DATE	August 4, 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: 269 935 284#

Personnel & Affirmative Action Committee Agenda

Per Governor's Executive Order N-29-20, 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.	Food Bank Custodian Job Description - ***Action Item (p. 2-5)***	Carmen Segovia, Director of Health & Nutrition
b.	2-1-1 Help Me Grow Kern County: Approval of Care Coordinator Position & Revised Budget - ***Action Item (p. 6-18)***	Traco Matthews, Chief Program Officer
c.	Elimination of Sick Leave Cash Out Policy for CY 2022 – ***Action Item (p. 19-21)***	Lisa McGranahan, Director of Human Resources
d.	Assistant Manager (HEAP) Job Description – ***Action Item (p. 22-26)***	Wilfredo Cruz, Energy Program Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, September 8, 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, July 30, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: August 4, 2021

Subject: Food Bank Custodian Job Description – **Action Item**

In May 2021, Food Bank staff explored the possibility of having janitorial services at the Food Bank to clean the office space and the restrooms. The quotes received for janitorial services were cost prohibitive, so staff explored the option of having a Food Bank Custodian on staff to be responsible for cleaning the office, restroom and cleaning/maintaining the interior and exterior of the warehouse including the Food Bank vehicles. When the Food Bank expansion is completed, this position will be responsible for keeping the 60,000 sq. ft. warehouse clean. Historically, volunteers have assisted with maintaining the office and restrooms clean. However, due to COVID-19, the number of volunteers has not been restored and staff has been cleaning the office and the restrooms.

Food Bank staff worked with Human Resources to create a new description to reflect the duties and responsibilities of the Food Bank Custodian. The job description is included with this memo and is being presented to the Committee for approval.

The Food Bank Custodian position was pointed at Grade 1 by Human Resources.

Grade 1	Min	Mid	Max
Food Bank Custodian	14.00	14.00	15.79

In fiscal year 2021, funding for this position will be supported with CSBG CARES funds. The budget impact will be approximately $13,104 for a five-month period. Next year, the budget impact will be approximately $40,560 and is projected to be supported with multiple grants: CSBG CARES, TEFAP, and Food Bank funds.

The job description coincides with the CAPK Strategic Goal that will give the program a more engaged staff and better retention of staff.

Recommendation:
Staff recommends approval of the Food Bank Custodian job description and compensation at Grade 1.

Attachment:
Food Bank Custodian Job Description

Food Bank Custodian

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 Food Bank Operations Supervisor, the Food Bank Custodian will maintain a clean and safe facility/environment for staff, volunteers, and community members.

SUPERVISION RECEIVED:
Operations 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:
- Under direction of the Operations Supervisor, performs necessary work to maintain a clean warehouse facility and office space; responsible for the general clean-up of all areas, as directed.
- Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors, as needed for the safety of all staff and volunteers.
- Receives, stores, and monitors inventory of cleaning supplies.
- Ensure standards of sanitation are met and maintained by adhering to health and safety and sanitation policies and procedures.
- Ensures general maintenance and cleaning of office space, reception area, kitchen, restrooms, the overall interior, and exterior of building using a cleaning schedule which defines the tasks on a daily, weekly, and monthly basis.
- Ensure that the physical environment is clean, safe, inviting, and respectful of the staff and volunteers' cultures and ethnic diversity.
- Operates manual and motorized floor scrubbers to clean the floors of the warehouse.
- Operates general cleaning supplies/equipment such as a vacuum to clean carpet areas.
- Assist with maintaining pick-up trucks, refrigerated trucks, and other equipment that require cleaning and sanitization.
- Assist with disposing of garbage, expired food, or other items that may need to be taken to the dumpster.

B. Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- 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:

- Tools and supplies/chemicals used in the general cleaning of office space and warehouse facilities.
- Familiarity with food safety and sanitation.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally, and in writing.
- Work with conceptual matters.
- Effectively present Food Bank program information to the public.
- Establish professional working relationships with staff, partners, and volunteers.

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.
- Custodial/janitorial experience helpful.
- Experience working with volunteers helpful.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, physical, TB, and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Must be able to obtain a food handlers card and/or ServSafe certification.

