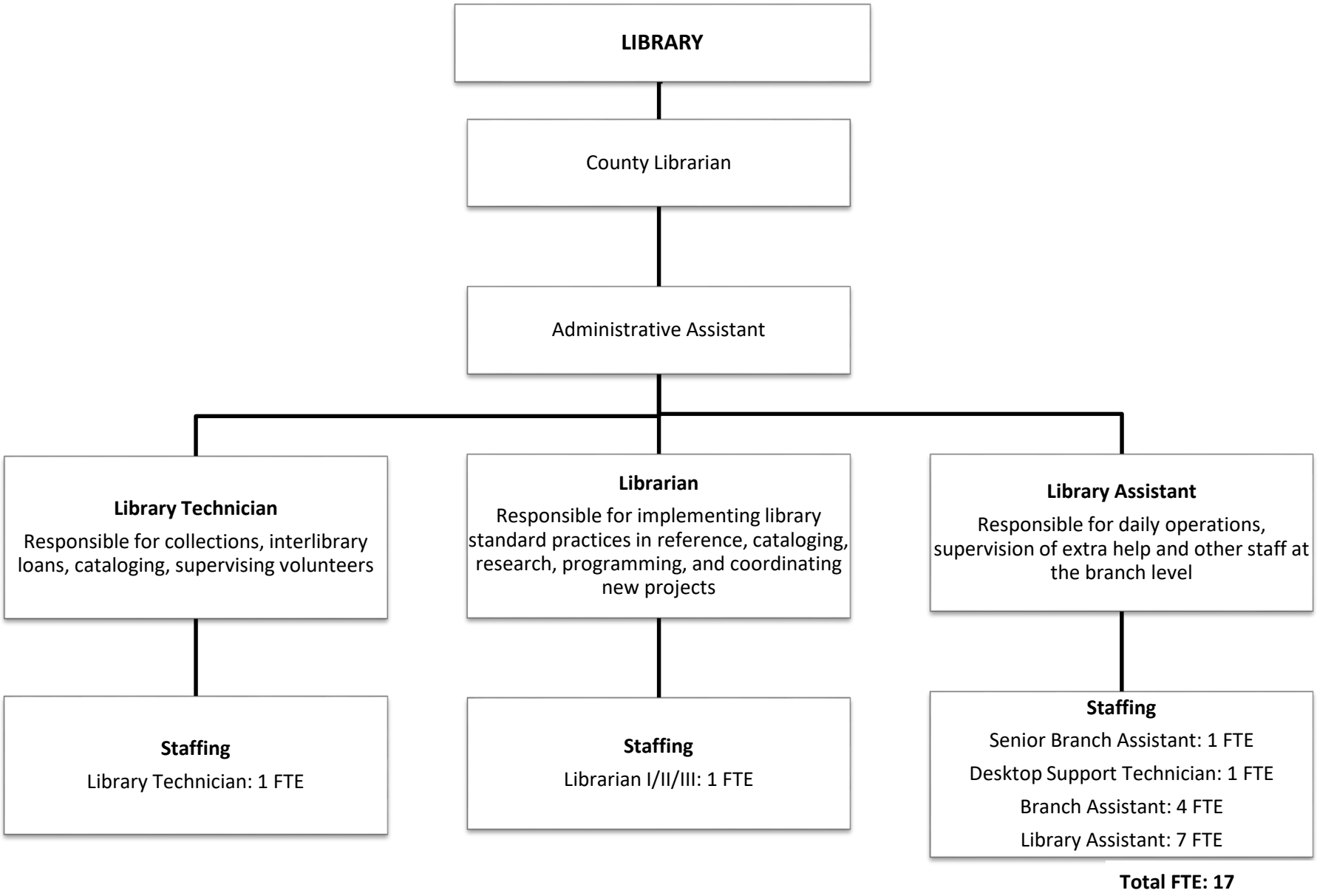
***Represents County Employees**

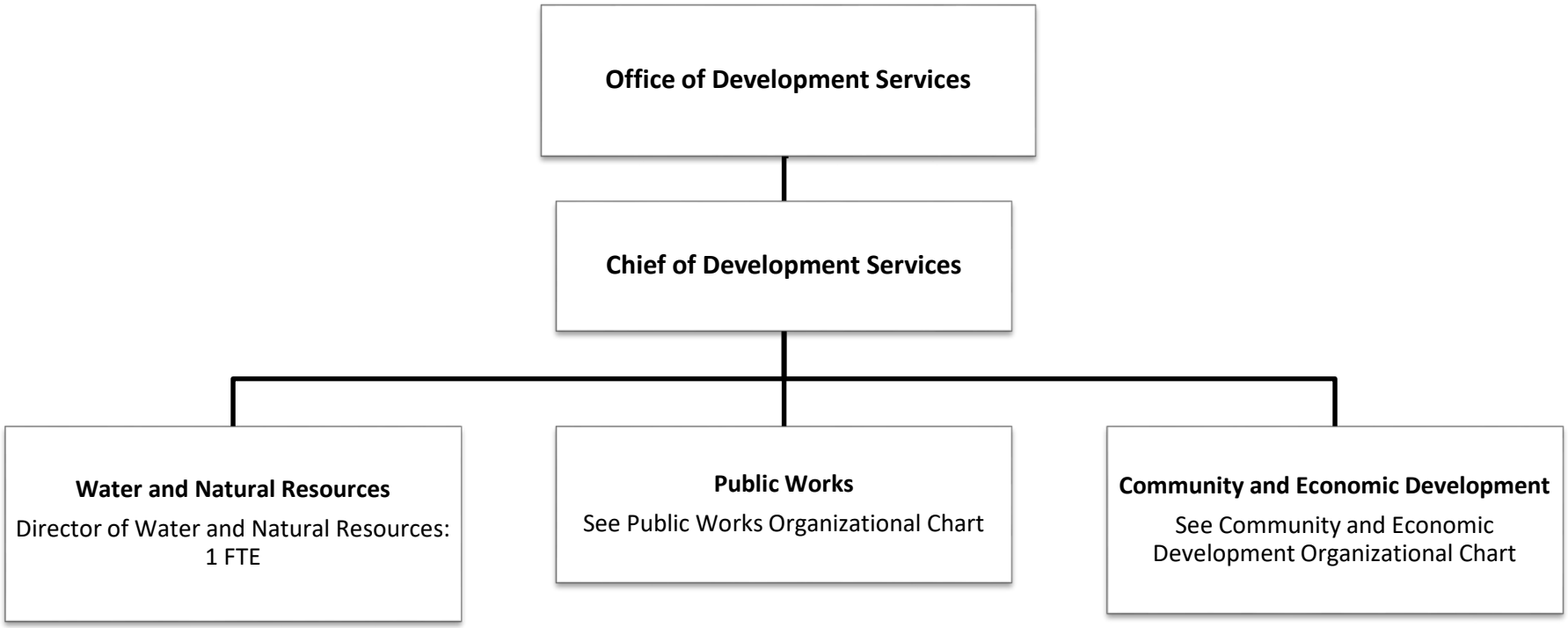

HUMAN RESOURCES & OPERATIONS DIVISION
Deputy County Administrative Officer - HR/Operations
Assistant Director of Human Resources/Operations
Office Support Services
Staffing
Office Assistant I/II: 1 .0 FTE
Program Assistant I/II: 2.0 FTE
Employee Benefit Services
Health Insurance, COBRA, Deferrd Comp, FMLA/CFRA Administration
Staffing
Personnel Technician I/II: 2.0 FTE
Payroll Transaction Services
Processes and vertifies for payment various monthly personnel actions
Staffing
Personnel Technician I/II: 3.0 FTE
Recruitment & Classification Services
Conduct countywide recrtiements & maintains County's Classification Plan
Staffing
Sr. Personnel Analyst: 1.0 FTE
Personnel Analyst I/II: 1.0 FTE
Labor Relations & CSC Support Services
Coordinates negotiations, grievance proceedings and serves as staff to the CSC
Staffing
Sr. Personnel Analyst: 1.0 FTE

