DATE	March 10, 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: 446 174 55#

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**

Jimmie Childress	Craig Henderson	Michelle Jara-Rangel
Yolanda Ochoa	Fred Plane	

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.	Head Start / State Child Development Revised Job Descriptions & Org Structure – ***Action Item (p. 2-19)***	Jerry Meade, HS Assistant Director - Program
b.	CalFresh Healthy Living Program Revised Job Description – ***Action Item (p. 20-27)***	Tammy Fisher, CalFresh Healthy Living Program Manager
c.	CalFresh Healthy Living Program Manager Title Change – ***Action Item (p. 28-32)***	Carmen Segovia, Director of Health & Nutrition
d.	Community Development Division New Staffing Positions – ***Action Item (p. 33-52)***	Sheila Shegos, Director of Community Development
e.	Proposal for New Finance Position – ***Action Item (p. 53-57)***	Tracy Webster, Chief Financial Officer

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

   Personnel & Affirmative Action Committee
   12:00 pm
   Wednesday, April 7, 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, March 5, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director ~ Program

Date: March 10, 2021

Subject: *Agenda Item 5a:* Head Start and State Child Development Revised Job Descriptions and Org Structure – **Action Item**

As shared at the February Personnel Committee meeting, 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 remaining two San Joaquin Job Descriptions are included for approval.

On February 26, 2021 the Kern County Board of Supervisors approved a budget revision for our Home Visiting Program with the Department of Human Services. This revision includes an additional $1.6 million in funding to expand program operation across Kern County. An additional 14 employees will be hired to support this expansion. The revised organizational structure is included with this memorandum for approval. The Home Visiting Coordinator position was created to support the oversite and supervision of this expanded team. 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 four 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 positions shared above along with a minor edits to the Family Advocate ~ Homebase. Changes include: title changes, new positions, and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade/ Change
Inclusion and Wellness Coordinator	New Position	9
Enrollment and Attendance Coordinator ~ SJC (Former: Enrollment and Attendance Specialist)	Title Change/New Reports	From 8 to 9
Home Visiting Coordinator	New Position	9
Family Advocate ~ HomeBase	Minor Edits	N/A

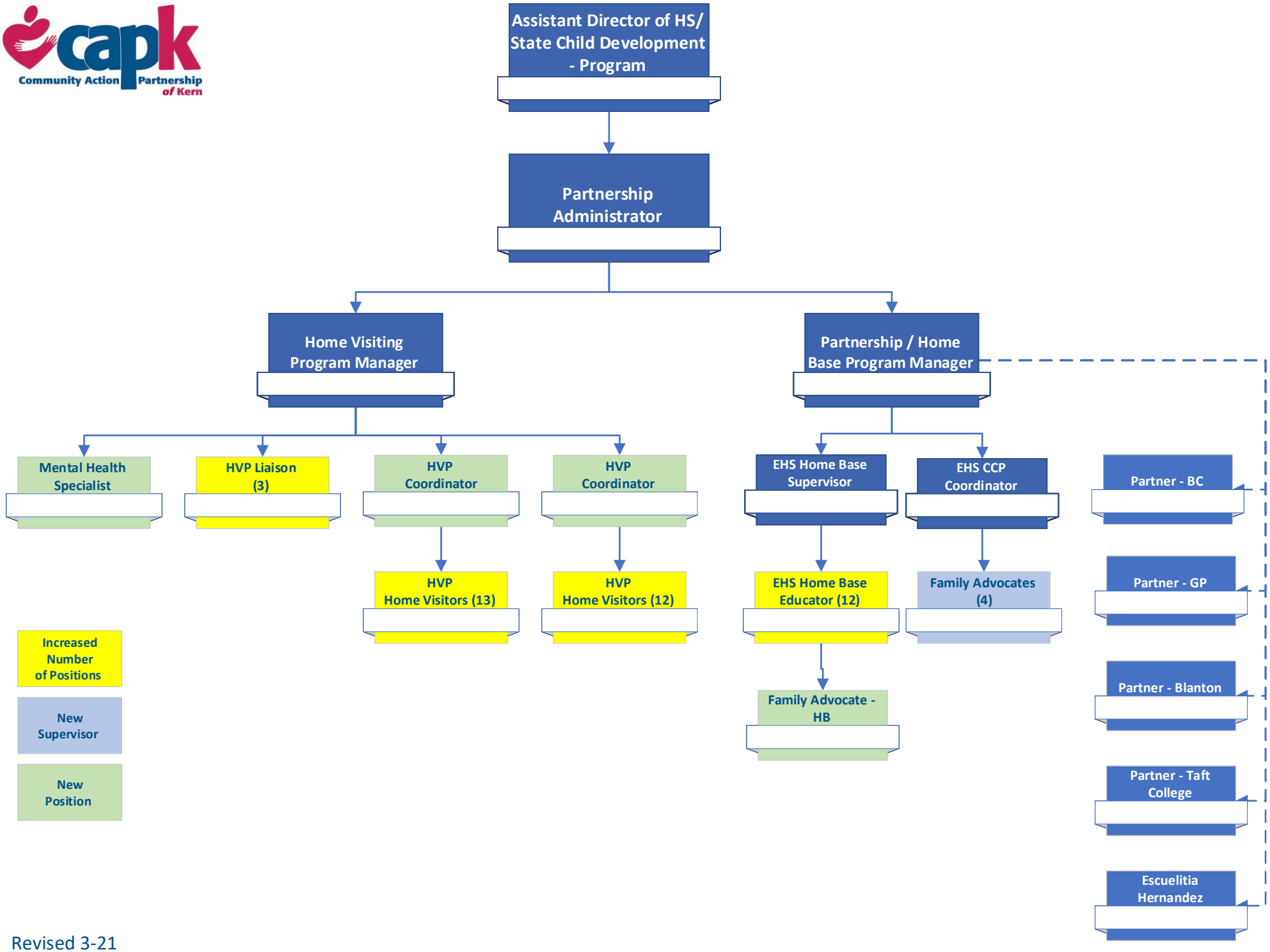
The addition of these new and revised positions will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the onboarding process working towards a full implementation of the approved organization structure.

