DATE	June 9, 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: 920 838 247#

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. **Public Comments**

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.

4. **New Business**

   a. Finance Manager Title and Job Description Change – ***Action Item (p. 2-7)*** Tracy Webster, Chief Financial Officer

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, August 4, 2021
5005 Business Park North
Bakersfield, CA 93309

7. **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, June 4, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Date: June 9, 2021

Subject: *Agenda Item 4(a):* Finance Manager Title and Job Description Change – ***Action Item***

During the last few months, Finance and Head Start Leadership have collaborated to discuss and review the existing Finance Manager's role as it relates to the goals and objectives of the organization. Head Start is experiencing tremendous growth and requires an advanced role to better understand the full business scope as well as the additional department initiatives. As such, after discussion and analysis of the current role, the proposal is to redirect the current Finance Manager to Finance Administrator with a grade increase from 11 to 12.

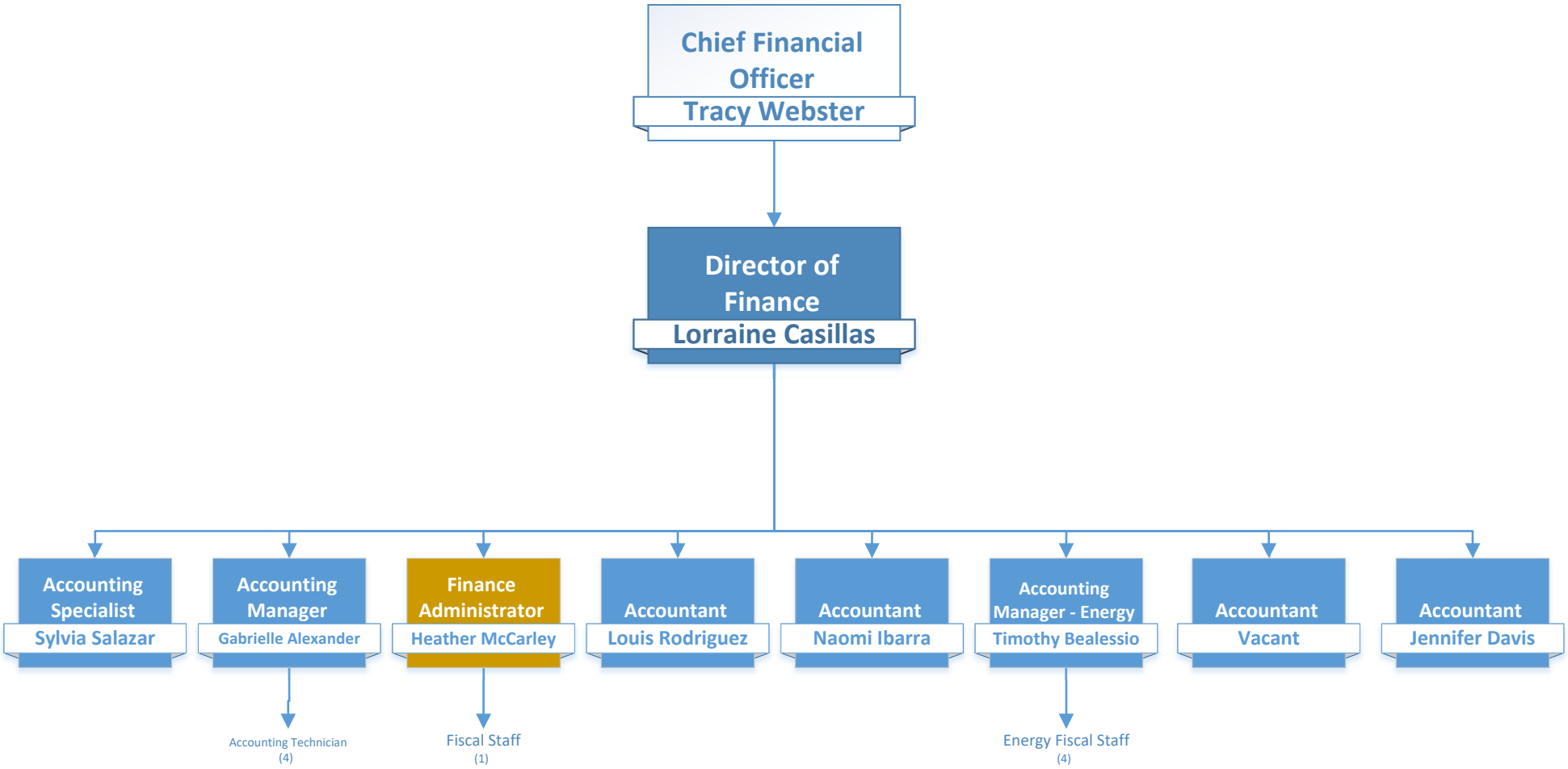
With the addition of responsibilities, the new Finance Administrator will depart from some of the accounting functions but will assume other financial responsibilities This change in job responsibilities aligns with the current fiscal need of Head Start. The change in title and job description will not change the current Finance structure, and the Finance Manager will continue to report to the Director of Finance. The scope and grade are consistent with other similar roles in the agency.