Total FTE: 13

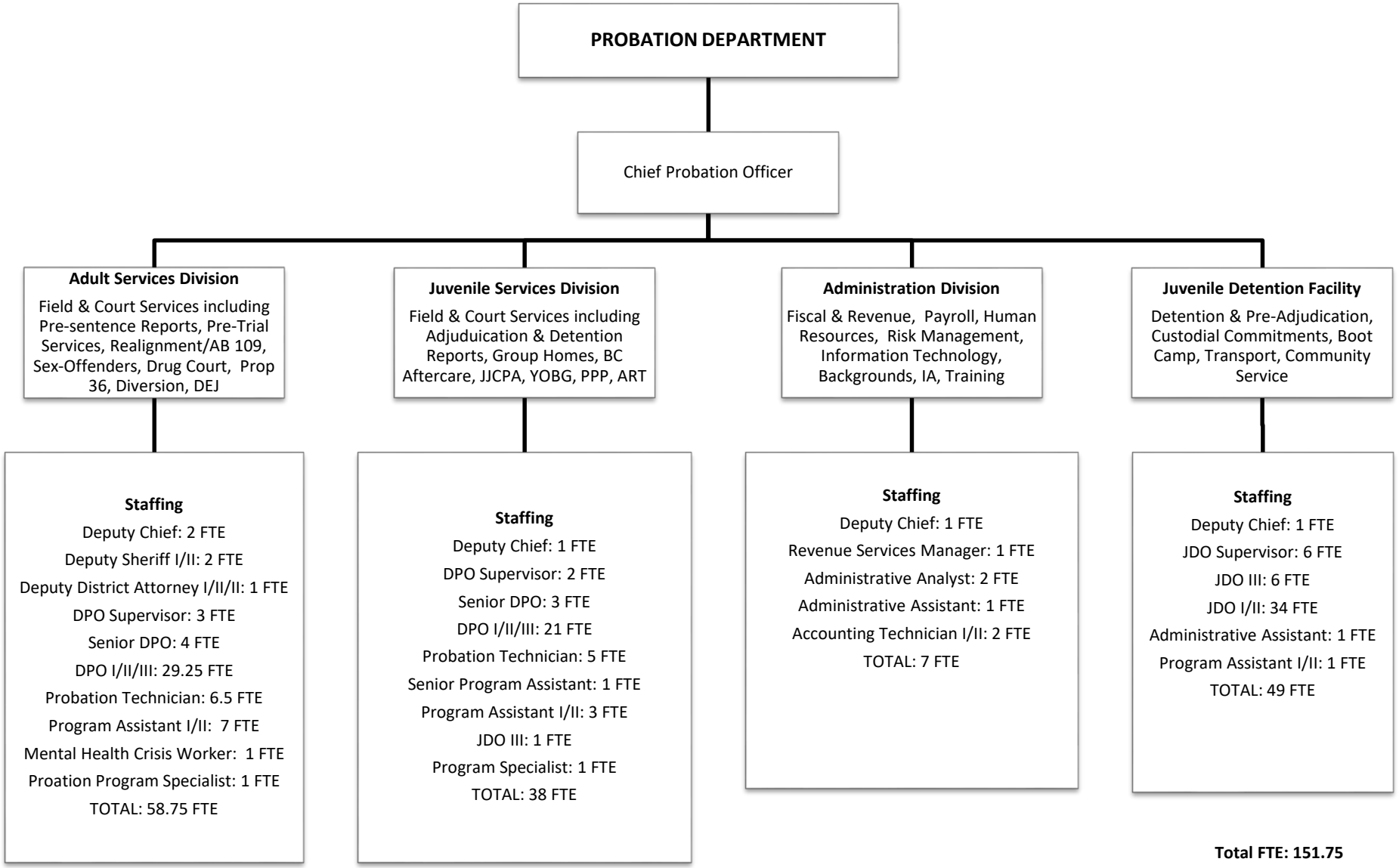

INFORMATION TECHNOLOGY
Chief Information Officer
GIS Manager
Deputy Chief Information Officer
Network Infrastructure Support IT Division Manager: 1 FTE
Staffing
Sr. Network Engineer: 2 FTE
Network Engineer I/II: 4 FTE
Enterprise Business Services IT Division Manager: 1 FTE
Staffing
Information Systems Supervisor:1 FTE
Senior IT Systems Analyst: 1 FTE
IT Systems Analyst I/II: 2 FTE
Database Administrator: 2 FTE
Customer Services IT Division Manager: 1 FTE
Staffing
Senior IT Systems Analyst I: 1 FTE
IT Systems Analyst I: 4 FTE
Desktop Support Technician: 1 FTE
Office Support
Staffing
Administrative Assistant: 1 FTE
Office Assistant III: 1 FTE