Recommendation

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

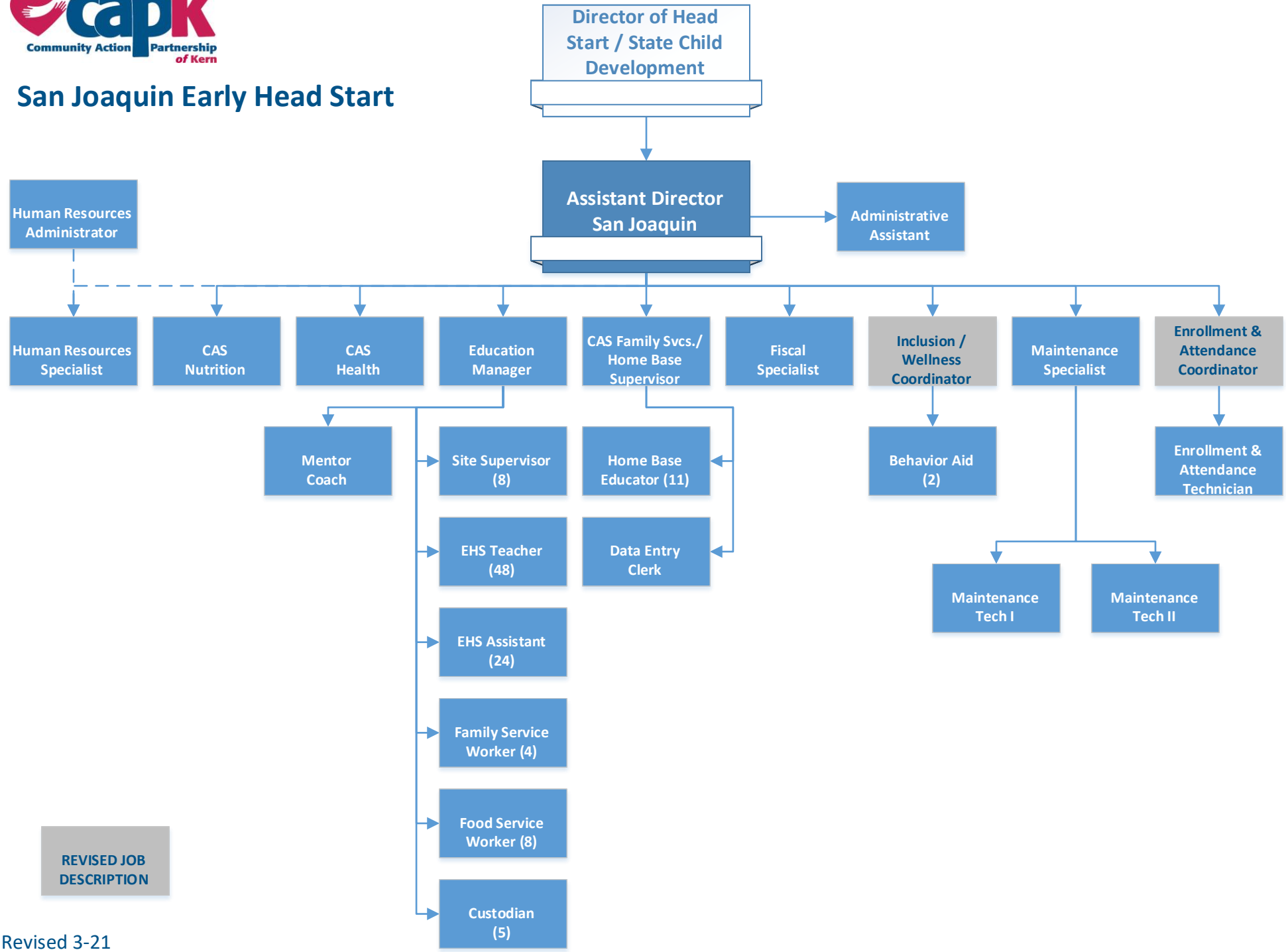
Attachments:

Partnership Administrator Org Chart
San Joaquin Early Head Start Org Chart
Inclusion and Wellness Coordinator SJC ~ JD
Enrollment and Attendance Coordinator SJC ~ JD
Home Visiting Coordinator ~ JD
Family Advocate - Home Base ~ JD


Assistant Director of HS/ State Child Development - Program
Partnership Administrator
Home Visiting Program Manager
Partnership / Home Base Program Manager
Mental Health Specialist
HVP Liaison (3)
HVP Coordinator
HVP Coordinator
HVP Home Visitors (13)
HVP Home Visitors (12)
EHS Home Base Supervisor
EHS CCP Coordinator
EHS Home Base Educator (12)
Family Advocates (4)
Family Advocate - HB
Partner - BC
Partner - GP
Partner - Blanton
Partner - Taft College
Escuelitia Hernandez
Increased Number of Positions
New Supervisor
New Position

Revised 3-21

San Joaquin Early Head Start



Revised 3-21

Helping People. . . Changing Lives.

Head Start and State Child Development
Inclusion and Wellness 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 9 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Implements the operation of the Early Head Start Program Service Area for Disabilities 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 Assistant Director of SJC

SUPERVISION EXERCISED:
Behavioral Aids

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. Provides staff training and development, coaching and supervision to assigned staff.
4. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
5. Ensure weekly data monitoring, tracking, follow-up, and analysis of disabilities and wellness services.
6. 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.
7. Ensure ongoing coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
8. 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.
9. 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.

10. 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.
11. Works with staff to provide for prevention, early identification and intervention strategies for problems which interfere with a child's development.
12. 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.
13. Ongoing research of disabilities and mental health trends to provide the latest strategies and techniques to staff.
14. Attends IEP/IFSP meetings with school districts as required.
15. Responsible for acquiring Memorandums of Understanding for disabilities and mental health services with consultants and other community agencies.
16. Assess and observe classroom environments and socializations for staff/child interactions.
17. Update disabilities and wellness policies, procedures, forms, and service area plan in accordance with Early Head Start Performance Standards and applicable laws and regulations.
18. Collaborate with Supervisors to provide monitoring, training, and/or intervention.
19. 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 Head Start 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 other 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; 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 disabilities related field
- Minimum 2 years of experience in any mental health, disabilities or child development related field
- Minimum of 1 year of supervisory experience
- 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 every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Inclusion / Wellness 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	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

DRAFT

Enrollment and Attendance 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 9 **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 every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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**		

DRAFT

Home Visiting 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 9 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:

Under the direction of the Home Visiting Program Manager, the Home Visiting Coordinator will supervise and lead a team of HVP Home Visitors in preparing parents of young children for self-sufficiency. The Home Visiting Coordinator is responsible for ensuring that the HVP Home Visitors implement best practices, ensuring family outcomes are documented, school readiness goals and service delivery. This position will provide regular reflective supervision, observations, and feedback for staff to provide high-quality and comprehensive services. The Home Visiting Coordinator will lead and model professionalism and teamwork with the HVP Home Visitors, the agency, and the Department of Human Services (DHS) by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.

