DATE	February 3, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 697-355-253#

Personnel & Affirmative Action Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. **Call to Order**

2. **Roll Call**

Jose Gurrola	Michella Jara-Rangel	Fred Plane
Craig Henderson	Yolanda Ochoa	

3. **Approval of Agenda**

4. **Public Forum**

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

5. **New Business**

a.	Community Development Division New Staffing Positions: Housing Services Program Manager & Rental Assistance Program Supervisor – ***Action Item (p. 2-12)***	Sheila Shegos, Director of Community Development
b.	Head Start / State Child Development Revised San Joaquin County Job Descriptions – ***Action Item (p. 13-48)***	Jerry Meade, Program Design & Management Administrator
c.	Human Resources Analytical Info for CY 2020 – ***Info Item (p. 49-50)***	Tracy Webster, Chief Financial Officer
d.	Discussion: Agency Vaccine Strategy – ***Info Item (p. 51-53)***	Tracy Webster, Chief Financial Officer

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, March 10, 2021
5005 Business Park North
Bakersfield, CA 93309

8. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 29, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Sheila Shegos, Director of Community Development

Date: February 3, 2021

Subject: *Agenda Item 5a*: Community Development Division New Staffing Positions: Housing Services Program Manager and Rental Assistance Program Supervisor– **Action Item**

At the March 12, 2020 Personnel & Affirmative Action Committee and March 25, 2020 Board of Directors Meeting, a comprehensive plan for reorganization of the executive team was presented by the CEO and approved to provide increased structure and support to programs and staff due to the growth of the agency, specifically the senior leadership staff, and to modify the roles and responsibilities for increased efficiencies and overall success. In part, two new divisions, Community Development and Youth and Community Services were created, and vacant director positions were filled. Under the new Community Development Division, programs include 211, Coordinated Entry Services/CES, Homeless Management Information System/HMIS, Homeless Services, Housing, and Veteran's Services.

Due to growth of 211, CES, and Homeless Services programs and contracts, along with existing and anticipated housing and veteran's services needs and contracts in the coming year/s, it is necessary to prepare and provide division infrastructure support to build in greater accountability, efficiencies, and internal controls within the existing division/teams.

Proposed under the Community Development Division, reporting to the Division Director, is a new position of Housing Services Program Manager and, reporting to the Program Manager, the Rental Assistance Program Supervisor. These two positions and reporting structure are aligned with the Agency mission, vision, and strategic plan (Goals #1 & #2), serving to further efforts in satisfying human services needs of clients, strengthening provider partners, and local systems of care in Kern communities. The two roles will provide leadership and the Program Manager will work directly with the CAPK Ad Hoc Housing Committee (and others/committees) with an immediate 90-120-day plan to develop and strengthen community-wide relationships within the housing services scope and to research and explore housing feasibility, priorities, and opportunities, building on the CAPK Housing Needs Assessment provided by CCEDA earlier this year. Both new job descriptions have been pointed by CAPK Human Resources and approved by CAPK leadership (CFO, CPO, CEO). Funding for these two positions will be under federal CARES starting in 2021 for two years, with strategic plans to continue the positions with existing and new funding sources past 2022. Funding under CARES will also include added 211, CES navigators, and other existing housing and homeless program staffing positions, e.g., on-call shelter worker, program educator, administrative support, and a transportation driver to support housing and homeless efforts.

Recommendation:
Staff recommends Board approval of Community Development Division – New Housing Services Program Manager and Rental Assistance Program Supervisor positions and job descriptions.

Attachments:
Housing Services Program Manager Job Description
Rental Assistance Program Supervisor Job Description.
Organization Charts

Housing Services Program Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** 1/27/2021

SUMMARY:
Establish and develop partnerships, secure and maintain funding, and oversee eligibility and operations for housing programs. Act as an Agency representative to housing coalitions, ad hoc committees, and collaborative partnerships. Develop and maintain housing program policies and procedures. Manage day-to-day research, feasibility, development, and project planning of the housing services program. Ensure compliance of all funding source regulations. Provide a successful and supervised setting for staff, vendors, providers, volunteers, and clients. Provide on-going assessment of data reporting and collection and case management relating to housing projects. Facilitate the progress of rental assistance, housing partner/s support, and other housing programs. Responsible for developing and maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Director of Community Development

SUPERVISION EXERCISED:
CES Program Supervisor

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Responsible for the monitoring of day-to-day operations, overseeing vendors and staff specifically related to housing research, feasibility and project/fund development, project management, and provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Provides leadership and support to CAPK ad hoc committees, Housing Authority, and partners, including city and county entities and systems of care, etc.
3. Ensures ongoing communication to housing staff, vendors, and housing partners in a timely manner.
4. Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Director.
5. Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
6. Prepares and submits accurate and timely financial documents and budgets, reports, assessments, and correspondence as required.
7. Ensures maintenance of required housing and program related files.
8. Works in collaboration with staff, vendors, providers, volunteers, and clients to implement strategies, techniques, and/or recommendations.
9. Responsible for providing research, survey, pre & post project feasibility/reports, financial/budget and housing document planning, and program implementation.
10. Provides technical assistance and guidance to staff, vendors, providers, volunteers, and

community.
11. Responsible for requisitioning appropriate supplies and materials for the program and department.
12. Conducts performance evaluations based on measurable and objective criteria and ensures that personal and professional development plans are implemented for supervised staff.
13. Completes disciplinary plans of action, as identified, to maintain program compliance.

B. Other Job Specific Duties:

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff and volunteers, providers, and vendors, as appropriate.
2. Ensures project, vendor, partner, and client records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
3. Schedules staff, vendors, and volunteers and works alternative hours as required, including nights, weekends, and holidays.
4. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving the housing program goals.
7. Performs other tasks for the efficient operation of the comprehensive, integrated housing program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Correspondence and report writing practices and procedures.
Current problems of the homeless and socially and economically challenged families.
The contributions of volunteers and clients who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:

Demonstrate good interpersonal skills.
Work as a positive team member
Communicate effectively, verbally and in writing.
Work with conceptual matters.
Plan, organize, and allocate resources.
Effectively present housing program services to the public.
Establish professional working relationships with staff, vendors, partners, and volunteers.
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university with major in human services, social work, social services, or related field.
- At least two (2) years of supervisory experience.
- Experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, fingerprint clearance, physical, TB test, and substance abuse screening upon offer of employment.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Housing Program Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lba	x			x		
100+ lbs	x					

Rental Assistance Program Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 9 **FLSA Status:** Exempt **Date Approved:** 1/27/2021