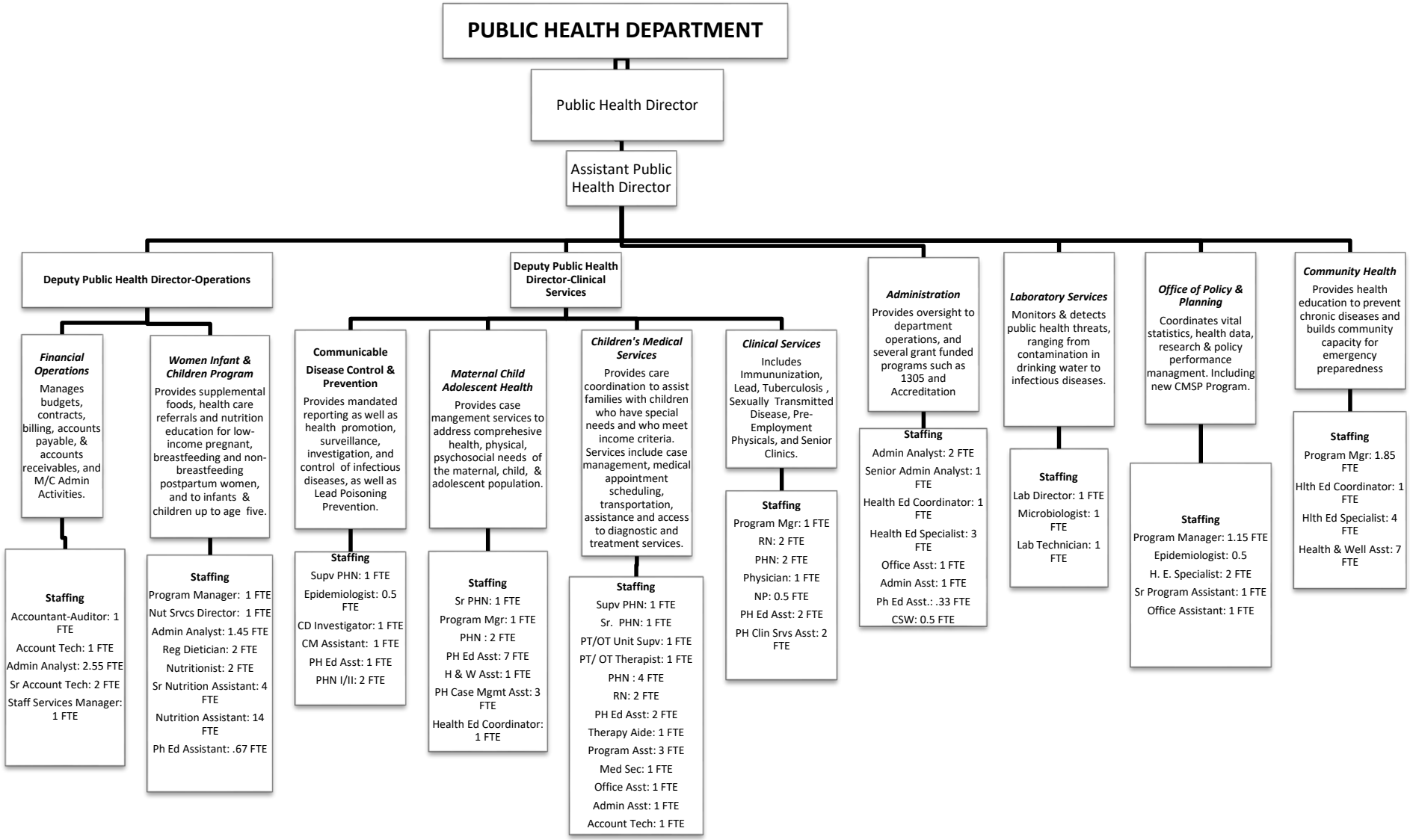
Total FTE: 26


LIBRARY
County Librarian
Administrative Assistant
Library Technician
Responsible for collections, interlibrary loans, cataloging, supervising volunteers
Staffing
Library Technician: 1 FTE
Librarian
Responsible for implementing library standard practices in reference, cataloging, research, programming, and coordinating new projects
Staffing
Librarian I/II/III: 1 FTE
Library Assistant
Responsible for daily operations, supervision of extra help and other staff at the branch level
Staffing
Senior Branch Assistant: 1 FTE
Desktop Support Technician: 1 FTE
Branch Assistant: 4 FTE
Library Assistant: 7 FTE
Total FTE: 17