SUPERVISION RECEIVED:

Receives supervision from the Home Visiting Program Manager

SUPERVISION EXERCISED:

Direct supervision of HVP Home Visitors

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 supervision and support for full compliance of required regulations from Home Visiting Program assigned staff.
2. Ensures collaborative planning and evaluation systems are followed between DHS and HVP Home Visitors to foster continuous program improvement.
3. Conduct regular supervision with each HVP Home Visitor to review case records, enrollment levels, and assignment of cases; and to provide assigned staff support and guidance in meeting program requirements and implementing policies and procedures.
4. Monitor and supervise assigned HVP Home Visitors through staffing, observations during home visits, Group Socializations, and program events to identify strengths and provide constructive feedback. Hold assigned staff accountable for meeting performance expectations.
5. Completes performance evaluations based on measurable and objective criteria which are related to program services, school readiness and personal goals and provides and implements professional development and training plan.
6. Ensures staff follows all policies, procedures and legal mandates including HIPAA, client confidentiality and release of information.
7. Oversee the timely implementation of all education assessments, screenings and transition.

8. Conduct follow-up on non-compliance items identified through monitoring to ensure corrective actions have been implemented.
9. Ensure that assigned staff follow ChildPlus procedures accurately and that reports are regularly used to monitor delivery of services.
10. Mandated Reporter of suspected cases of child abuse and neglect in accordance with California State and Kern County regulations. Reports suspected cases of child abuse and neglect to Home Visiting Program Manager.
11. Attend workshops, conferences, and continuing education trainings about best practices in home visiting, program expectations, and effective leadership and supervision.
12. Performs other 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. 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) 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 every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Home Visiting 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		

DRAFT

Family Advocate ~ Homebase

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 5 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Responsible for completing and auditing information from applicants and recipients regarding eligibility, recruitment, selection, enrollment and attendance of Early Head Start HomeBase services; ensure compliance with all EHS Performance Standards 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 EHS Home Base 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. With support of the EHS Home Base Educators, identify children and families in greatest need for services and provide children and families with resources and referrals.
1. Ensures full enrollment for EHS Home Base 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. Confers with departmental management to discuss policies, procedures, staff, equipment, etc.
5. Evaluates the effectiveness of policies and procedures, enrollment and recruitment strategies.
6. Provides staff training and development, including on-site consultation, coaching and mentoring to EHS Home Base Educators related to eligibility and audit functions.
7. Maintains records, prepares and compiles reports.
8. 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.

- High School graduation or equivalent
- Six semester units in the principles of social work, child development, counseling, and/or psychology or related courses
- 6 months experience with data entry
- One year experience in a social service program, agency or related program.
- Bilingual language fluency (Spanish/English) 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 every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Family Advocate Home Base			
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**		

DRAFT

MEMORANDUM

To: Personnel Committee

From: Tammy Fisher, CalFresh Healthy Living Program Manager

Date: March 10, 2021

Subject: *Agenda Item 5b*: CalFresh Healthy Living Program Revised Job Descriptions – **Action item**

In February 2021, CAPK CalFresh Healthy Living Program (CHL) staff worked with Human Resources (HR) to review 2 job descriptions to reflect the duties and responsibilities of the CHL program positions. Included with this request are two job descriptions, CHL Program Assistant and CHL Health Educator that have an updated scope of work and are presented to the Committee for approval.

The purpose of this request is to bring the position of CHL Program Assistant and CHL Health Educator position in alignment with the scope of work impacted by the COVID-19 pandemic. The position scope of work is updated to clarify the positions are part of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB) and the CAPK Cal Fresh Healthy Living program to ensure that program activities/services are compliant with the scope of work/integrated work plan and all pertinent regulations.

Funding for these positions is from the US Dept. of Agriculture; State of California Department of Public Health, Nutrition Education and Obesity Prevention Branch in compliance with SNAP-Ed Plan Guidance including provisions of the FNA, Section 28, as amended by the Healthy, Hunger-Free Kids Act of 2010, and the SNAP: Nutrition Education and Obesity Prevention Grant Program Final Rule. The position is included in the current budget and will continue to be included in future budgets.

The proposed scope of work change will not have a fiscal impact and there is no proposed change in compensation.

This scope of work change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval of the CalFresh Healthy Living Program Assistant and CalFresh Healthy Living Health Educator revised job descriptions.

Attachments:
CalFresh Healthy Living Program Assistant Dob Description
CalFresh Healthy Living Health Educator Job Description

Program Assistant - CalFresh Healthy Living

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 4 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Under the supervision of the CalFresh Healthy Living Program Manager, the Program Assistant is responsible for the clerical duties of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB Cal Fresh Healthy Living Program and assisting staff as necessary to ensure that program activities and services are compliant within the scope of work, the Integrated Work Plan, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Manager.

SUPERVISION EXERCISED:
N/A

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 clerical duties of the Cal Fresh Healthy Living grant, including answering the telephone, filing, ordering supplies, maintaining program inventory, and assisting staff, as necessary.
2. Assists with data collection, data entry, and preparing and submitting reports.
3. Assists staff with organizing and conducting educational presentations for schools, community groups and agencies, and other interested groups.
4. Assists staff with community surveys to determine the need for, and effectiveness of, health promotion and education.
5. Assists staff with developing and implementing health promotion messages via media outreach and special events, including using Zoom, Microsoft Teams, FaceBook Live, and similar platforms.
6. Assists staff with tracking site monitoring visits to ensure that services are delivered according to the scope of work and integrated work plan.
7. Safeguards confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.

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

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, telephones, and alarm systems.
Word processing and other related software applications.
Common health problems, their causes and prevention, current public health concerns.
Community resources and their functions.
Effective methods for disseminating public health information to the public.

Ability to:
Work as a positive team member.
Work independently.
Effectively organize and prioritize assigned work.
Work with accuracy and attention to detail.
Demonstrate strong verbal and written communication skills.
Demonstrate excellent problem-solving skills.
Maintain record-keeping and reporting systems.
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.

- High school diploma or equivalent.
- Minimum of two (2) years of clerical/office management experience.
- Minimum of two (2) years of experience using MS Word, Excel, PowerPoint, and Access.
- Social media skills, video conference calling, and instant messaging.

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.
- Successful completion of TB screening upon employment and every three years thereafter.
- Successful completion of a background check.
- 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 Program Assistant - CalFresh Healthy Living			
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					

Health Educator - CalFresh Healthy Living

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:
Under the supervision of the CalFresh Healthy Living Program Coordinator, the CalFresh Healthy Living Health Educator is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB) Cal Fresh Healthy Living program, e.g., curriculum instruction, educational and informational presentations, training, and collection of data, etc. The Health Educator ensures that program activities and services are compliant with the scope of work, the Integrated Work Plans, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Coordinator.