SUMMARY:
Under the direction of the Housing Program Manager, the Rental Assistance Program Supervisor is responsible for overseeing the program navigators and educator, working in tandem with the CES Program Supervisor. The Rental Assistance Program Supervisor will assist the Housing Program Manager with administrative duties necessary for the operation of the Housing Program and may act as program designee to housing coalitions, ad hoc committees, and collaborative partnerships. May assist with developing and maintaining housing program policies and procedures, research, feasibility, development, and project planning of the housing services program. Will assist with housing related HMIS, iCarol and CRM software systems data collection and reporting, and case management relating to rental assistance and housing projects. Will support developing and maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Housing Program Manager

SUPERVISION EXERCISED:
Housing Navigator, Program Educator

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Responsible for assisting in the day-to-day housing programs and operations, overseeing staff and systems specific to housing/rental assistance, financial education, research, feasibility and project/fund development, project management, provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Assists leadership and support to CAPK ad hoc committees, Housing Authority, and partners, including city and county entities and systems of care, etc.
3. Ensures ongoing communication to housing staff, vendors, and housing partners in a timely manner.
4. Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Housing Program Manager or Division Director.
5. Assists in monitoring related and/or assigned electronic reports to ensure all mandatory requirements are met.
6. Assists in preparing and submitting accurate and timely financial documents, budgets, reports, assessments, and correspondence, as required.
7. Ensures maintenance of required housing/rental assistance program related files.
8. Works in collaboration with staff, vendors, providers, volunteers, and clients to implement strategies, techniques, and/or recommendations.
9. Assists in research, survey, pre & post project feasibility reports, financial/budget and housing document planning, and program implementation.

10. Provides technical assistance and guidance to staff, vendors, providers, volunteers, and the community.
11. Assists in requisitioning appropriate supplies and materials for the program and department.
12. Conducts performance evaluations based on measurable and objective criteria and ensures that personal and professional development plans are implemented for supervised staff.
13. Completes disciplinary plans of action, as identified, to maintain program compliance.

B. Other Job Specific Duties:

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, providers, and vendors, as appropriate.
2. Ensures project, vendor, partner, and client records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
3. Schedules staff, vendors, and volunteers and works alternative hours as required, including nights, weekends, and holidays.
4. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving housing and rental assistance program goals.
7. Performs other tasks required for the efficient operation of the comprehensive, integrated housing and rental assistance program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Correspondence and report writing practices and procedures.
Current problems of the homeless and socially and economically challenged families.
The contributions of volunteers and clients who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:

Demonstrate good interpersonal skills.
Work as a positive team member.
Communicate effectively, verbally and in writing.
Work with conceptual matters.
Plan, organize, and allocate resources.
Effectively present housing and rental assistance program services to the public.
Establish professional working relationships with staff, vendors, partners, and volunteers.
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university with a major in business, human services, social work, social services, or related field.
- At least one (1) year of supervisory experience.
- Experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, fingerprint clearance, physical, TB screen, and substance abuse screening upon offer of employment.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

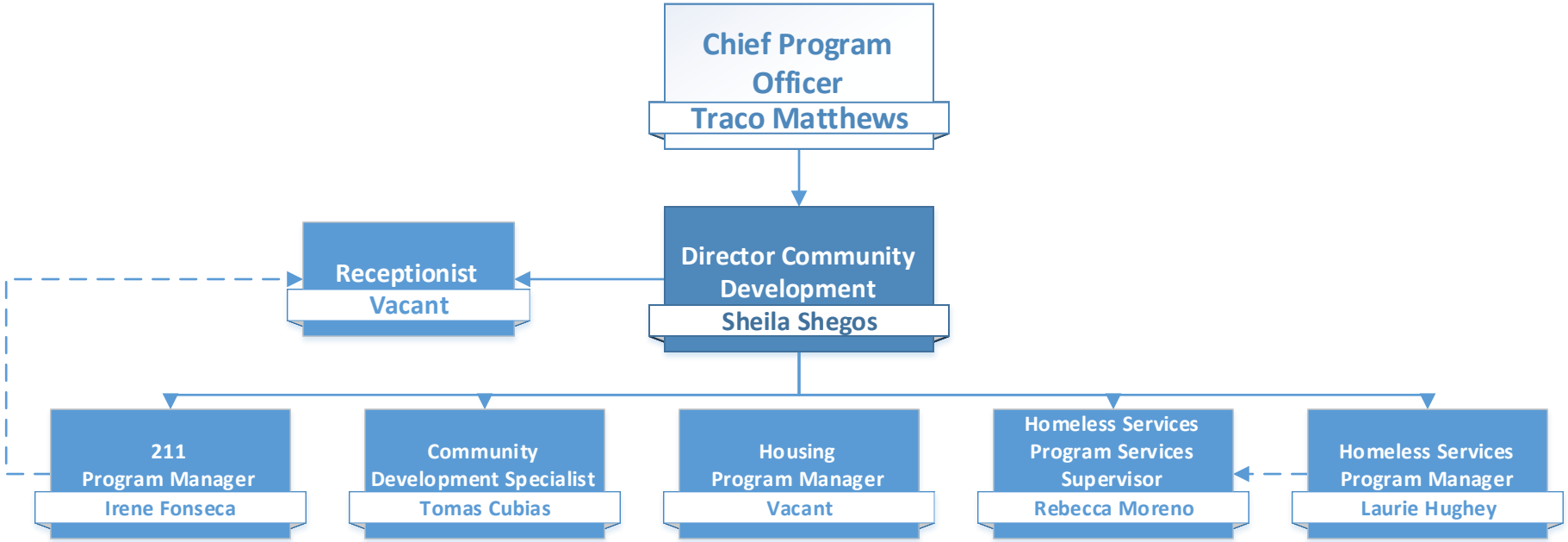
ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Rental Assistance Program Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