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

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

MEMORANDUM

To: Personnel & Affirmative Action Committee



From: Traco Matthews, Chief Program Officer

Date: August 4, 2021

Subject: *Agenda Item 4b:* 2-1-1 Help Me Grow – Approval of Care Coordinator Position and Revised Budget – **Action Item**

Since May of 2017, our CAPK 211 Program has worked with the Kern County Children and Families Commission, known as First 5, on delivering the Help Me Grow Kern County program. This program is geared towards providing a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The contract was renewed for five years in June of 2019, with a collaborative goal to expand the scope of work and impact for the Help Me Grow program. This expansion included the creation of a Development Specialist in 2019 to provide assessments for children under 5 years of age that screen high or moderate risk for developmental delays or disabilities and provision of needed service referrals. In May of 2020, the collaborative expressed the need for program coordination/delivery to fall under a single umbrella for maximize effectiveness. To that end, First 5 requested that the Care Coordinator position move from their oversight to full administration by the CAPK 2-1-1 program.

The new position would align with the current contract term from July 1, 2019, to June 30, 2025. The First 5 Commission will continue to receive funding for this program through the Kern County Behavioral Health and Recovery Services division and subcontract services through CAPK 2-1-1. The total annual budget will increase from $232,138 in Year 1 to an estimated $362,778 in Year 5 with the added position. To build the job description, we contacted and received the existing job description from First 5 and made minor revisions to align the position with CAPK's strategic goals. The job description was pointed by our Human Resources Department at Grade 8 and the salary range was determined based on similar job descriptions within the Agency and like programs around the State. This position is contingent upon the approval and execution of the Help Me Grow contract with the First 5 Commissioners.

Recommendation:

Staff recommends the Personnel Committee to approve the new Care Coordinator position, revised budget, amended scope of work, and authorize the CEO to execute all related documents throughout the duration of the contract term.

Attachments:
HMGKC Care Coordinator job description
Help Me Grow – Budget (draft)
Help Me Grow – Scope of Work (draft)

Help Me Grow Kern County – Care 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 TBD **FLSA Status:** Exempt **Date Approved:** 08/05/2021

SUMMARY:
Responsible for supervising and monitoring the overall effectiveness of the Help Me Grow Kern County (HMGKC) process; providing feedback to key professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system; and delivering reports on the HMGKC system to responsible parties in the community. The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.

SUPERVISION RECEIVED:
Receives supervision from the 2-1-1 Administrator with dotted line performance reporting to the HMGKC Coordinating Body.

SUPERVISION EXERCISED:
Community Development Division, 2-1-1 department.

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:

Primary overall duties:
- Coordinate the efforts of the HMGKC community to ensure that work is done properly in conjunction with the vigorous involvement of the HMGKC Coordinating Body
- Monitor the overall effectiveness of the HMGKC program
- Provide feedback to professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system
- Deliver reports on the HMGKC system to responsible parties in the community
- Work with the HMGKC Coordinating Body to set long-term and annual goals
- Secure the resources needed to achieve long-term and annual goals and to resolve problems which may arise
- Work with the Coordinating Body and the HMGKC community partners to address system improvement as needed

Monitoring and Reporting:
1. Work with the HMGKC Coordinating Body to set long term and annual goals to include outreach and training support to community partners.
2. Design and implement an enduring outcome evaluation process which will provide feedback on the impact of the HMGKC program on the well-being of the children and families which are served.

3. Develop and implement an enduring process evaluation which will provide feedback on the effectiveness (quality) and the efficiency (timeliness and cost) of developmental and behavioral screening, assessment, referral, and treatment.
4. Assist in converting the evaluation data into quarterly feedback for those in the HMGKC process and work with them to develop improvement plans.
5. Monitor improvement plans.

System-Focused Training:

6. Work with the designated local call center (CAPK 2-1-1) and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others as deemed relevant) to develop and implement a training program and schedule of events.
7. Incorporate multi-media avenues for training as determined by the HMGKC Coordinating Body and the HMGKC partners based on plans and results of the implementation of HMGKC.