SUPERVISION EXERCISED:
N/A

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. Implements nutrition education activities according to the Integrated Work Plan for the Cal Fresh Healthy Living grant.
2. Conducts direct and indirect nutrition education activities.
3. Trains others to provide health education interventions to groups.
4. Assesses community health education needs, develops, plans, organizes, and evaluates health promotional activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
5. Identifies and contacts community leaders to promote health education services and informs target groups of health education programs and/or services.
6. Assists, develops, and implements health promotion messages via media outreach and special events.
7. Organizes and conducts educational presentations for schools, community groups and agencies, and other interested groups.
8. Assists in community surveys to determine the need for, and effectiveness of, health promotion and education.
9. Assist with collecting data and preparing reports, as directed.
10. Maintains, distributes, and develops health promotion and educational materials, e.g., pamphlets, videos, articles, etc.
11. Assists with conducting site monitoring visits to ensure that services are delivered according to the scope of work and integrated work plan.
12. Establishes and maintains effective working relationships with staff, clients, subcontracted partners, and community organizations.
13. Participates in trainings, meetings, and collaborative alliance meetings.

14. Safeguards confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.

B. Other Job Specific Duties:

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

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 software applications, including Adobe Acrobat; MS Word, Excel, PowerPoint, Access
Social media platforms, including instant messaging and Story Maps.
Planning, developing, coordinating, implementing, and evaluating health promotion and education practices and principles.
Common health problems, their causes and prevention, and current public health concerns.
Community resources and their functions and effective methods for disseminating public health information to the public.

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 in community health education, nutrition, or other health related field.
- Minimum two (2) years of experience in a nutrition or health-related field.
- Minimum two (2) years of experience in conducting classes or public speaking.

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.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Successful completion of a background check.
- 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 CalFresh Healthy Living Health Educator			
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					

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: March 10, 2021

Subject: *Agenda Item 5c*: CalFresh Healthy Living Program Manager Title Change – **Action item**

The CalFresh Healthy Living Program began its second year of operation on October 1, 2020. The CAPK CalFresh Healthy Living program mission is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives. The CAPK CalFresh Healthy Living program objectives are to collaborate to provide education and support to eligible participants to increase consumption of healthy food and beverages, improve food resource management, and increase physical activity by promoting the Dietary Guidelines and SNAP-Ed intervention strategies proven to change behavior. The CAPK CalFresh Healthy Living funded partnerships for this program include three subcontractors: Kernville Union School District, Lamont Elementary School District – Lamont Weedpatch Family Resource Center; and Kern County Superintendent of Schools, in addition to USDA FNS Funded Partnerships with Kern County Aging and Adult Services and the University of California Cooperative Extension to further the reach and impact of SNAP-Ed activities.

The purpose of this request is to bring the position of CalFresh Healthy Living Program Manager in alignment with other positions performing at similar levels of authority and responsibility within CAPK. The position of CalFresh Healthy Living Program Manager is responsible for the operation and administration of the CalFresh Healthy Living Program.

Funding for this position is from the US Dept. of Agriculture; State of California Department of Public Health, Nutrition Education and Obesity Prevention Branch in compliance with SNAP-Ed Plan Guidance including provisions of the FNA, Section 28, as amended by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), and the SNAP: Nutrition Education and Obesity Prevention Grant Program Final Rule. The position is included in the current budget and will continue to be included in future budgets.

The proposed title change will not have a fiscal impact since the position is presently at grade 12 and there is no proposed change in compensation.

This title change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval to change the title from CalFresh Healthy Living Program Manager to CalFresh Healthy Living Program Administrator.

Attachment:
CalFresh Healthy Living Program Administrator Job Description

CalFresh Healthy Living Program Administrator

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 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Director of Health & Nutrition, the CalFresh Healthy Living Program Administrator will be responsible for the operation and administration of the California Department of Public Health (CHDP) Nutrition Education Obesity Prevention Branch (NEOPB) Cal Fresh Healthy Living program. The Program Administrator will ensure programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the agreement and/or program.

SUPERVISION RECEIVED:
Receives supervision from the Director of Health & Nutrition.

SUPERVISION EXERCISED:
Program Coordinator

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 overall operation of the CalFresh Healthy Living Program, including planning, developing, implementing, and monitoring policies and procedures to ensure compliance with program and contract goals and objectives, in accordance with the funding source requirements and scope of work and Integrated Work Plan.
2. Responsible for the development, implementation, and monitoring of the CalFresh Healthy Living program budget, ensures that funds are allocated and expended in accordance with guidelines set by applicable funding sources.
3. Ensures that program expenses are in accordance with CAPK's internal policies and procedures, e.g., staff travel.
4. Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
5. Supervises the activities of personnel involved in the implementation of the CalFresh Healthy Living grant.
6. Conducts regular staff meetings, observes employee activities, tracks performance, and completes employee performance evaluations.
7. Meets with subcontracted partners on a regular basis to ensure compliance within the scope of work and Integrated Work Plan and accuracy of reports and invoices submitted for payment.
8. Assists subcontracted partners in organizing special events, direct/indirect nutrition education activities, and media campaign awareness events to increase healthy eating and physical activity.
9. Responsible for all reporting requirements, including reviews of PEARS entries of indirect, direct, and partnerships quarterly and at year-end to ensure all annual reporting requirements are met and submitting the Kern County PSE Story (Policy, System, and Environment strategies) by the reporting deadline to the State Project Director.

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10. Conducts site visits to each subcontracted partner to ensure fiscal objectives are met and completes the program site monitoring form.
11. Keeps open communication with subcontracted partners through quarterly conference calls and on-site visits.
12. Keeps open communication with USDA Partners (UCCE and KCAASD) through in-person meetings or conference calls to discuss collaboration of resources around programmatic and budget fiscal goals.
13. Plans, organizes, and facilitates four (4) CNAP Collaborative and four (4) Steering Committee meetings per program fiscal year. Prepares the meeting agenda and gathers feedback from members to complete the work group objectives based on the program's fiscal year Integrated Work Plan.
14. Independently researches, analyzes, and makes effective recommendations on administrative, management, budgetary, and fiscal practices.
15. Works closely with subcontracted partners along with the CAPK Finance staff to review invoices and perform other fiscal activities.
16. Makes program presentations to the CAPK Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
17. Works in collaboration with other agencies, organizations, and local government that support and enhance services provided by CAPK.
18. Establishes and maintains positive working relationships with staff, Board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
19. Participates in monthly webinars/conference calls that update local implementing agencies on NEOP Branch announcements, updates, trainings, programmatic, and fiscal updates.
20. Participates in the NEOP Cal Fresh Healthy Living Central Valley conference calls and meetings on a regular basis.
21. Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.