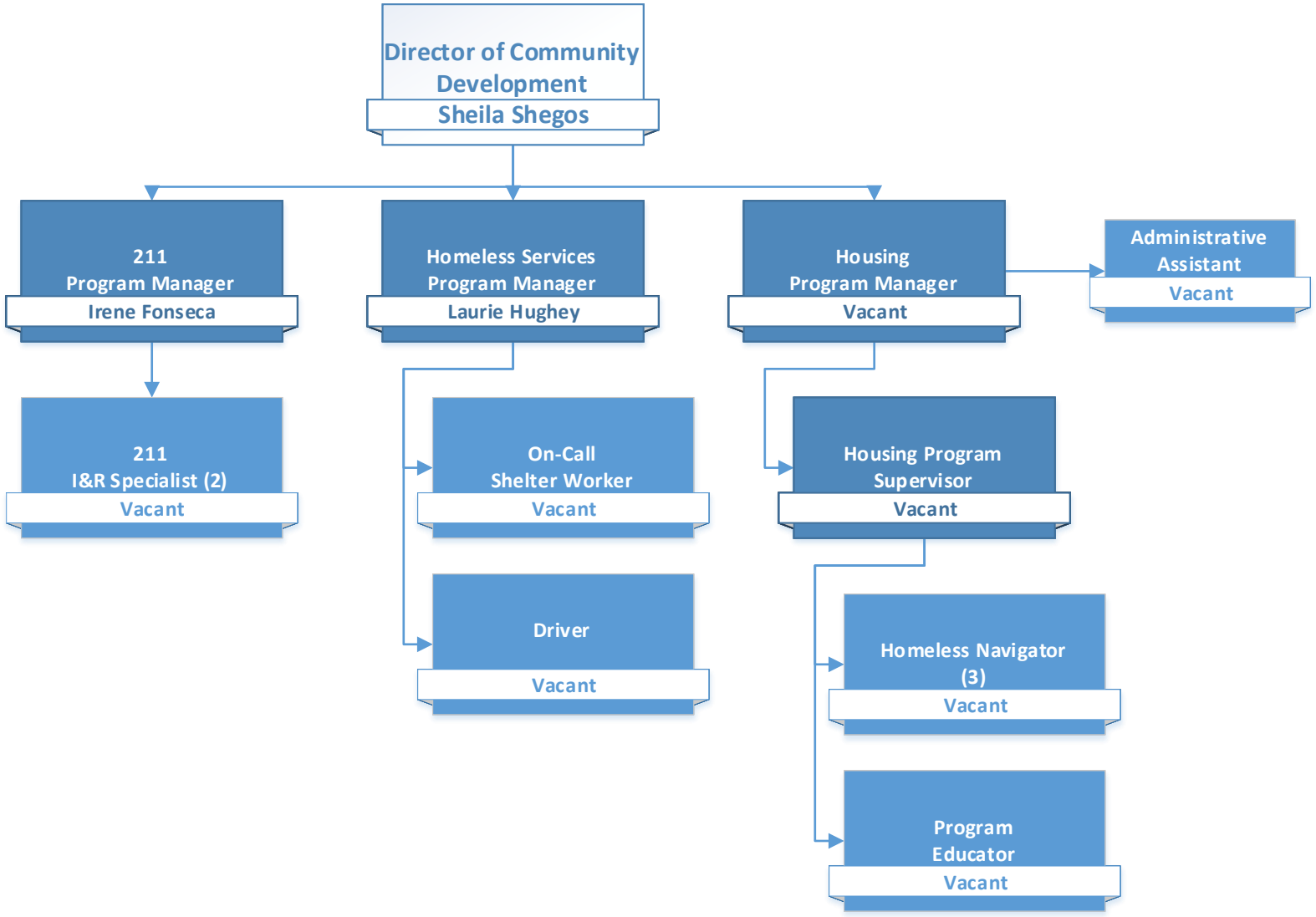
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Community Development Division



Revised 1-21

Homeless Prevention / Housing Program



Revised 1-21

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Jerry Meade, Program Design and Management Administrator

Date: February 3, 2021

Subject: *Agenda Item 5b:* Head Start and State Child Development Revised San Joaquin County Job Descriptions – **Action Item**

The Early Head Start San Joaquin program began their program fiscal year on 2/1/2021. Additional positions were added to their budget for 2021. The Head Start and State Child Development Division is presenting the new positions along with some position revisions for CAPK Board of Director approval.

The Early Head Start San Joaquin budget for 2021-2022 and the additional funding from San Joaquin County Office of Education will support the onboarding of said positions. Staff have included a new organizational structure for Early Head Start San Joaquin and the effected Job Descriptions for review and approval. Staff have worked in partnership with Human Resources to create new and revised job descriptions to reflect the approved changes within the new structure. Included with this memo are eight job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the position. Changes include: title changes, new positions, and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade/ Change
Content Area Specialist ~ Health (Former: Content Area Specialist ~ Health and Nutrition)	New Position to SJC	N/A
Content Area Specialist ~ Nutrition (Former: Content Area Specialist ~ Health and Nutrition)	New Position to SJC	N/A
Inclusion and Wellness Coordinator	New Position	
Maintenance Technician I	New Position to SJC	5
Custodian	New Position to SJC	1
Education Manager	Minor Edits	N/A
Assistant Director ~ San Joaquin	Minor Edits	N/A
Enrollment and Attendance Coordinator ~ SJC (Former: Enrollment and Attendance Specialist)	Title Change/New Reports	From 8 to 9

The addition of these new and revised positions will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the onboarding process working towards a full implementation of the approved organization structure for Early Head Start San Joaquin.