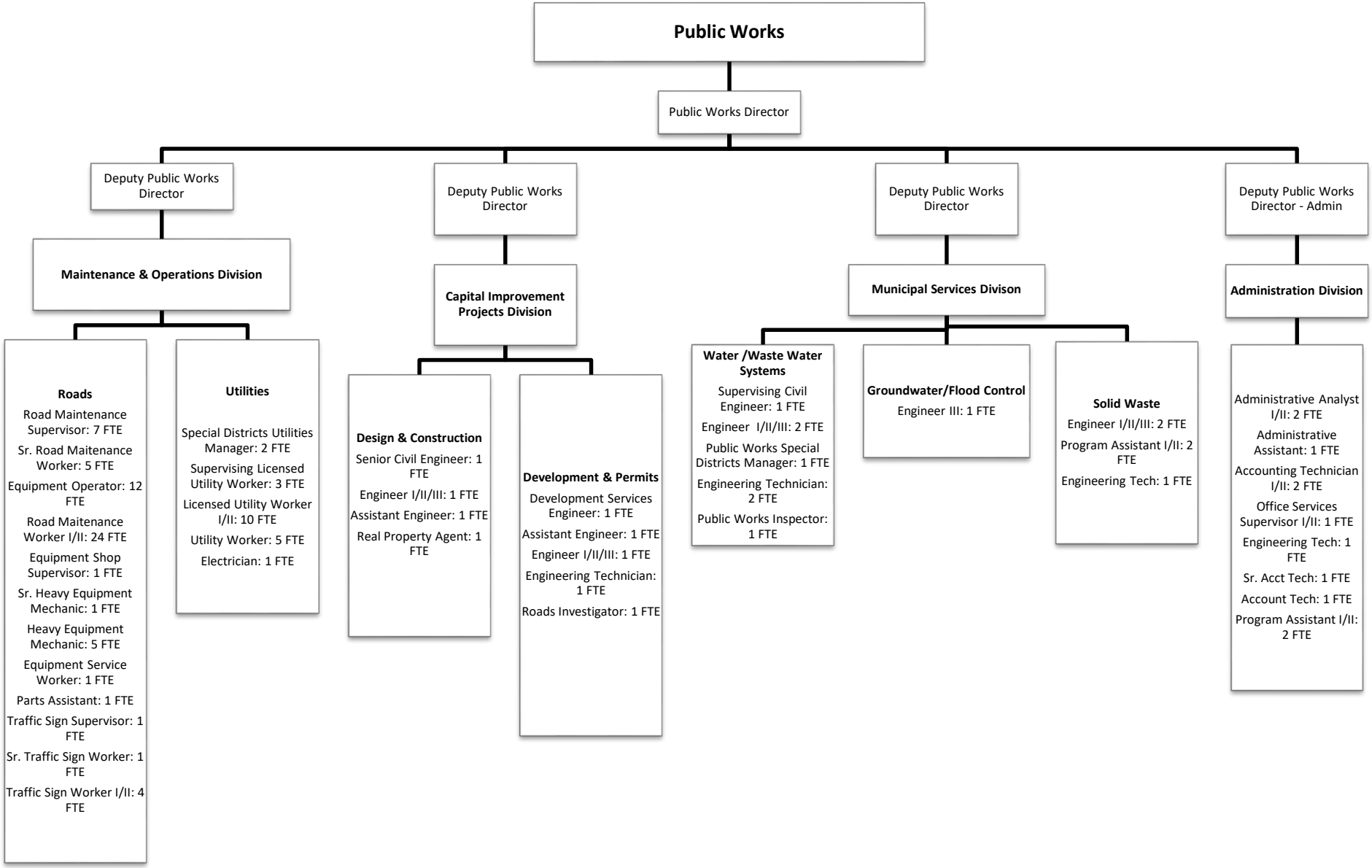

Office of Development Services
Chief of Development Services
Water and Natural Resources
Director of Water and Natural Resources: 1 FTE
Public Works
See Public Works Organizational Chart
Community and Economic Development
See Community and Economic Development Organizational Chart

Total FTE: 17


PROBATION DEPARTMENT
Chief Probation Officer
Adult Services Division
Field & Court Services including Pre-sentence Reports, Pre-Trial Services, Realignment/AB 109, Sex-Offenders, Drug Court, Prop 36, Diversion, DEJ
Staffing
Deputy Chief: 2 FTE
Deputy Sheriff I/II: 2 FTE
Deputy District Attorney I/II/II: 1 FTE
DPO Supervisor: 3 FTE
Senior DPO: 4 FTE
DPO I/II/III: 29.25 FTE
Probation Technician: 6.5 FTE
Program Assistant I/II: 7 FTE
Mental Health Crisis Worker: 1 FTE
Proation Program Specialist: 1 FTE
TOTAL: 58.75 FTE
Juvenile Services Division
Field & Court Services including Adjuduication & Detention Reports, Group Homes, BC Aftercare, JJCPA, YOBG, PPP, ART
Staffing
Deputy Chief: 1 FTE
DPO Supervisor: 2 FTE
Senior DPO: 3 FTE
DPO I/II/III: 21 FTE
Probation Technician: 5 FTE
Senior Program Assistant: 1 FTE
Program Assistant I/II: 3 FTE
JDO III: 1 FTE
Program Specialist: 1 FTE
TOTAL: 38 FTE
Administration Division
Fiscal & Revenue, Payroll, Human Resources, Risk Management, Information Technology, Backgrounds, IA, Training
Staffing
Deputy Chief: 1 FTE
Revenue Services Manager: 1 FTE
Administrative Analyst: 2 FTE
Administrative Assistant: 1 FTE
Accounting Technician I/II: 2 FTE
TOTAL: 7 FTE
Juvenile Detention Facility
Detention & Pre-Adjudication, Custodial Commitments, Boot Camp, Transport, Community Service
Staffing
Deputy Chief: 1 FTE
JDO Supervisor: 6 FTE
JDO III: 6 FTE
JDO I/II: 34 FTE
Administrative Assistant: 1 FTE
Program Assistant I/II: 1 FTE
TOTAL: 49 FTE
Total FTE: 151.75