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 CAPK programs.
5. Performs any other like duties as assigned or as needed.

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 non-profit administration, budgeting, fiscal oversight, grant and project management, and HR/employee practices.
Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.
Agency and departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing software applications, including Adobe Acrobat, SharePoint, MS Word, Excel, PowerPoint, Access, and related software applications.
Social media skills, instant messaging, video conference calling, GIS mapping, and Story Maps.

Ability to:
Analyze demographic and program statistical data to effectively plan program goals and objectives.
Deal with conceptual matters
Gather and analyze data and prepare reports and make recommendations.
Communicate effectively, verbally and in writing.
Prepare clear and concise reports.
Establish and maintain effective working relationships with staff, agencies, and parents.
Plan, organize, allocate, and control substantial resources.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program information to the public.
Prioritize workload efficiently, without direct instruction.
Exercise initiative.
Work independently while managing competing demands.

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 institution with a major in public administration, business administration, health care administration, or closely related field.
- Master's degree in public administration, business administration, or health care administration desirable.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization with an emphasis in health, health education, and nutrition programs desirable.
- Public speaking experience and media relations is 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 physical, background check, and substance abuse screening upon offer of employment.
- 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 Program Administrator- CalFresh Healthy Living			
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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MEMORANDUM

To: Personnel Committee

From: Sheila Shegos, Director of Community Development

Date: March 10, 2021

Subject: *Agenda Item 5d*: Community Development Division New Staffing Positions - **Action Item**

Proposed under the new Community Development Division are five new staffing positions to support existing program growth and contract deliverables supporting Coordinated Entry Services (CES), Housing Services and the county of Kern M Street Navigation Center (Homeless Shelter).

ESG Cares funding through September 2022 ($3.8MM budget formerly approved by the CAPK board) will support the following fulltime positions of:

- 3 CES Housing Navigators (focusing on Rental Assistance and Housing)
- 1 Transport Driver (assisting homeless residents with necessary appointments)
- 1 Housing Program Educator (assisting the homeless and other vulnerable populations)
- 1 Housing Administrator (assigned to rental and housing specific projects)

HUD funding through annual contract and also approved by the CAPK board will support one fulltime position of:

- 1 CES Program Supervisor

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 proposed job descriptions have been pointed by CAPK Human Resources and approved by CAPK leadership (CFO, CPO, CEO).

Recommendation:
Staff recommends the Personnel & Affirmative Action Committee approve the new positions and job descriptions within the Community Development Division – New CES Housing Navigator, Driver, Program Educator, Housing Administrator and CES Program Supervisor.

Attachments:
Job Descriptions
Organizational Charts

CES Housing Navigator

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 6 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the supervision of the CES Supervisor and in coordination with the Program Specialist, the CES Navigator works with community service providers to build relationships with the community, provide advocacy, and assist with connection to benefits and housing. The primary goal is to identify unsheltered homeless and other individuals through community referrals from direct homeless providers and social service agencies. In identifying highly vulnerable homeless and other individuals, the Navigator will administer assessment tools, facilitate referrals and resources, and connect to social services and permanent housing. The Navigator will also assist individuals in obtaining housing readiness documentation and enter data into the homeless management information system (HMIS) and/or CRM software. The Navigator will work as part of a larger team within the Kern County Homeless Collaborative.

SUPERVISION RECEIVED:
CES 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. Works with and receives referrals from 211 I&R staff for callers that qualify for entry into the CES program for homeless services and/or rental assistance.
2. Conducts appropriate assessments (QRT and VI-SPDAT), enters clients in the Coordinated Entry System and inputs client's data into the HIMIS homeless data base and CRM, as appropriate, for all clients receiving homeless/services. This includes providing training, as needed, on assessment tools.
3. Provides 24/7 coordinated entry assessment and maintains communication with CES staff, homeless service providers, and related resources about the status and progress of Agency and client progress.
4. Enters data into the HMIS system and/or CRM for shelter and housing placement, including follow-up to complete client profiles.
5. Inputs data entry and exit information into HMIS system and CRM. Works closely to minimize errors and duplicate entries. This also applies when working directly with designated service providers.
6. Assists in data collection and reporting, planning, recruiting, and scheduling volunteers and agencies/organizations to provide gap services.
7. Works directly with homeless service providers and designated community service providers.

8. Assists with and participates in weekly conference calls with homeless service providers/others.
9. Assists in providing support to the Kern County Homeless Collaborative (KCHC) website on daily bed availability and other information, as appropriate.
10. Complies with the policies and procedures under the KCHC/CoC, HUD, and related guidelines for a CES program.
11. Maintains case management, rental assistance documentation, and forms. If applicable, ensures that all regulations and standards of care are followed per policy and procedures.
12. Ensures program follow-up is completed in a timely manner.
13. Ensures data and application quality and, when appropriate, works with providers to improve submission processes.
14. Provide supports to the I&R Specialist, Program Coordinator, and Program Educator.

B. Other Job Specific Duties:

1. Assists and participates in KCHC meetings, as assigned.
2. Assists the Chair /Co-Chair of the KCHC CES committee.
3. Other duties and special projects 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.
Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
Current problems of socially and economically challenged homeless individuals.

Ability to:

Multitask in a hectic environment, with prompt attention to caller's needs.
Communicate effectively, verbally and in writing.
Analyze problems and identify alternative solutions.
Plan and implement developmentally appropriate routines, activities, and experiences.
Plan, organize, and allocate resources.
Work independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
Understand and apply written regulations and instructions.
Work with accuracy and attention to detail.
Operate and use modern office equipment, including multi-line phone systems.
Effectively organize and prioritize assigned work.
Maintain professional relationships with diverse groups and community representatives.
Speak at engagements on issues related to homelessness.

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

- High school diploma required.
- Up to one (1) year of working with the homeless and/or vulnerable populations experience.
- Knowledge of Kern health and social services preferred.

OTHER REQUIREMENTS:
- Background check and fingerprint clearance.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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 CES Housing Navigator			
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		

Transport Driver

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 2 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Safely operates shelter vehicle to transport homeless resident passengers and their belongings to various appointments during established transport hours. Acts as an Agency representative. Develops and covers established routes, follows schedules, maintains orderliness, ensures passenger safety, and helps passengers (and belongings) in and out of the vehicle. Responsible for keeping records of passenger drop-off and pick-up and established routes. Always keeps the vehicle in clean and good working condition and follows established transport procedures and policies.