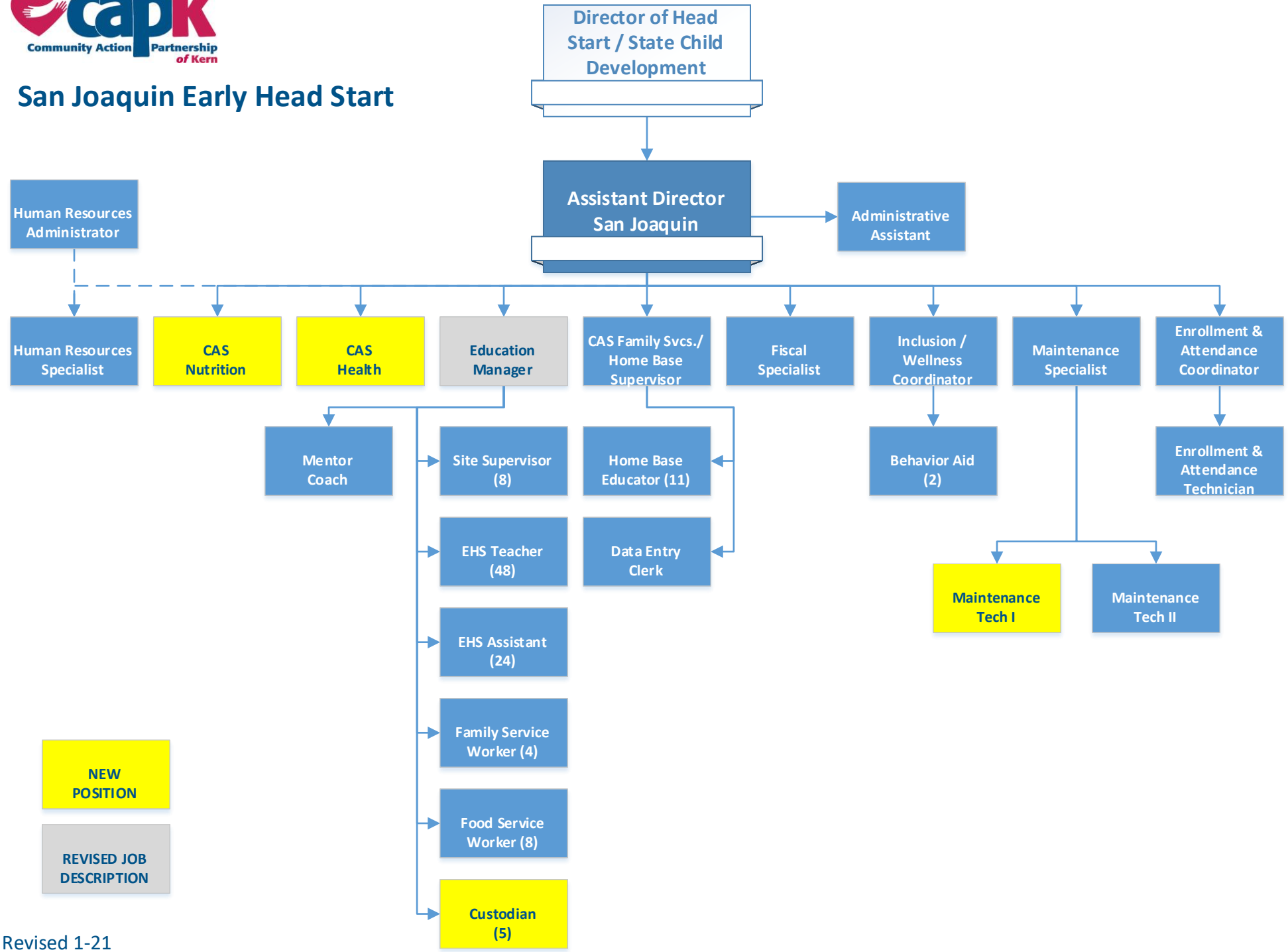
Recommendation

Staff recommends the Personnel Committee approve the eight revised Job Descriptions and organizational structure for the Head Start and State Child Development division.

Attachments:

EHS SJC Org Chart
Content Area Specialist ~ Health JD
Content Area Specialist ~ Nutrition JD
Maintenance Technician I JD
Custodian JD
Education Manager JD
Assistant Director ~ San Joaquin JD
Inclusion and Wellness Coordinator JD
Enrollment and Attendance Coordinator ~ SJC JD

San Joaquin Early Head Start



Revised 1-21

Content Area Specialist – Health (SJC)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Implements and supervises the operation of the Head Start Program Service Area for Health. Ensures that delivery of services complies with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements health services for all Head Start participants. Oversees presents, and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:
Receives supervision from Assistant Director - SJC

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Maintains confidentiality of all records and information for all Head Start families.
2. Oversees the health assessments of participants and weekly collection of data necessary for health services.
3. Provides training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensures weekly data monitoring, tracking, follow-up, and analysis of health services.
5. Conducts ongoing site monitoring and observation visits to ensure any special health considerations for children are being met and that all health and safety practices are being followed.
6. Ensures ongoing coordination of communication with staff, parents, program consultants, and community to support services to children and families.
7. Coordinates referrals and follows up with appropriate medical providers when a child is found to need treatment or diagnosis of a possible medical conditions.
8. Immediately responds to medical emergencies, e.g., an outbreak of communicable diseases, etc.
9. Monitors all injury reports and follows up on any trends and patterns.
10. Works with staff to provide prevention, early, identification and intervention strategies for problems that interfere with a child's development.
11. Ensures that vision, hearing, medical, dental, developmental, and immunization histories of each child are conducted and completed.
12. Collaborates with community agencies and health professionals, including, dentists and physicians, to ensure children and family health needs are met.
13. In collaboration with Site Supervisors and Education Manager responsible for creating, implementing, and reviewing plans of actions for participants with health concerns.

14. Update health policies, procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
15. Collaborates with Site Supervisors and Home Based Supervisors to provide monitoring, training, or intervention.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
4. Is proactive in the effort to recruit and enroll families that qualify for CEDS programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Word processing and related software applications.

Ability to:

Plan, organize, and allocate resources.
Work as a positive team member.
Work independently.
Maintain record-keeping and reporting systems.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Reasonably obtain knowledge of Agency and departmental policies and procedures.
Effectively communicate with community members and groups, managers, agencies, and families, individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university in child development or health-related field.
- Minimum two (2) years of experience in any health-related field.
- Experience working with young children and their families highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Content Area Specialist – Health			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

DRAFT

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

DRAFT

Content Area Specialist – Nutrition (SJC)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 8 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Implements and supervises the operation of the Head Start Program Service Area for Nutrition. Ensures that delivery of services complies with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements nutrition services for all Head Start participants. Develops, presents, and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:
Receives supervision from Assistant Director - SJC

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Maintains confidentiality of all records and information for all Head Start families.
2. In collaboration with the Registered Dietitian, oversees the nutritional assessments of all participants and the collection of data necessary for high-risk nutritional assessment.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensure weekly data monitoring, tracking, follow-up, and analysis of nutrition services.
5. Conduct ongoing site monitoring and observation visits to ensure the special dietary needs for identified children are being met.
6. Ensure ongoing coordination of communication with staff, parents, program consultants, and community to support services to children and families.
7. Responsible for reporting of nutrition information to Policy Council and Board of Directors as required.
8. Provides training to food service personnel in developing competency in special meal plans for children with food allergies or for children who have been identified with special needs.
9. Ongoing research of nutrition trends to provide the latest strategies and techniques to appropriate staff.
10. Ensures that nutrition and growth assessments, meal changes for each child, and hematocrit and lead screenings for each child are conducted and completed.
11. Coordinates referrals and follows-up with appropriate medical and nutritional providers when a child is found to need treatment or diagnosis of a possible nutritional condition.
12. Responsible for the timely implementation and coordination of special diet needs for incoming children with nutrition concerns to ensure meals are appropriate for children.
13. Fosters appropriate nutrition habits in children by assisting staff with ideas and topics for integrating nutrition education into children's curriculums.