Recommendation:

Staff recommends that the Personnel Committee approve the title change from Finance Manager to Finance Administrator with a grade change from 11 to 12.

Attachment:

Finance Division Org Chart
Revised Job Description



Revised 06-21

Finance 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:** 6/30/2021

SUMMARY:
Under general supervision, responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, preparing budget to actual reports, and monitoring and analyzing assets, liabilities, revenue, and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance or from the Chief Financial Officer in the absence of the Director of Finance.

SUPERVISION EXERCISED:
Directly supervises Fiscal Technicians.

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.

Essential Job Specific Duties:

- Maintains an effective working relationship with the Head Start/State Child Development Division in implementing agency accounting policies, procedures, and controls within the program division; facilitates communication and coordination between the program division and Finance Division; in conjunction with the Director of Finance, acts as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Supervises, monitors, directs, and reviews performance of subordinate staff.
- Trains key management staff and division staff on effective use of the accounting software modules/applications.
- Prepares financial reports for grants/contracts in accordance with funding source requirements.
- Prepares and analyzes budget to actual reports monthly.
- Reviews and analyzes general ledger accounts to ensure reliability and accuracy.
- Analyze organization cash balances daily by grant and program.
- Prepares U.S. Treasury cash drawdown supporting schedules.
- Monitor revenues and expenditures of a diverse variety of grants, awards, and contracts under the program division, including Head Start, Early Head Start (Kern County and San Joaquin County), Child Care Partnerships, California Department of Education, and Child and Adult Care Food Program.
- Prepares periodic and special reports for financial, statistical, and other purposes for

use by management staff.
- Prepares annual audit schedules, special purpose audit, and year-end adjustments.
- Provides technical support to program staff in resolving budget, financial, and reporting issues.
- Prepares and presents various reports of financial status to advise the Board of Directors, Policy Council, and staff of program progress; works with the Board of Directors and Policy Council in addressing the program division's budget and financial concerns; provides staff support to the Finance Committee.
- Stays current with relevant federal and state regulations and policies.
- Keeps Chief Financial Officer and Director of Finance informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
- Performs other financial and accounting duties as assigned.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- 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:
- Organization and Finance Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles, methods, practices, and procedures concerning financial record management and reporting systems.
- Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs, and data processing related equipment.
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems.
- Advance accounting concepts, cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis.

Ability to:
- Prepare financial statements and reports.
- Analyze financial data.
- Research and resolve accounting issues.
- Work independently.
- 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, both internally and externally.
- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Exercise good and independent judgment.

- Demonstrate initiative and ingenuity.
- Prepare fiscal, statistical, and written reports in a clear and concise manner.

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 with at least 24 units in accounting and accounting related courses.
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with 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 Finance Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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

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