System Improvement – Expansion of Screening:

8. Work with volunteer parents, local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers and others as deemed relevant) to develop and implement an annual plan for the expansion of screening
9. Monitor the implementation of the plan in a manner which reflects the capacity for assessment and treatment
10. Provide support for those who are screening – availability of the ASQ and training, as needed

System Improvement – Development of Treatment:

11. Periodically conduct an audit of the existing treatment resources
12. Convert the information from the audit into a practical listing of resources which can assist local professionals when they need to facilitate a referral
13. Continually update the list of resources
14. Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals, develop a plan to increase the availability of needed treatment
15. Provide referral and case review updates during HMG Committee Meetings

Additional Leadership Responsibilities:

16. Supervise the HMGKC Development Specialists
17. Delegate work appropriately to HMGKC Development Specialists to ensure progress on HMGKC long-term and annual goals
18. Thoroughly understand and occasionally perform duties of Development Specialist when temporary coverage is necessary
19. Maintain a strong network by fostering good relationships with community stakeholders, key staff/board members at funding institutions, government entities, and local non-profits
20. Occasionally represent CAPK at key HMGKC events, delivering speeches or presentations when required
21. Work with key CAPK staff to establish timelines and meet objectives identified in the CAPK Strategic Plan related to the HMGKC program

22. Partner with CAPK communications team to ensure quality and consistency of promotional materials, press releases, quarterly newsletters, annual reports, as well as website and social media content

B. Other Job Specific Duties:

- Review and coordinate budget preparation, monitor expenditures and revenues for program and contracts, and coordinate required periodic program and fiscal reporting.
- Perform special assignments/projects and other duties as assigned by Supervisor.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours if occasionally required, including nights and weekends.
- Perform 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:

Project management and working with multiple community stakeholders
Research methods, program design, and evaluation tools
Effective communication strategies
Supervision, evaluation, and training of staff
Budgets and fiscal reporting
Excellent written and verbal communication skills, including public speaking
Computer software programs such as Microsoft Word, Excel and Power Point, Access and other database management systems
Developmental disabilities and established risk conditions that may result in developmental disabilities and high-risk conditions for a developmental disability and related service providers
Resources to teach inquiring clients self-advocacy skills in understanding essential networks and navigating systems

Ability to:

Prioritize, stay organized, and manage deadlines in fast-paced environment
Lead a team of staff with diverse skills and backgrounds
Work independently
Exercise sound, independent judgment within general policy guidelines
Provide guidance, interpret, and explain policies and procedures
Understand and apply written regulations and instructions
Work with accuracy and attention to detail
Develop and maintain strong working relationships with the HMGKC community
Establish strong working relationships with other CAPK staff
Communicate respectfully and effectively with CAPK clients, external stakeholders, media, and the public

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.

- Three (3) years of progressive and related experience in a coordinator or supervisory position, overseeing projects, research, and/or program delivery.
- Experience in a non-profit or government agency is desirable, including familiarity with grant-funded programs, project management, and stakeholder reporting/communication.
- Bilingual language fluency (Spanish/English) desirable.

OTHER REQUIREMENTS:

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

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 Outreach Grants Administrator			
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					