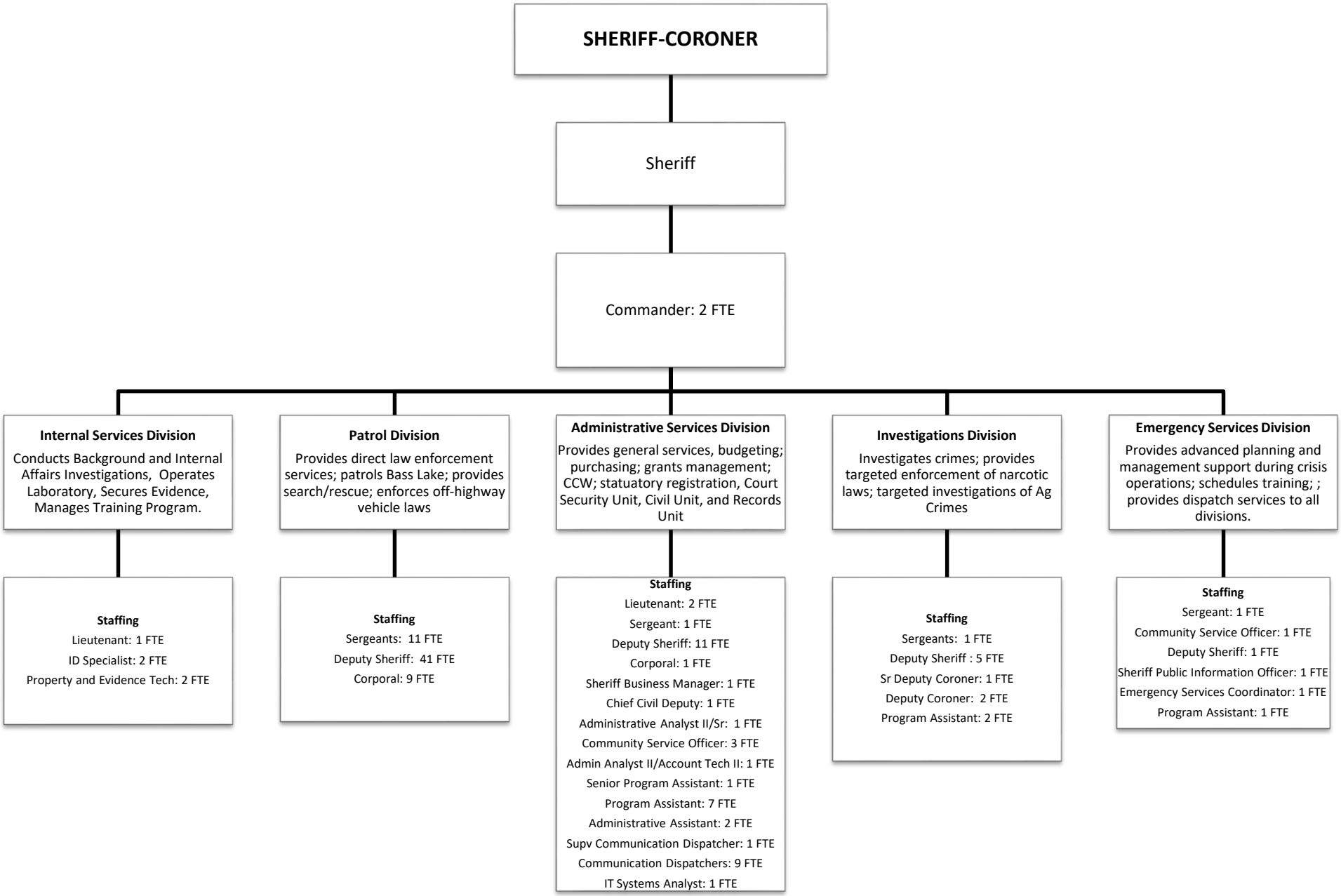


Total FTE: 123

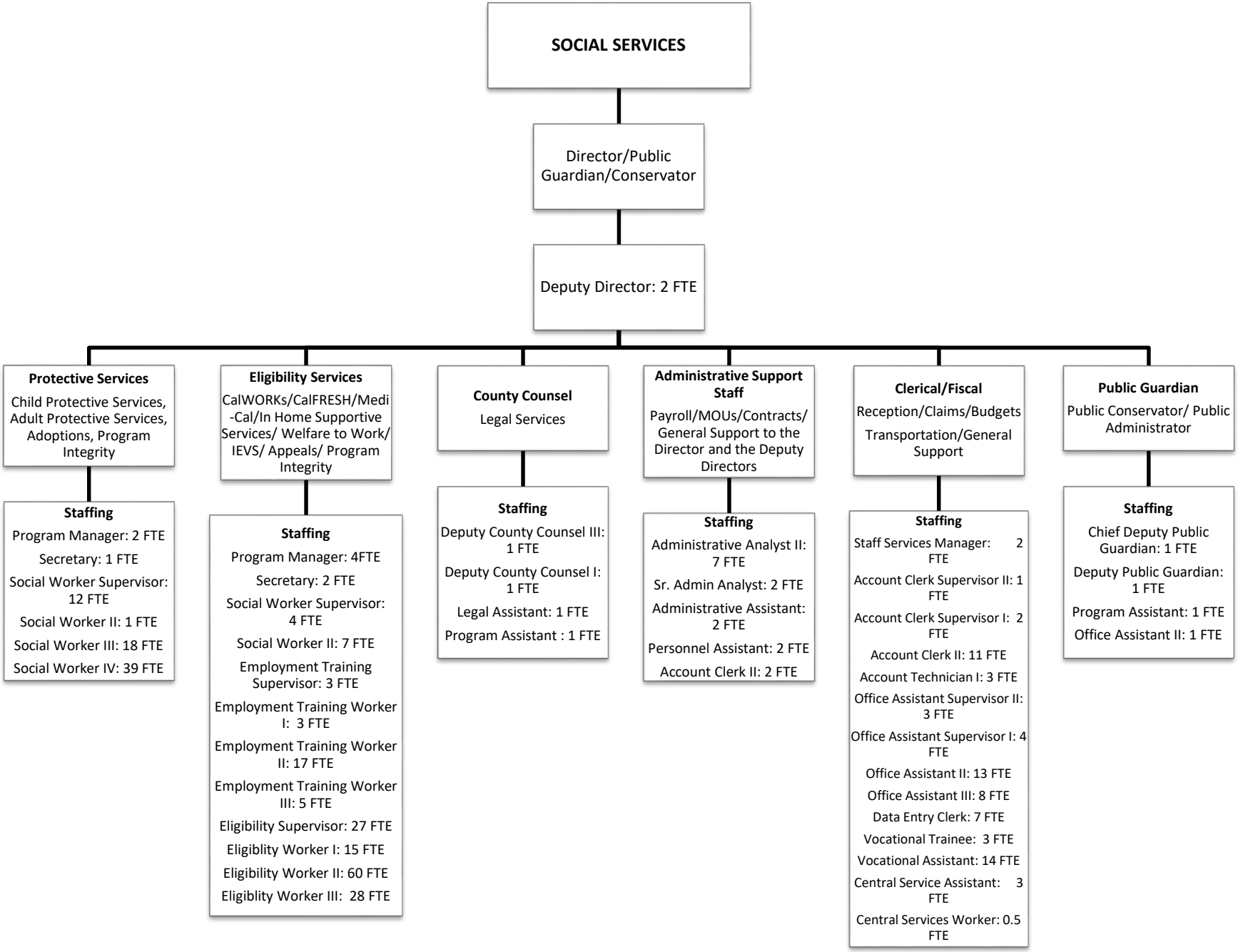


Total FTE: 125