SUPERVISION RECEIVED:
Homeless Services Program Manager

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. Responsible for establishing transport routes and schedules.
2. Performs primary vehicle operational maintenance.
3. Maintains orderliness and ensures passenger safety at pick up and drop off.
4. Schedules regular operating maintenance, safety, and inspections.
5. Data collection and reporting of transport activities in a timely manner.
6. Monitors related and/or assigned reports to ensure all mandatory requirements are met.
7. Works in collaboration with staff, providers, volunteers, and clients to implement transport strategies, techniques, and/or recommendations.
8. Responsible for requisitioning appropriate supplies and materials for the vehicle transport program.
9. Ensures records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.

B. Other Job Specific Duties:
1. Works alternative hours as required, including nights, weekends, and holidays.
2. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
3. Maintains a safe and functional work environment.
4. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving the transport program goals.
5. Performs other tasks for the efficient operation of the comprehensive, integrated transport 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.

- High school diploma.
- At least two (2) years of driving experience.
- Knowledge of and/or experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:
- Background check and fingerprint clearance.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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 Transport Driver			
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					

Program Educator

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 6 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Assist in educational and training opportunities for homeless and other vulnerable populations to increase life and employability skills and build self-sufficiency with the goal to end homelessness. Act as a mentor and Agency representative. Develop and update curriculum and tools using subject matter expertise to educate, foster and build skills development, and establish and enhance collaborative relationships with community providers, staff, vendors, volunteers, and others. Ensure data collection and reporting of education and training program.

SUPERVISION RECEIVED:
Rental Assistance 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. Develops program curriculum and training components serving homeless and vulnerable populations.
2. Schedules and facilitates ongoing cohorts and individual trainings, as needed.
3. Serves as a mentor and monitor participant progress.
4. Serves as an Agency representative among individuals, provider partners, and networks.
5. Maintains education and training data collection and reporting of activities in a timely manner.
6. Works in collaboration with staff, providers, volunteers, and clients to implement strategies and techniques and/or make recommendations.
7. Responsible for requisitioning appropriate supplies and materials for the program.

B. Other Job Specific Duties:
1. Ensures records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
2. Works alternative hours as required, including nights, weekends, and holidays.
3. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
4. Maintains a safe and functional work environment.
5. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients, in achieving the program goals.
6. Performs other tasks for the efficient operation of the comprehensive, integrated education 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.

- High school diploma required. Associate degree preferred.
- At least two (2) years of training, mentoring, developing curriculum, working in a social service setting.
- Knowledge of and/or experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:

- Background check and fingerprint clearance.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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 Program Educator			
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					

Administrative Assistant – Community Development

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 1 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direction of the Program Manager, responsible for general administrative and clerical support, maintenance of computerized database management system, outreach activities, and maintenance of client files.

SUPERVISION RECEIVED:
Receives supervision from Program Manager

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. Ensure that program records are maintained in compliance with the reporting and auditing requirements as needed.
2. Maintain a computerized database management system for the CDD program by entering and updating client data into the database management system.
3. Review information and verify data entry on a regular basis for accuracy.
4. Operate a variety of office business machines including computers, calculators, copiers, etc.
5. Provide administrative and clerical support such as typing, copying, filing as needed by CDD program staff.
6. Answer phones and schedule appointments.
7. Works alternate hours as required, including nights and weekends.
8. Participate in recruitment and outreach activities for the program.
9. Perform any other like duties as assigned.

B. Other Job Specific Duties:
1. Attends 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 support clients in the CDD 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:
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.
Problems of socially and economically challenged families.

Ability to:
Deal with conceptual matters.
Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the public.
Establish professional working relationships with clients and staff.
Type 35 WPM.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent
- Two (2) years paid or volunteer experience in a highly responsible data entry position with secretarial and/or general clerical support function in a human or health service public or nonprofit agency is desirable.

OTHER REQUIREMENTS:

- Background check and fingerprint clearance.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.

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 Administrative Assistant - VITA			
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					

CES 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:**

SUMMARY:
Supervise the day-to-day operations of the CES program/staff, specifically related to CES and HMIS, case management, including CRM specific programs, and provider and client support. Will provide a successful and supervised setting for staff, providers, volunteers and clients, on-going follow-up services and assessment on data reporting and collection and case management. Will also facilitate in the progress of CES program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:
Housing Program Manager

SUPERVISION EXERCISED:
CES Program Specialist, CES Navigator

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 monitoring day-to-day operations and staff specifically related to CES and HMIS, case management, including CRM programs, provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Ensures ongoing communication to staff and leadership in a timely manner.
3. Addresses all staff, volunteer, provider, and client concerns under the direction of the Housing Services Program Manager.
4. Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
5. Prepares and submits accurate and timely reports, assessments, and correspondence, as required.
6. Ensures maintenance of required program files.
7. Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
8. Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
9. Responsible for providing document planning and program implementation.
10. Provides technical assistance and guidance to staff, providers, and community/volunteers.
11. Responsible for requisitioning appropriate supplies and materials for the department.
12. Conducts performance evaluations based on measurable and objective criteria.
13. Ensures that personal and professional development plans are implemented for supervised staff.
14. 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, and providers, as appropriate.
2. Ensure client records, individual case files, daily log, and service statistics are maintained in an accurate and timely manner.
3. Schedules staff and works alternative hours as required, including nights and weekends.
4. Prepares, conduct, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
7. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES 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 CES/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.

- Associate degree from any accredited college or university with major in one of the social services, psychology, or other related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:

- Background check and fingerprint clearance.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.

- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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.