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B1 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2020 - 06/30/2021
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Manager	$ 29.05	416	$ 12,085	$ 48,339	$ 60,424
Development Specialist	$ 17.94	2,080	$ 37,315	$ -	$ 37,315
Development Specialist	$ 17.94	2,080	$ 37,315	$ -	$ 37,315
Information and Referral Specialist	$ 14.50	2,080	$ 30,160	$ -	$ 30,160
	$ -	-	$ -	$ -	$ -
Accountant	$ 27.78	-	$ -	$ 2,889	$ 2,889
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 116,875	$ 51,228	$ 168,103
	Benefits		$ 28,963	$ 14,344	$ 43,307
	TOTAL PERSONNEL SERVICES		**$ 145,838**	**$ 65,572**	**$ 211,410**
II. SERVICES AND SUPPLIES	Travel		$ 2,000	$ -	$ 2,000
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ 1,000	$ 1,200	$ 2,200
	Equipment		$ 650	$ 500	$ 1,150
	Consultant/Contract Services		$ 600	$ 1,000	$ 1,600
	Other Operating		$ -	$ 2,850	$ 2,850
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 4,250**	**$ 7,550**	**$ 11,800**
	SUBTOTAL I & II:		$ 150,088	$ 73,122	$ 223,210
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 6,004	$ 2,925	$ 8,928
	TOTAL INDIRECT		**$ 6,004**	**$ 2,925**	**$ 8,928**
GRAND TOTAL			**$ 156,092**	**$ 76,047**	**$ 232,138**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B2.2 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2021 - 06/30/2022
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Administrator, (.20 FTE)	$ 35.11	416	$ 14,606	$ 58,423	$ 73,029
Care Coordinator, (1.0 FTE)	$ 24.00	1,387	$ 33,288	$ -	$ 33,288
Development Specialist, (2.0 FTE)	$ 20.70	4,160	$ 86,112	$ -	$ 86,112
Information and Referral Specialist, (1.0 FTE)	$ 16.32	2,080	$ 33,946	$ -	$ 33,946
	$ -	-	$ -	$ -	$ -
Accountant	$ 29.47	-	$ -	$ 3,065	$ 3,065
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 167,951	$ 61,488	$ 229,439
	Benefits		$ 38,627	$ 17,217	$ 55,844
	TOTAL PERSONNEL SERVICES		**$ 206,578**	**$ 78,705**	**$ 285,283**
II. SERVICES AND SUPPLIES	Travel		$ 750	$ 1,000	$ 1,750
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ -	$ 2,600	$ 2,600
	Equipment		$ 1,850	$ 1,548	$ 3,398
	Consultant/Contract Services		$ 4,000	$ 1,000	$ 5,000
	Other Operating		$ -	$ 2,850	$ 2,850
	Postage		$ 818	$ -	$ 818
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 7,418**	**$ 10,998**	**$ 18,416**
	SUBTOTAL I & II:		$ 213,996	$ 89,703	$ 303,699
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 8,560	$ 3,588	$ 12,148
	TOTAL INDIRECT		**$ 8,560**	**$ 3,588**	**$ 12,148**
GRAND TOTAL			**$ 222,555**	**$ 93,291**	**$ 315,847**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B3.2 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2022 - 06/30/2023
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Administrator, (.20 FTE)	$ 36.16	416	$ 15,043	$ 60,170	$ 75,213
Care Coordinator, (1.0 FTE)	$ 24.72	2,080	$ 51,418	$ -	$ 51,418
Development Specialist, (2.0 FTE)	$ 21.32	4,160	$ 88,691	$ -	$ 88,691
Information and Referral Specialist, (1.0 FTE)	$ 16.81	2,080	$ 34,965	$ -	$ 34,965
		-	$ -	$ -	$ -
Accountant	$ 30.35	-	$ -	$ 3,156	$ 3,156
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 190,116	$ 63,326	$ 253,442
	Benefits		$ 43,727	$ 17,731	$ 61,458
	TOTAL PERSONNEL SERVICES		**$ 233,843**	**$ 81,057**	**$ 314,900**
II. SERVICES AND SUPPLIES	Travel		$ 1,000	$ 1,000	$ 2,000
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ -	$ 2,600	$ 2,600
	Equipment		$ -	$ 1,548	$ 1,548
	Consultant/Contract Services		$ 4,000	$ 1,000	$ 5,000
	Other Operating		$ -	$ 2,850	$ 2,850
	Postage		$ 850	$ -	$ 850
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 5,850**	**$ 10,998**	**$ 16,848**
	SUBTOTAL I & II:		$ 239,693	$ 92,055	$ 331,748
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 9,588	$ 3,682	$ 13,270
	TOTAL INDIRECT		**$ 9,588**	**$ 3,682**	**$ 13,270**
GRAND TOTAL			**$ 249,281**	**$ 95,737**	**$ 345,018**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B4.2 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2023 - 06/30/2024
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Administrator, (.20 FTE)	$ 37.24	416	$ 15,492	$ 61,967	$ 77,459
Care Coordinator, (1.0 FTE)	$ 25.46	2,080	$ 52,957	$ -	$ 52,957
Development Specialist, (2.0 FTE)	$ 21.96	4,160	$ 91,354	$ -	$ 91,354
Information and Referral Specialist, (1.0 FTE)	$ 17.31	2,080	$ 36,005	$ -	$ 36,005
	$ -	-	$ -	$ -	$ -
Accountant	$ 31.26	-	$ -	$ 3,251	$ 3,251
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 195,807	$ 65,218	$ 261,025
	Benefits		$ 45,036	$ 15,954	$ 60,990
	TOTAL PERSONNEL SERVICES		**$ 240,843**	**$ 81,172**	**$ 322,015**
II. SERVICES AND SUPPLIES	Travel		$ 1,100	$ 1,000	$ 2,100
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ -	$ 2,600	$ 2,600
	Equipment		$ -	$ 1,548	$ 1,548
	Consultant/Contract Services		$ 4,000	$ 1,000	$ 5,000
	Other Operating		$ -	$ 2,850	$ 2,850
	Postage		$ 900	$ -	$ 900
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 6,000**	**$ 10,998**	**$ 16,998**
	SUBTOTAL I & II:		$ 246,843	$ 92,170	$ 339,013
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 9,874	$ 3,687	$ 13,561
	TOTAL INDIRECT		**$ 9,874**	**$ 3,687**	**$ 13,561**
GRAND TOTAL			**$ 256,718**	**$ 95,857**	**$ 352,574**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B5.2 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2024 - 06/30/2025
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Administrator, (.20 FTE)	$ 38.36	416	$ 15,958	$ 63,831	$ 79,789
Care Coordinator, (1.0 FTE)	$ 26.22	2,080	$ 54,538	$ -	$ 54,538
Development Specialist, (2.0 FTE)	$ 22.62	4,160	$ 94,099	$ -	$ 94,099
Information and Referral Specialist, (1.0 FTE)	$ 17.83	2,080	$ 37,086	$ -	$ 37,086
	$ -	-	$ -	$ -	$ -
Accountant	$ 32.20	-	$ -	$ 3,349	$ 3,349
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 201,681	$ 67,180	$ 268,861
	Benefits		$ 46,386	$ 16,430	$ 62,816
	TOTAL PERSONNEL SERVICES		**$ 248,067**	**$ 83,610**	**$ 331,677**
II. SERVICES AND SUPPLIES	Travel		$ 1,200	$ 1,000	$ 2,200
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ -	$ 2,600	$ 2,600
	Equipment		$ -	$ 1,548	$ 1,548
	Consultant/Contract Services		$ 4,000	$ 1,000	$ 5,000
	Other Operating		$ -	$ 2,850	$ 2,850
	Postage		$ 950	$ -	$ 950
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 6,150**	**$ 10,998**	**$ 17,148**
	SUBTOTAL I & II:		$ 254,217	$ 94,608	$ 348,825
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 10,169	$ 3,784	$ 13,953
	TOTAL INDIRECT		**$ 10,169**	**$ 3,784**	**$ 13,953**
GRAND TOTAL			**$ 264,386**	**$ 98,392**	**$ 362,778**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

