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COUNTY ADMINISTRATIVE OFFICER:
Esperanza Colio Warren

COUNTY COUNSEL:
Gregory Priamos

CLERK OF THE BOARD:
Vanessa Delgado

**Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, October 28, 2025**

Item Number: 2.4

MEETING DATE: 10/28/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Dulce Alonso

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATION OFFICE - E. COLIO WARREN

Discuss and adopt the updated County of San Benito Organization Chart, emphasizing departments, functions, and the direct lines of authority.
SBC FILE NUMBER: 119

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

The County Board of Supervisors requested that the County of San Benito Organizational Chart be updated to more accurately reflect the current leadership framework. The County of San Benito Organizational Chart illustrates the governance framework, leadership hierarchy, and departmental organization that enable effective delivery of public services to the residents of San Benito County. This chart emphasizes transparency, accountability, and coordination across elected offices, appointed positions, and administrative departments.

County of San Benito Residents

At the top of the structure are the residents of San Benito County, who demonstrate that county government exists to serve the community.

County Board of Supervisors

The Board of Supervisors, consisting of five elected district representatives, functions as the county's legislative and executive body. The Board establishes countywide policies, adopts the annual budget, enacts ordinances, and oversees both elected and appointed officials to ensure efficient service delivery.

Elected Department Heads

The County of San Benito has six (6) elected department heads, three of which are constitutional offices: Assessor, District Attorney, and Sheriff. These elected departments maintain direct accountability to the public and residents of San Benito County; they include:

1. Assessor- Determines property values and manages Geographic Information Systems (GIS)
2. Auditor-Controller- Oversees county financial reporting and internal controls.
3. Clerk-Recorder & Registrar of Voters – Administers elections and maintains official public records.
4. District Attorney – Prosecutes criminal cases and manages victim services.
5. Sheriff-Coroner – Provides law enforcement, corrections, and coroner services.
6. Treasurer-Tax Collector & Public Administrator – Manages tax collection, investments, and estates of deceased residents without heirs.

Appointed Officials

The County Board of Supervisors appoints several critical functions, which include:

1. County Administrative Officer (CAO) - serves as the chief executive responsible for coordinating daily operations, implementing Board policy, and managing the county's overall administration. The CAO oversees multiple divisions and ensures collaboration across departments.
2. County Counsel - reports directly to the Board of Supervisors. This means that while the CAO manages county operations and appointed departments, County Counsel operates independently from the CAO to provide impartial legal advice, representation, and guidance directly to the Board. This structure maintains legal integrity, ensures transparency, and prevents administrative conflicts of interest.
3. Agricultural Commissioner / Sealer of Weights & Measures - Protects agricultural interests and enforces fair trade standards.
4. Commissions, Boards & Committees - Besides policy oversight, the Board of Supervisors also appoints members to various county commissions, boards, and committees serving in advisory or regulatory capacities. These appointed bodies include the Planning Commission, Fish and Game Commission, Veterans Park Commission, Parks and Recreation Commission, and others, which provide community input and subject matter expertise to assist in county governance and policy development.

The San Benito County Superior Court Judge appoints probation officers primarily because they act as a crucial link between the court and the probationer, handling supervision, investigating, and reporting to ensure public safety and rehabilitation.

1. Chief Probation Officer – Manages probation programs and juvenile justice services.

County Administrative Officer (CAO)

The County Administrative Officer is responsible for administrative coordination between all departments and offices and managing day-to-day operations. The Board of Supervisors acts through the CAO to exercise its constitutional authority over the budget and to prescribe the number, compensation, tenure, and appointment of employees in all departments and offices. The CAO also develops and recommends the budget to the Board of Supervisors and establishes a control system to assure that the departments and offices are operating within their respective budgets, among other responsibilities.

The CAO oversees contracted services as well as key administrative and operational functions, including those of Deputies, Department Heads, and others who report directly to the CAO:

1. Deputy County Administrative Officers – Budget, Finance, Human Resources, and Risk Management.
2. Clerk of the Board – Legislative and record-keeping support.
3. Director of Information Technology – Countywide technology services and infrastructure.
4. Office of Emergency Services – Emergency preparedness and disaster response coordination.
5. County Librarian – Management of public library programs and literacy initiatives.
6. Director of Planning – Oversees planning, building, housing, and economic development.

7. Director of Public Works – Manages roads, bridges, facilities, parks, capital projects, and waste systems.
8. Director of Behavioral Health – Supervises substance abuse and mental health services.
9. Director of Child Support Services – Administers family support and enforcement programs.
10. Director of Health and Human Services – Oversees public health, workforce development, and community programs.

Legend

The chart uses distinct formatting to visually communicate reporting and coordination relationships:

- Solid lines – Direct authority and supervision.
- Dashed lines – Elected official independence.
- Blue dotted lines – Administrative, personnel, and budget coordination.
- Color coding – Differentiates appointed, judicial, and by the board.
- Asterisks - Indicate that contracted roles.

This visual clarity enhances organizational understanding and supports transparent governance. The County of San Benito Organizational Chart reflects a balanced and efficient model of local government. An organizational chart is attached for the Board's consideration.

FISCAL IMPACT:

Not Applicable

STAFF RECOMMENDATION:

Discuss and adopt the updated County of San Benito Organization Chart, emphasizing departments, functions, and the direct lines of authority.

ATTACHMENTS:

[Board Agenda Fact Sheet - Org Chart](#)
[San Benito County Organization Chart](#)