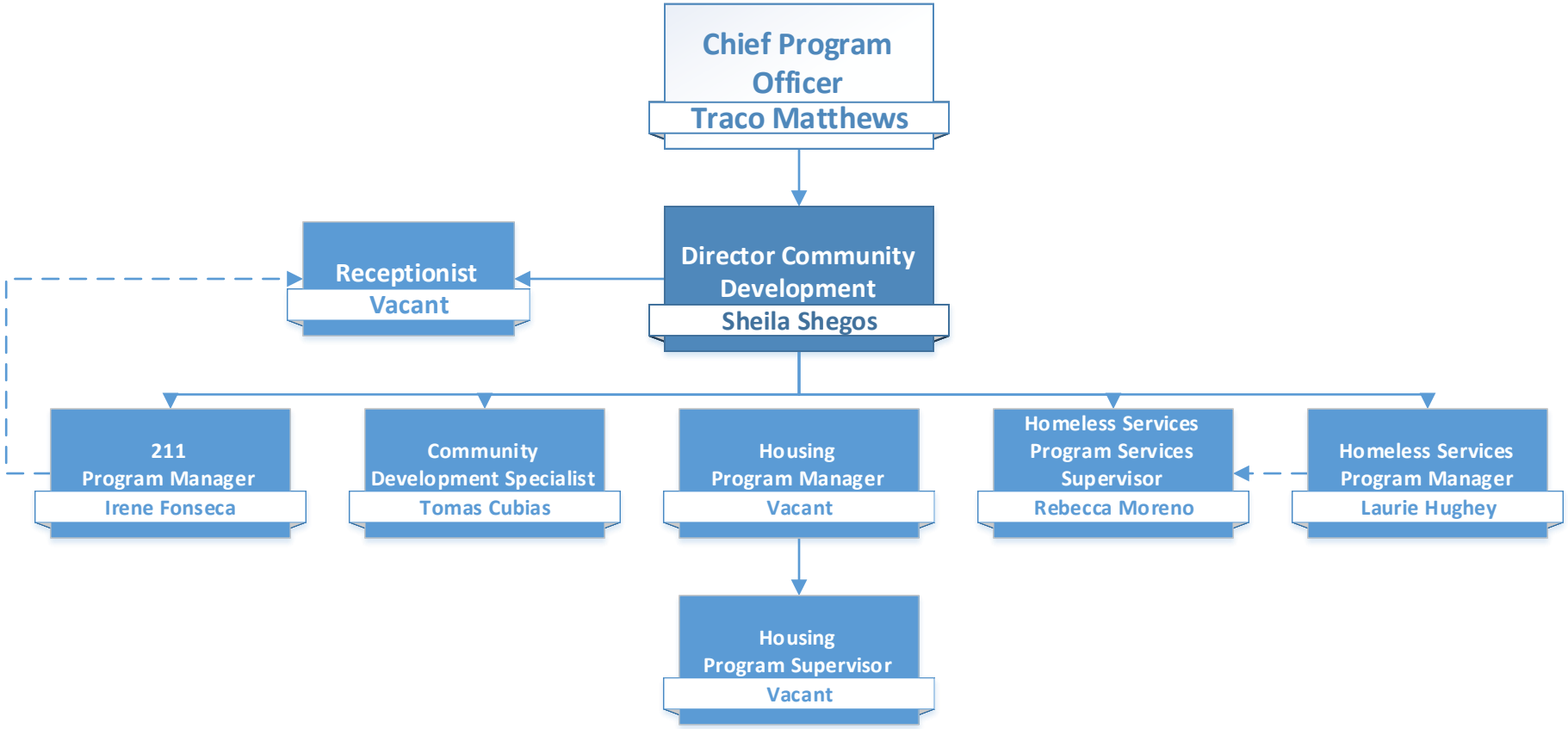
ESSENTIAL PHYSICAL DEMANDS:

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 CES 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	

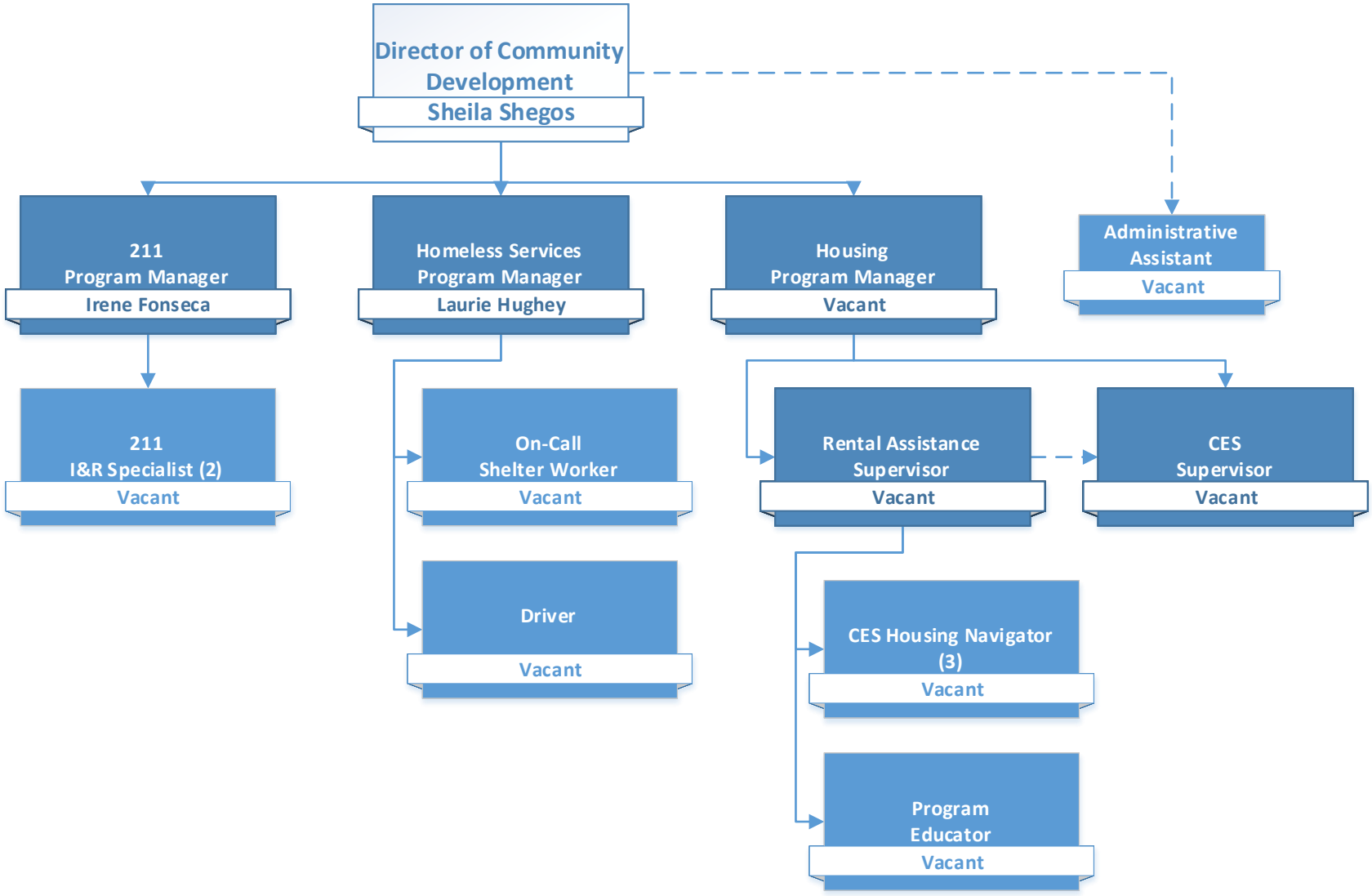
	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Community Development Division



Revised 1-21

Homeless Prevention / Housing Program



Revised 3-21

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Lorraine Casillas, Director of Finance

Date: March 10, 2021

Subject: *Agenda Item 5e*: Proposal for New Finance Position – **Action Item**

In recent months, Finance has experienced an increase in growth due to the addition of new programs and contracts and COVID-19. To ensure equitable distribution of this increased growth, Finance is proposing the addition of a permanent Accountant position.