Help Me Grow Kern County (HMGKC)
Care Coordinator Position Description

Primary Responsibilities

- **Monitoring.** The HMGKC Care Coordinator is responsible for monitoring the overall effectiveness of the HMGKC process; providing feedback to professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system; and providing reports on the HMGKC system to responsible parties in the community.

- **Reporting.** The HMGKC Care Coordinator reports to the HMGKC Coordinating Body. The HMGKC Coordinating Body works with the HMGKC Coordinator to set long term and annual goals, to secure the resources needed to achieve them and to resolve problems which may occur.

- **Sustain and Enhance HMGKC.** The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.

The HMGKC Care Coordinator bears these areas of responsibility but does not pursue them alone. The HMGKC Care Coordinator coordinates the work of others and sees to it that this work is done properly. The energetic involvement of the HMGKC Coordinating Body is essential.

Additional Responsibilities

Monitoring and Reporting on Overall Effectiveness and Evaluation

1. Work with the HMGKC Coordinating Body to set long term and annual goals to include outreach and training support to community partners.
2. Design and implement an *outcome* evaluation process which will provide feedback on the impact of the HMGKC process on the well-being of the children and families which are served.
3. Design and implement a *process* evaluation which will provide feedback on the effectiveness (quality) and the efficiency (timeliness and cost) of developmental and behavioral screening, assessment, referral, and treatment.
4. Assist in converting the evaluation data into quarterly feedback for those in the HMGKC process and work with them to develop improvement plans.
5. Monitor improvement plans.

Provide System Focused Training to Partner Providers and Organizations

1. Work with the designated local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others) to develop and implement a training program and schedule of events.
2. Incorporate multi-media avenues for training as determined by the HMGKC Coordinating Body and the HMGKC partners based on plans and results of the implementation of HMGKC.

System Improvement: Expansion of Screening

3. Work with volunteer parents, local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers and others) to develop and implement an annual plan for the expansion of screening.
4. Monitor the implementation of the plan in a manner which reflects the capacity for assessment and treatment.
5. Provide support for those who are screening – availability of the ASQ and training, as needed.