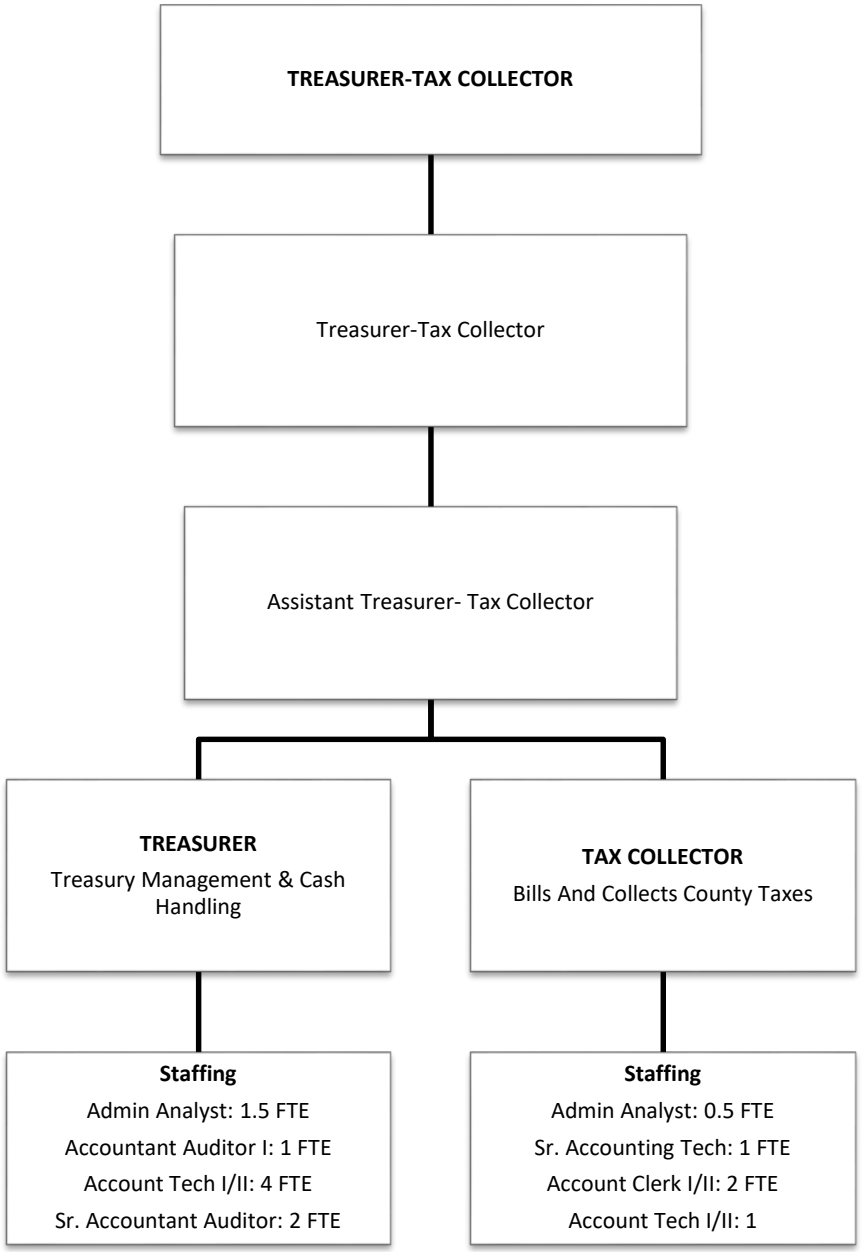
Note: Total FTE includes staffing from Roads and Special Districts