This new position will be responsible for the management of our new contracts as well as the day-to-day management of other accounts. This position will report to the Director of Finance. In addition, this new position will be a Grade 9 ($45,718.40 - $68,640.00). Accordingly, this new position will be presented to the Budget and Finance Committee on March 24, 2021 for consideration. This position will follow the standards for recruitment, and applications will be accepted and reviewed based on experience.

Recommendation:

Staff recommends that the Personnel Committee approve the addition of a permanent Accountant position within the Finance Department.

Attachments:

Accountant Job Description
Finance Department Organizational Chart

Accountant

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:** Non-Exempt **Date Approved:** 12/1/2017

SUMMARY:
Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Finance Manager, or from the Controller or CFO in the absence of the Finance Manager.

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. Prepare organization financial statements.
2. Prepare financial reports for grants/contracts in accordance with funding source requirements.
3. Analyze general ledger accounts for propriety and accuracy.
4. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
5. Reconcile bank accounts on a monthly basis.
6. Analyze organization cash balances daily by grant and program.
7. Prepare U.S. Treasury cash drawdown supporting schedules.
8. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
9. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
10. Prepare annual audit schedules.
11. Provide technical support to program staff in resolving budget, financial, and reporting issues.
12. Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
13. Train key management staff and division staff on effective use of the accounting software applications/modules.
14. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.

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:

Generally accepted accounting principles.
Applicable federal, state, and local laws, codes, and regulations.
Organization and Finance division policies and procedures.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, advanced spreadsheet, general ledger database, and other related software applications.

Ability to:

Prepare financial statements and reports.
Analyze financial data.
Research and resolve accounting issues.
Work independently.
Coordinate work requiring constant alertness and attention to detail.
Work under frequent time pressures and deadlines.
Plan, organize, allocate, and control confidential data and organizational resources.
Communicate effectively, verbally and in writing
Use good organizational methods and procedures.
Establish and maintain effective working relationships, 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 in accounting, business administration or related field.
- Six (6) years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.

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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.

WORK ENVIRONMENT:

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

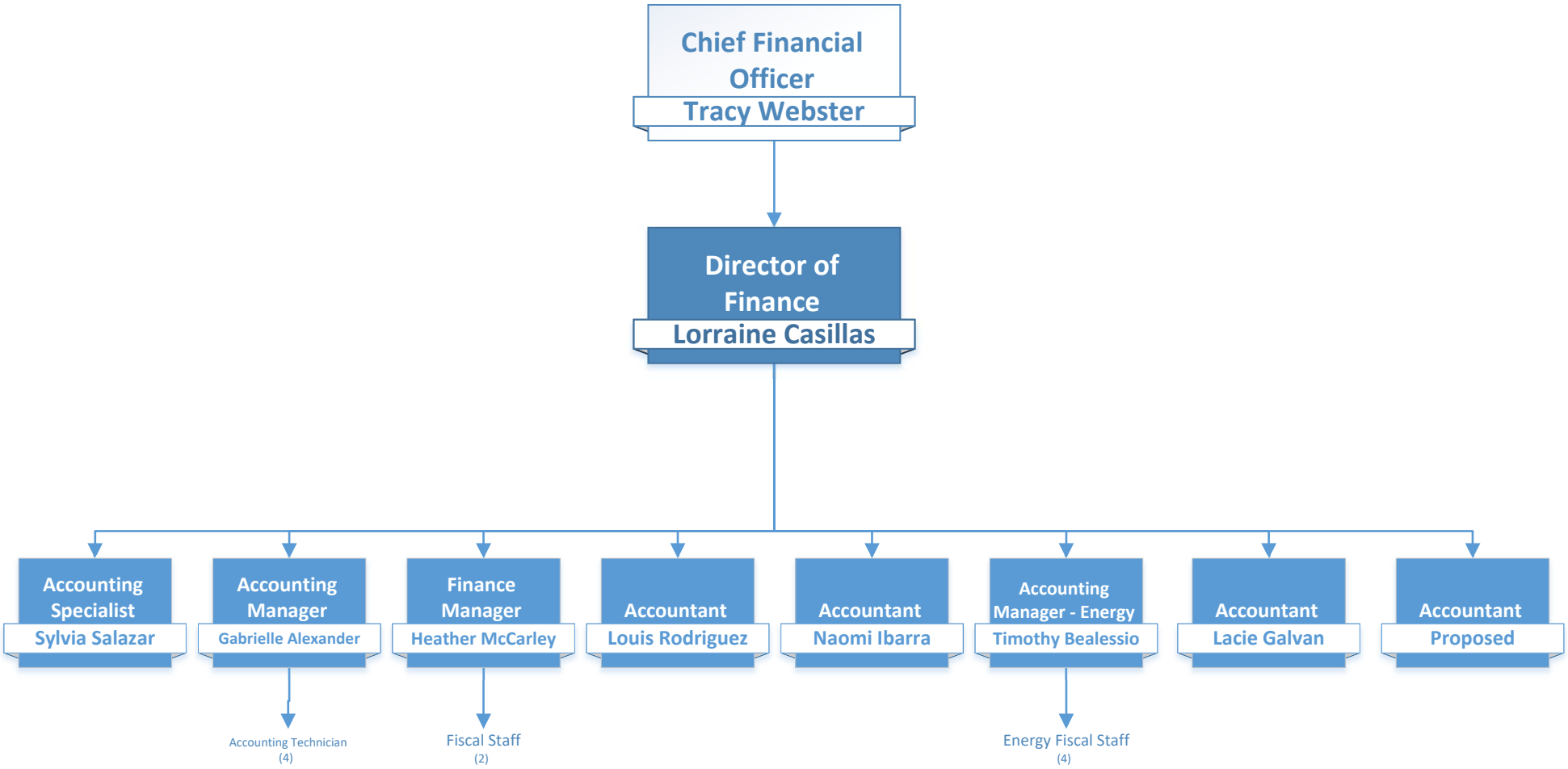
- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

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 Accountant			
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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