System Improvement: Development of Treatment

1. Periodically conduct an audit of the existing treatment resources.
2. Convert the information from the audit into a practical listing of resources which can assist local professionals when they need to facilitate a referral.
3. Continually update the list of resources.
4. Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals, develop a plan to increase the availability of needed treatment.
5. Provide referral and case review updates during HMG Committee Meetings.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: August 4, 2021

Subject: *Agenda Item 4c*: Elimination of Sick Leave Cash Out Policy for CY 2022 – **Action Item**

The Board of Directors adopted an agency-wide Cost-of-Living Adjustment (COLA) in June 2021 at a rate of 2.0%, which was higher than the 1.22% approved by the Office of Head Start. At that time, it was communicated that the agency also intended to eliminate the Sick Leave Cash Out Policy for the upcoming calendar year 2022.

The Sick Leave Cash Out Policy has historically benefited exempt management staff. Non-exempt hourly staff have had limited participation in the program. Also, upon further review, it is feared that the policy could incentivize staff to come to work when ill, which is particularly troublesome during the pandemic. Due to these issues, CAPK leadership is proposing the elimination of this program. The following represents the historic participation in the sick leave cash out program:

Year	Non-Exempt	Exempt	Total
2019	58	28	89
2020	114	39	153

Eligible employees who meet the guidelines may cash out any sick leave balances as of December 31, 2021 by February 28, 2022. The elimination of the Sick Leave Cash Out Policy will result in minor budget savings to program and operational budgets. To ensure employees have financial options when faced with a situation, staff will have the option to participate in the new catastrophic leave policy. Additionally, this modification supports CAPK's intention to offer benefits to staff that are equitable and accessible to multiple levels of staff.

Recommendation:

Staff recommends the elimination of the Sick Leave Cash Out Policy effective December 31, 2021.

Attachment:
Administrative Bulletin 2016-02 – CAPK Sick Leave Pay Cash Out Policy

Administrative Bulletin 2016-02

Community Action Partnership of Kern
Sick Leave Cash Out Policy

I. Purpose

To reward employees who come to work regularly and do not utilize sick leave benefits.

II. Policy

Full-time full-year employees, who work minimum 30 hours per workweek, are eligible to accrue paid sick leave benefits for hours worked. Sick leave benefits accrue at a maximum rate of 3.69 hours per pay period for exempt and non-exempt employees. An employee may accrue a maximum of 480 hours of sick leave benefit.

At the end of each calendar year, full-time full-year employees eligible for sick leave benefits that are active as of January 1 of that year may choose from one of the following:

(a) Maintain all remaining sick leave at the end of each calendar year (up to the 480-hour maximum); or

(b) If you utilize 32 hours or less of sick leave in a calendar year, you may choose to receive a cash out for unused, but accrued sick leave based on the following tiers:

Sick Hours Used in a Year	Maximum Hours Eligible for Cash Out
Up to 32	8
Up to 28	16
Up to 24	24
Up to 20	32
Up to 16	40

Any amount of days paid out will decrease your accrued sick balance accordingly and you must have at least 40 hours of sick leave balance after the cash out request. You must be employed a minimum of one full calendar year to receive this benefit and you must be employed on the date the sick leave payout is paid to receive the cash out benefit.

All part-year, temporary, part-time, and substitute employees are ineligible for sick leave cash out.

WIC employees are ineligible for sick leave cash out due to grant restrictions.

III. Procedure

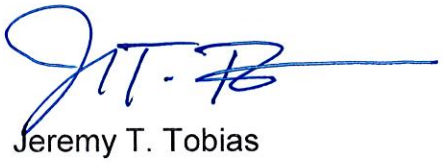
Once each year, HR/Payroll department will review eligible employees' sick leave benefits accruals from the previous calendar year. Employees who are eligible for a cash out will be contacted by HR/Payroll. Eligible employees will be given the choice to maintain their accrued sick hours or to cash out a certain number of hours based on their sick leave benefit usage of the previous year. The payout will be paid on the second payday of February and the recipient must be an active employee at that time to receive the payout.

This policy will repeal and replace all previous sick leave cash out policies adopted by the agency.

Approved by the Board of Directors Executive Committee on December 14, 2016.

Effective date January 1, 2017.

Approved by:



Jeremy T. Tobias

Executive Director

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Freddy Hernandez, Director of Youth and Community Services

Date: August 4, 2021

Subject: *Agenda Item 4d:* Assistant Manager (HEAP) Job Description – **Action Item**

We recently confirmed that the Energy Program will be receiving a new grant titled 2021 LIHEAP ARPA, in which most of the funds will need to be expended by Utility Assistance. The amount of this contract is $9.6 million and needs to be expended within the next 20 months. On top of this, we also have a new contract pending final approval that will also send additional funds to Utility Assistance (exact amount is unknown, however will probably be somewhere around $2 million). We currently have 2021 LIHEAP funds which are being utilized and upcoming 2022 LIHEAP (October 1, 2021) funds which will also need to be expended.