14. Collaborate with community agencies to include nutrition professionals and physicians to ensure children and families' nutritional and dietary needs are met.
15. Responsible for reviewing special diets in collaboration with Registered Dietitian.
16. Responsible to communicate and coordinate with Teacher, Site Supervisor and Education Manager to ensure that special diet, and any other special needs related to nutrition (i.e. adaptive eating equipment) are implemented at the center.
17. Collaborates with community agencies to participate or facilitate the Nutrition Services Advisory Committee in San Joaquin County.
18. Responsible for acquiring Memorandums of Understanding for nutrition services.
19. Update nutrition policies and procedures in accordance with Head Start Performance Standards and applicable laws and regulations.
20. Collaborate with Site Supervisors and Home Based Supervisors to provide monitoring, training, or interventions.
21. Ensures that follow-up from CAPK CACFP Monitor's site visits is completed .
22. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Current problems of socially and economically challenged families.
Modern office procedures and equipment including computers.
Word processing and other related software applications.

Ability to:

Plan, organize, and allocate resources.
Maintain record-keeping and reporting systems.
Work as a positive team member.
Work independently.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Reasonably obtain knowledge of agency and departmental policies and procedures.
Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university in child development or nutrition related field.
- Registered Dietitian License highly desired.
- Minimum two (2) years of experience in any nutrition related field.
- Experience working with young children and their families highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three years thereafter.
- Bilingual language fluency (Spanish/English) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Content Area Specialist – Nutrition			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	

Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Content Area Specialist – Inclusion/Family Wellness

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 8 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:

Implements and supervises the operation of the Early Head Start Program Service Area for Inclusion and Family Wellness. Ensures that delivery of services is in compliance with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements disabilities and family wellness services for all Early Head Start participants. Oversees and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:

Receives supervision from Program Administrator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Maintains confidentiality of all records and information for all Early Head Start families.
2. Oversees the disability assessments of Early Head Start participants and weekly collection of data necessary for the assessments.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensure weekly data monitoring, tracking, follow-up, and analysis of disabilities and wellness services.
5. Conduct ongoing site monitoring and observation visits to ensure the goals for children with disabilities are being met and that children with challenging behavior or concerns are receiving the required intervention.
6. Ensure ongoing coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
7. Coordinates referrals and follows-up with appropriate medical/mental health providers and/or LEA's when a child is found to need treatment or diagnosis of possible disability or mental health concern.
8. As a member of a multi-disciplinary team, assess and implement each child's Individual Education Program or Individual Family Service Plan for all service areas.
9. Responsible for the timely implementation and coordination of services for incoming children with disabilities to ensure environments are accessible and inclusive for the child and for children with challenging behaviors to ensure a safe environment for all children and staff.
10. Works with staff to provide for prevention, early identification and intervention strategies for problems which interfere with a child's development.

11. In collaboration with supervisors, specialist is responsible for creating, implementing, and the monthly review of plans of actions for all participants with disabilities and/or challenging behaviors.
12. Ongoing research of disabilities and mental health trends to provide the latest strategies and techniques to staff.
13. Attends IEP/IFSP meetings with school districts as required.
14. Responsible for acquiring Memorandums of Understanding for disabilities and mental health services with consultants and other community agencies.
15. Assess and observe classroom environments and socializations for staff/child interactions
16. Update disabilities and wellness policies, procedures, forms, and service area plan in accordance with Early Head Start Performance Standards and applicable laws and regulations.
17. Collaborate with Supervisors to provide monitoring, training, and/or intervention.
18. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for Early Head Start programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Current problems of socially and economically challenged families
- Modern office procedures and equipment including computers
- Word processing and other related software applications.

Ability to:

- Plan, organize, and allocate resources.
- To work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university in child development, mental health, or disabilities related field.
- Minimum 2 years of experience in any mental health, disabilities, or child development related field.

- Experience working with young children and their families highly desirable.
- Bilingual (English/Spanish) capabilities are desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level varies*
- *Hazards are minimal.*

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ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Content Area Specialist – Inclusion/Wellness			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

Maintenance Technician I (SJC)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Step 5 **Status:** Non-Exempt **Date Approved:**

SUMMARY:
Perform routine and emergency repairs to insure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:
Receives supervision from Maintenance Specialist

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Perform light carpentry, repair carpentry, masonry, and painting ~~in center equipment and~~ at all SJC facilities.
2. Perform routine yard maintenance at all centers and custodial functions at administration office.
3. Scrub, strip, clean, disinfect, wax and polish floors at all SJC facilities.
4. Clean and maintain equipment and tools used on the job.
5. Pick up and dispose of trash and debris.
6. Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
7. Deliver orders, materials, and goods to all centers and facilities as needed.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Establish professional working relationships with staff.
Effectively and safely operate a variety of assigned trade tools and equipment.
Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

OTHER REQUIREMENTS:
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB screen, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed outdoors.
- Noise level is moderately quiet to noisy
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Maintenance Technician I			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs			x			x
51-75 lbs		x			x	
76-100 lbs		x			x	
100+ lbs		x				

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Maintenance Technician I (SJC)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Step 5 **Status:** Non-Exempt **Date Approved:**

SUMMARY:
Perform routine and emergency repairs to insure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:
Receives supervision from Maintenance Specialist

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Perform light carpentry, repair carpentry, masonry, and painting ~~in center equipment and~~ at all SJC facilities.
2. Perform routine yard maintenance at all centers and custodial functions at administration office.
3. Scrub, strip, clean, disinfect, wax and polish floors at all SJC facilities.
4. Clean and maintain equipment and tools used on the job.
5. Pick up and dispose of trash and debris.
6. Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
7. Deliver orders, materials, and goods to all centers and facilities as needed.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Establish professional working relationships with staff.
Effectively and safely operate a variety of assigned trade tools and equipment.
Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

OTHER REQUIREMENTS:
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB screen, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed outdoors.
- Noise level is moderately quiet to noisy
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Maintenance Technician I			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs			x			x
51-75 lbs		x			x	
76-100 lbs		x			x	
100+ lbs		x				

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Custodian SJC

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Step 01 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
In collaboration with center teaching staff, maintains a safe and healthy environment for children.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Under direction of the Site Supervisor, performs necessary work to maintain a clean and safe environment, managing general clean-up of all areas.
2. Manages routine upkeep of exterior areas and removes garbage daily, both indoors and outdoors.
3. Requisitions, receives, and stores materials and supplies in a safe place, which is always kept locked and away from children.
4. Ensures standards of sanitation are met and maintained by implementing health, safety, and sanitation policies and procedures.
5. Ensures general maintenance and cleaning of kitchen, classroom, and restrooms using a cleaning schedule that defines the tasks on a daily, weekly, and monthly basis.
6. Assists the teaching staff in ensuring that the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served and ensures space in the classroom is well organized into easily recognizable functional areas.
7. Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities.
8. Immediately reports all child injuries and health and safety concerns to the Site Supervisor and/or Teacher.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for HS/SCD programs.
5. Performs any other like duties as assigned.