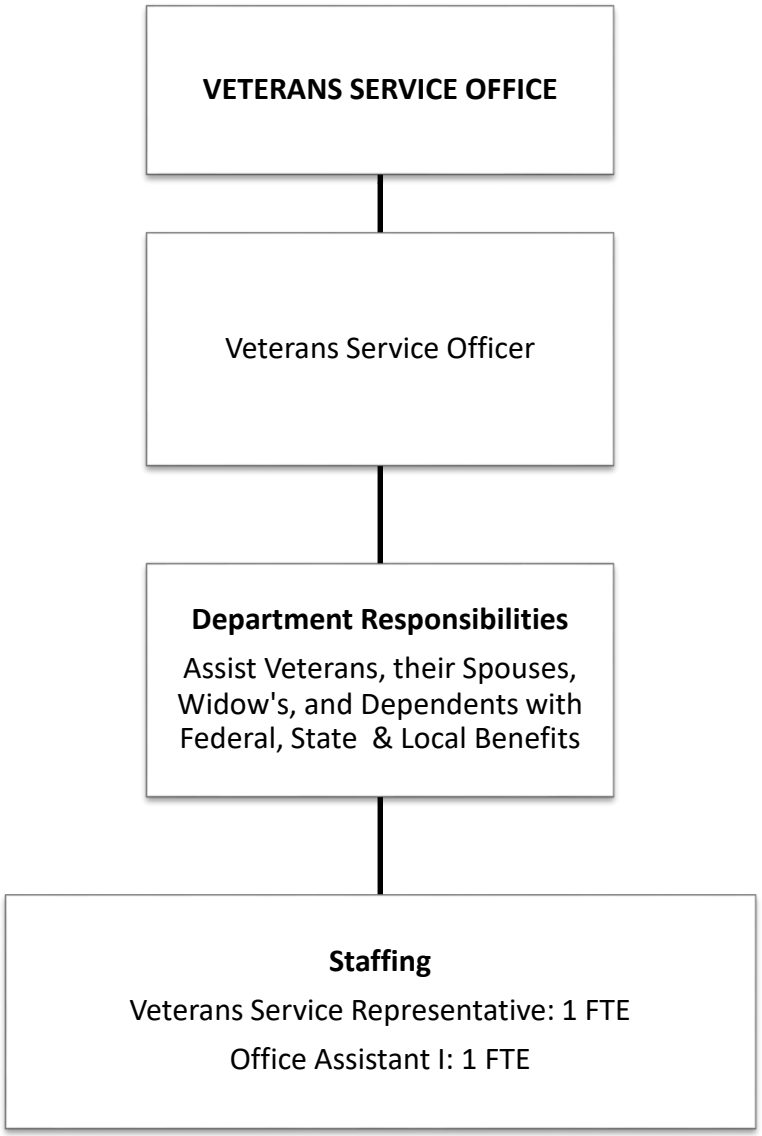
Total FTE: 129



Total FTE: 348


TREASURER-TAX COLLECTOR
Treasurer-Tax Collector
Assistant Treasurer- Tax Collector
TREASURER
Treasury Management & Cash Handling
TAX COLLECTOR
Bills And Collects County Taxes
Staffing
Admin Analyst: 1.5 FTE
Accountant Auditor I: 1 FTE
Account Tech I/II: 4 FTE
Sr. Accountant Auditor: 2 FTE
Staffing
Admin Analyst: 0.5 FTE
Sr. Accounting Tech: 1 FTE
Account Clerk I/II: 2 FTE
Account Tech I/II: 1

Total FTE: 15


VETERANS SERVICE OFFICE
Veterans Service Officer
Department Responsibilities
Assist Veterans, their Spouses, Widow's, and Dependents with Federal, State & Local Benefits
Staffing
Veterans Service Representative: 1 FTE
Office Assistant I: 1 FTE

Total FTE: 3