To meet to the demand of these contracts, we will be hiring additional staff which will require additional supervision. The purpose of hiring an Assistant Manager is to assist with meeting our day-to-day operations and ultimately meeting our contract requirements. The influx of funds available requires a swift adjustment in our staffing needs and as we are constantly being audited, this position will also make sure files are being completed in an efficient manner.

The Energy Program staff worked with Human Resources to create a new description to reflect the duties and responsibilities of the Assistant Manager (HEAP). The job description is included with this memo and is being presented to the Committee for approval.

The Assistant Manager (HEAP) position was pointed at Grade 9 by Human Resources.

Grade 9	Min	Mid	Max
Assistant Manager (HEAP)	21.98	27.50	33.00

In fiscal year 2021, funding for this position will be supported with 2021 LIHEAP ARPA, 2021 LIWAP, 2021 LIHEAP, 2022 LIHEAP funds. The budget impact will be approximately $25,500. Next year, the budget impact will be approximately $54,500 and is projected to be supported with the aforementioned grants.

The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

Recommendation:
Staff recommends approval of the Assistant Manager (HEAP) job description and compensation at Grade 9.

Attachment:
Assistant Manager (HEAP) Job Description

Assistant Manager (HEAP)

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:
Assist the UA & Outreach Manager with the management of the programmatic, operational, and fiscal operations of the HEAP Program; to act for the Program Manger on administrative matters; and to do related work as required.

SUPERVISION RECEIVED:
Receives direct supervision from the UA & Outreach Manager.

SUPERVISION EXERCISED:
Eligibility Technicians/HEAP

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:

- Assist the UA & Outreach Manager with the implementation of the various Energy contracts including the reimbursement and reporting requirements of the contracts.
- Provide guidance to the UA & Outreach Manager on the various Energy contract regulations and requirements.
- Assist and provide guidance to the UA & Outreach Manager on all programmatic and fiscal issues affecting grants/programs and assist in resolving these issues.
- Assist the UA & Outreach Manger with evaluating and monitoring program procedures to ensure program effectiveness; and recommends revisions of existing procedures to reflect the addition of new functions, changes in emphasis in current functions or weaknesses in existing procedures.
- Assist the Program Manager with personnel and client issues, including recruitment and client complaints. Under direction of UA & Outreach Manager ensure that all personnel issues and client complaints are investigated and completed and provide a written report to the UA & Outreach Manager.
- Review, evaluate and oversee the workflow and implementation of the Outreach and Intake activities of the Utility Assistance Program.
- Provide training and technical assistance to the Eligibility Technicians.
- Assist and provide guidance to the Program Manger on monitoring visits and audits.
- Monitor and review CSD Deficiency/Rejection reports and make sure they are corrected within a reasonable amount of time.

- Promote the availability of HEAP by participating in and publicizing the programs availability through presentations, mailers, and outreach events.
- Make sure program benchmarks and annual production goals are met for all contracts.
- Make sure all forms are current according to CSD's most recent revisions.
- Act for the UA & Outreach Manager in his/her absence.
- Perform other duties as assigned.

B. 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.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Gather and analyze data and prepare clear and concise reports.
- Multi-task in a hectic environment with prompt attention to client's needs.
- Meet and interview individuals and groups and to provide accurate reports Plan, organize, allocate, and control substantial resources.
- Demonstrate exceptional oral and written communication skills Good interpersonal skills.
- Analyze administrative issues and to recommend solutions to those issues.
- Work independently
- Meet established deadlines.
- Use good organizational methods and procedures.
- Maintain good interpersonal skills.
- Establish and maintain working relationships, both 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.

- Associates of Arts degree in social work, public administration or related field from any accredited college or university.
- Two (2) years of progressive administrative/management experience.
- One (1) year of experience working in a social service program.

- One (1) year of supervisory experience.
- Experience managing budgets highly desirable.
- Any equivalent combination of education and/or experience may be acceptable.

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, substance abuse screening and TB screening upon offer of employment.
- Must be fingerprinted and have clearance with the Department of Justice (DOJ).

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Assistant Manager (HEAP)			
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					