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MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Familiarity with problems of socially and economically challenged families.
The contributions of parents and volunteers who may be non-professional.

Ability to:
Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Work as a positive team member.
Establish professional working relationships with staff, agencies, and parents.
Attend evening and weekend meetings as needed/required.
Effectively present Head Start program services information to the public.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Must be 18 years of age or older.
- High school diploma or equivalent.
- Experience working with children and families desirable.

OTHER REQUIREMENTS:
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have a current First Aid/CPR certificate or will obtain one within 90 days of employment.
- Bilingual language fluency (Spanish/English) desirable

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

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POSITION TITLE Custodian			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Education Manager – SJC

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direct supervision from the Assistant Director San Joaquin, the Education Manager is responsible for assisting with the overall planning for a comprehensive Early Head Start Infant/Toddler Program, including leadership and technical expertise for program staff. The Education Manager oversees all child development centers, ensures compliance, addresses staffing concerns and parent questions. Responsible for providing training for staff in compliance with the Head Start Regulations and ensuring educational requirements and curriculum are meeting standards. Responsibilities include assisting with the interpretation and implementation of all aspects of the Head Start Performance Standards, state and local childcare regulations, funding source requirements, and policies.

SUPERVISION RECEIVED:
Receives direct supervision from the Assistant Director San Joaquin and receives indirect supervision from the Administrator of Education Support Services.

SUPERVISION EXERCISED:
Provides direct supervision of Site Supervisors, and Mentor Coach.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Responsible for overseeing that child development centers are in compliance.
2. Supports staff to effectively implement and monitor curriculum implementation and fidelity.
3. Provides support, feedback, and supervision for continuous improvement of EHS curriculum through the system of training and professional development.
4. Completes performance evaluations for assigned staff.
5. Develops, reviews, and approves personal and professional development and training plans for assigned staff.
6. Ensures Site Supervisors have all education screenings and assessments completed accurately and in a timely manner.
7. Provides training and guidance to staff and parents on Child Development topics as needed and/or requested, including new hire orientation and other mandated trainings.
8. Responsible for collaborating with the Administrator of Education & Support Services to review policies and procedures.
9. Accountable for the analysis of data for EHS School Readiness Goals, DRDP and ITERS.
10. Responsible for the implementation and recommendations for program improvement, compliance, and training
11. Ensures center environments and curriculum align with EHS School Readiness Goals.
12. Coordinates and builds rapport with community partners and provides program information in the community.

13. Works with staff on preventive strategies, early identification, and intervention stemming from behavioral challenges which may interfere with the child's learning.
14. Provides ongoing training of Infant and Toddlers trends to provide the latest strategies and techniques to staff.
15. Responsible for monitoring children's files, classroom environments, home visits, and group socializations to ensure program compliance with Performance Standards, Title 22, and Title 5 regulations.
16. Assists the Program Administrator in developing, updating, and the implementation of all Agency policies and procedures for the program.
17. Works closely with Human Resources for guidance in staff performance issues.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings, and professional growth activities.
2. Is proactive in the effort to recruit and enroll families that qualify for EHS programs.
3. Works alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Word processing and other related software applications.

Ability to:

Provide guidance and interpret agency policies and procedures.
Plan and implement infants and toddlers developmentally appropriate routines, activities, and experiences.
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Analyze problems and identify alternative solutions.
Communicate effectively, verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people, internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree business administration, education administration, behavioral science, or related degree. If major is in a non-management discipline, must have at least eight (8)

semester units in administration or management with a minimum of two (2) units in adult supervision.
- Program Director permit desired. At minimum, must possess or obtain a valid Site Supervisor permit issued by the Commission for Teacher Credentialing.
- Completion of the four (4) modules of the Program for Infant and Toddler Care desirable (PITC with trainer's certificate or college credit attached required.)
- Four (4) years of teaching preschool or in a child development program.
- Minimum four (4) years of progressive management experience in a child development or preschool program, two (2) years of which must be in a supervisory capacity.
- Direct experience in managing government funded programs is highly desirable.

OTHER REQUIREMENTS:
- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Education Manager - SJC			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x

Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+lbs	x			x		

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Head Start and State Child Development Division
Assistant Director ~ San Joaquin

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 13 **FLSA Status:** Exempt **Date Approved:** 08/26/2020

SUMMARY:
Responsible for the planning, organizing, staffing, coordinating, policy implementation, reporting, and conducting of the overall management and operation of the San Joaquin County Early Head Start Program. Responsible for the overall implementation of Early Childhood Education, Child Development principles, and school readiness efforts, while providing leadership, supervision and technical expertise for program staff, assisting with the interpretation and implementation of all aspects of Head Start Performance Standards, federal and state regulations, funding source requirements, and policies and procedures.

SUPERVISION RECEIVED:
Receives direct supervision from Director of Head Start/State Child Development.

SUPERVISION EXERCISED:
Provides direct supervision of Human Resources Specialist, Education Manager, Family Services and Home Base Supervisor, Content Area Specialist Health, Content Area Specialist Nutrition, Inclusion and Wellness Coordinator, Enrollment and Attendance Coordinator, Fiscal Specialist, Maintenance Specialist, and Administrative Assistant

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.
   a. Ensures all assigned assessments are completed per grant regulations.
   b. Provides assistance with the design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
   c. Participates in the development of written procedures for program planning, which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
   d. Provides oversight of compliance with the Head Start Performance Standards in relation to food service, meals and menus ages 0 – 4 years, and special dietary requirements.
   e. Supports the development of assigned program budgets.
   f. Analyzes and reviews budgetary and financial data.
   g. Controls and authorizes expenditures in accordance with established limitations.
   h. Monitors fiscal systems to assure and sustain program alignment.
   i. Administers grants and develops and negotiates service contracts with subscribing educational systems, partnerships, and consultants.

j. Directs and evaluates the performance of assigned staff.
k. Interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.
l. Determines the need for, monitors, and evaluates staff development programs and provides information to staff regarding professional development activities.
m. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
n. Visits classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
o. Establishes and maintains partnerships with agencies and resources in the community as they relate to program goals and objectives.
p. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
q. Supports systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
r. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council, and the CAPK Board of Directors.
s. Ensures that the annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
t. Supports the Director with public relations and community interface activities.

2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements, and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management. Provides leadership in establishing and maintaining quality work standards throughout the San Joaquin County Programs.

    a. Ensures that staff positions meet or exceed State of California Department of Education, Head Start, and/or Community Care Licensing staffing requirements.
    b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
    c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
    d. Works with the Director to implement a timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching, and counseling in accordance with applicable federal and state laws and regulations.
    e. Supports the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
    f. Makes recommendation to the Director regarding hiring and terminations in accordance with Agency policy and applicable law and regulations.
    g. Responsible for the development and implementation of training plans for staff, governing body, parents, volunteers, and others involved in program operations.

3. Financial Management: in conjunction with the Director, oversees the grantee's responsibility in conducting the financial affairs of the San Joaquin County Programs.

a. In conjunction with the Director, maintains compliance with a system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
b. Participates in the development and preparation of the grant refunding application and any supplemental applications as required by contracts.
c. Manages assigned budgets to achieve the maximum benefit from a limited amount of resources.

4. Performs other duties to fully support the Mission and Vision of Division as assigned by the Director.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings, and professional growth activities, as required.
2. Is proactive in the effort to recruit and enroll families that qualify for Head Start and State Child Development Services programs.
3. Works alternative hours, including nights and weekends and out of county travel.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and practices of administration, budgeting, fiscal oversight, project management and personnel practices.
Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.
Agency policies and procedures.
Departmental policies and procedures.
Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Word processing and other related software applications.

Ability to:

Plan, organize, and allocate resources.
Work independently while managing competing demands
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively, verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in education, child development, public administration, education administration, or related field with 24 units ECE/CD, Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations Programs/Curriculum.

- Six (6) units in administration, and six (6) units in adult supervision.
- Minimum five (5) years' senior management level experience in administering a child development program, division, or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.
- Two (2) years of direct experience in managing government funded programs desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance, with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Must have strong supervisory skills and effective communication skills.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant Director ~ San Joaquin			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x

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Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Attendance and Enrollment Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Responsible for auditing information from applicants and recipients regarding eligibility, recruitment, selection, enrollment and attendance of Early Head Start services for San Joaquin County; ensure compliance with all EHS Performance Standards, California Department of Education state contracts enrollment and attendance; and Child and Adult Care Food Program through an auditing and monitoring process completed by the department. Responsible for the maintenance and development of computerized database management systems; ensure compliance of Recruitment and Selection Plan and all Enrollment and Attendance processes.

SUPERVISION RECEIVED:
Receives supervision from the Assistant Director San Joaquin receives indirect supervision from the Enrollment and Attendance Manager

SUPERVISION EXERCISED:
Direct supervision of Enrollment and Attendance Technician

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Ensures full enrollment is maintained at all times.
2. Audits accuracy, completeness, timely submission and consistency of eligibility requirements and documents for the program to ensure compliance with funding sources and community care licensing.
3. Establishes priorities, organizes tasks, delegates' responsibility, sets timelines, meeting deadlines and manages time to effectively meet goals and objectives.
4. Conducts performance evaluations based on measureable and objective criteria and related to the program service area plans and goals; ensures that personal and professional development and training plans are implemented for Enrollment and Attendance Technician.
5. Analyze staff development needs and makes recommendations for training, conducts training sessions for subordinates and/or other agency staff; teaches and coaches individuals and as required to assist them in meeting goals and objectives.
6. Confers with departmental management to discuss policies, procedures, staff, equipment, etc.
7. Evaluates the effectiveness of policies and procedures; enrollment and recruitment strategies.
8. Provides staff training and development, including on-site consultation, coaching and mentoring to subordinates and other staff related to eligibility and audit functions.
9. Maintains records, prepares and compiles reports.
10. Makes presentations to applicants and recipients; co-workers and community and governmental representatives.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

Knowledge of:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Understand complex instructions or procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate or Bachelor's degree from accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, public or business administration.
- Any equivalent combination of education and/or experience may be acceptable.
- Three years experience in a social service program, agency or related program.
- One year supervisory experience
- Bilingual language fluency (Spanish/English) fluency highly desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*

- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment and Attendance Coordinator			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			**X**
Walking			**X**
Standing			**X**
Bending (neck)			**X**
Bending (waist)			**X**
Squatting		**X**	
Climbing	**X**		
Kneeling		**X**	
Crawling	**X**		
Twisting (neck)			**X**
Twisting Waist			**X**
Is repetitive use of hand required?			**X**
Simple Grasping (right hand)			**X**
Simple Grasping (left hand)			**X**
Power Grasping (right hand)		**X**	
Power Grasping (left hand)		**X**	
Fine Manipulation (right hand)			**X**
Fine Manipulation (left hand)			**X**
Pushing & Pulling (right hand)		**X**	
Pushing &Pulling (left hand)		**X**	
Reaching (above shoulder level)		**X**	
Reaching (below shoulder level)		**X**	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			**X**			**X**
11-25 lbs		**X**			**X**	
26-50 lbs		**X**			**X**	
51-75lbs	**X**			**X**		
76-100lb	**X**			**X**		
100lbs+	**X**			**X**		

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MEMORANDUM

To: Personnel & Affirmative Action Committee

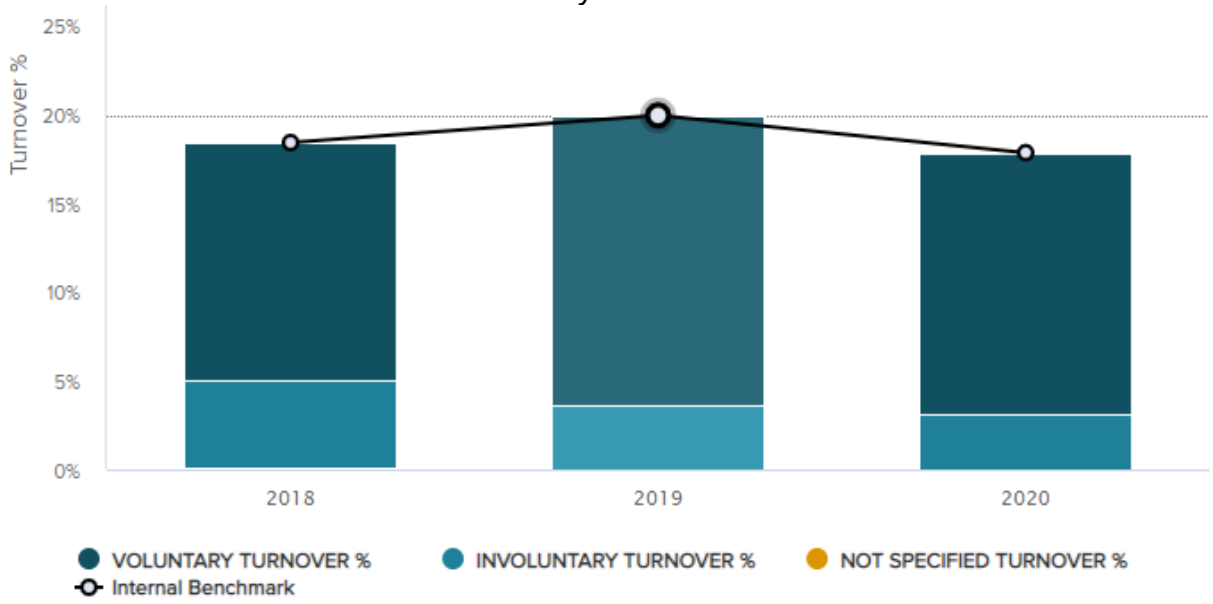
From: Tracy Webster, Chief Financial Officer

Date: February 3, 2021

Subject: *Agenda Item 5c:* Human Resources Analytical Information CY 2020 – **Info Item**

It was requested by members of the Board of Directors to have information about the retention rates of the agency. Accordingly, we have assembled information about the period of January through December 2020.

The overall turnover rate for the agency was 17.87% for calendar year 2020. Involuntary turnover amounted to 3.09% and voluntary turnover amounted to 14.78%.



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2017	8.78%	14.99%	23.77%
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%
2020	3.09%	14.78%	17.87%

According to a *2016 Compensation Force Study* the average turnover rate for all industries is 17.8%. Furthermore, studies have been completed nationwide that turnover in early childhood education hovers around 30%.

The CAPK turnover rate seems to match the mission and purpose of the agency. Many of the positions involved in the turnover computation are entry level positions. Our agency is dedicated to empowering staff and members of the community to become self-sufficient. This often results in staff growing beyond their position into positions outside of the organization.

As with other agencies and organizations, COVID-19 has played a huge role in how our retention rates were impacted. With a global pandemic and its impact on the workplace, CAPK had an incredible opportunity to raise competitiveness and begin listening to employees to create the conditions where employees stay. In 2020, CAPK introduced a new benefit program, the Distance Learning initiative with over 250 active participants, as well as flexible work schedules to help mitigate potential loss. The primary reasons for voluntary turnover was due to general fear and restlessness, high costs of childcare, and probability of COVID-19 exposure to other family members.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Tracy Webster, Chief Financial Officer

Lisa McGranahan, Director of Human Resources

Date: February 3, 2021

Subject: *Agenda Item 5d*: Discussion - Agency Vaccine Strategy - **Info Item**

The COVID-19 crisis has significantly impacted CAPK staff and the communities we serve. CAPK leadership has employed a variety of strategies to support staff and maintain a safe work environment for our essential workers. These strategies included:

- COVID incentive pay and comp time for front-line workers (March through June 2020)
- Remote work for applicable staff
- Mandatory facial covering policy
- Required daily health screening process
- Travel policy related to COVID-19
- Suspected and confirmed cases of COVID-19 policy
- Developed a contact tracing protocol for workplace exposures
- Enhanced Employee Assistance Program (EAP) to support staff
- Distance Learning Assistance Program for front-line workers with dependent children
- Expansion of Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Act (EFLMA)

Since the start of the Coronavirus pandemic in March 2020, the agency has experienced a significant level of employee infections. As of January 26, 2021, the agency has recorded 196 employee infections and 832 instances of quarantines and/or tests due to exposure or symptoms.

The federal government is currently engaged with rolling out vaccinations to the public. Access to the COVID-19 vaccine has been organized into a tier system whereby healthcare workers and long-term care residents had early access. Most recently, those age 65 and above have been given access to the vaccine. Thereafter, the next individuals who will be vaccinated are those who:

- Have a higher risk for severe disease or death (due to age or other factors)
- Are unable to work at home
- Live or work in geographic areas that have been highly impacted
- Are most likely to spread the disease to other workers or to the public

Phase 1A

IN PROGRESS

About 3 million people

- Healthcare workers
- Long-term care residents

See CDPH Allocation Guidelines for Phase 1a

Phase 1B

1B Tier One: WE ARE HERE

About 8.5 million people

- Individuals 65 and older
- Those at risk of exposure at work in the following sectors:
  - Education and childcare
  - Emergency services
  - Food and agriculture

1B Tier Two:

- Those at risk of exposure at work in the following sectors:
  - Transportation and logistics
  - Industrial, commercial, residential, and sheltering facilities and services
  - Critical manufacturing
- Congregate settings with outbreak risk:
  - Incarcerated
  - Homeless

Phase 1C

- Individuals 50 -64 years of age
- People 16-49 years of age who have an underlying health condition or disability which increases their risk of severe COVID-19
- Those at risk of exposure at work in the following sectors:
  - Water and wastewater
  - Defense
  - Energy
  - Chemical and hazardous materials
  - Communications and IT
  - Financial services
  - Government operations / community-based essential functions

Source: covid19.ca.gov/vaccines

CAPK leadership has reached out to the Kern County Health Department to obtain further information on this process. Based on the established tiers, our employee population fits into Phase IB Tier One. This tier has only opened for those who are ages 65 and older. Thus, leadership would like to have a strategy to protect CAPK staff and clients from COVID.

There are a number of strategies available to the agency:

1. Fact-based education campaign

2. Incentive policy to facilitate vaccination (i.e., extra pay or time off for completing vaccination)

3. Mandatory policy with appropriate medical or religious based exemptions

4. Combination of any of the above

At this time, there is no requirement from community care licensing for our staff to be vaccinated. We would like to be proactive in our approach. The safety of staff, their families, and our clients are our highest priority.

Based on the direction of the Personnel Committee and the Board of Directors, CAPK leadership would like to quickly deploy appropriate strategies to assist with the facilitation of staff vaccination.