DATE	September 8, 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: 215 613 119#

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 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.

4. **New Business**

a. Revised Job Description for the Director of Health & Nutrition – ***Action Item (p. 2-6)*** — Traco Matthews, Chief Program Officer

b. Reclassification of Service Clerk Position to an Enrollment Technician Position – ***Action Item (p. 7-11)*** — Susana Magana, MCAP Program Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, October 6, 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, September 3, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Traco Matthews, Chief Program Officer

Date: September 8, 2021

Subject: *Agenda Item 4a:* Revised Job Description for Director of Nutrition – **Action Item**

Historically, the Director of Nutrition role has required a Registered Dietician (RD) certification due to oversight of grants that require oversight by a Registered Dietician or nutrition expert. This required certification has significantly reduced the number of applicants who might be eligible to fill the Director of Nutrition position, making recruitment for the role extremely challenging. With the recent retirement of Carmen Segovia (who held the RD certification), the opportunity to reimagine the position has emerged. Via numerous conversations with the Executive team and Nutrition Programs requiring the RD certification, the CPO has determined that removal of the RD certification from the Director of Nutrition position will expand, enrich, and strengthen the candidate pool.

The expert nutrition services required for the CalFresh, Head Start, and WIC programs will be outsourced to a certified vendor moving forward. The expected budgetary impact to Head Start is between $5,000-$10,000 annually based on 80-100 hours of annual work. The process of receiving proposals for a certified vendor has already commenced and received verbal interest from multiple sources. CAPK has also procured the services of a local Registered Dietician to provide emergency services until a longer-term relationship can be established. Pursuant to this adjustment, the language related to approval of menus, review of special diets, diet modifications, and oversight of high-risk diets would be removed from the Director of Nutrition job description.

There would be no change to CAPK's organizational structure. The Director of Nutrition would continue to report to the CPO and oversee the following programs: CalFresh, Central Kitchen, Food Bank, MCAP, and WIC. There would also be no additional changes to the annual budget or salary grade (Grade 14) for the position. The job description was reviewed by our Human Resources Department to confirm the appropriate grade and salary range. It remains aligned with other Director positions within the Agency and similar programs within the State. The plan is to post the position internally and externally due to the small modification of duties.

Recommendation:

Staff recommends the Personnel Committee approve the newly revised job description for the Director of Nutrition and authorize HR to post the position.

Attachments:
Director of Nutrition Job Description

Director of Health & Nutrition

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 14 **FLSA Status:** Exempt **Date Approved:** 08/11/2021

SUMMARY:
Under the direction of the Chief Program Officer (CPO), the Director of Health & Nutrition Services will monitor all Agency contracts and/or grants pertaining to health, health education, and nutrition to ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the contracts and/or programs.

Provides oversight for the CalFresh, Central Kitchen, Food Bank, Migrant Childcare Alternative Payment, and WIC programs.

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:
CalFresh Program Administrator, Central Kitchen Administrator, Food Bank Administrator, Migrant Childcare Alternative Payment (MCAP) Program Administrator, and WIC Program Administrator.

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:
- Responsible for monitoring federal, state and county funds to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
- Responsible for the overall operation of the programs including planning, developing, implementing and monitoring policies and procedures to ensure compliance with program/contract goals and objectives, in accordance with the funding sources requirements and scope of work.
- Oversees the development, implementation, and monitoring of programs budgets for the Division.
- Oversees program operations to ensure effective use of funds and compliance with rules and regulations set forth by the funding source.
- Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
- Develops funding concepts and grants for implementation and project management of programs and services. Provides support in the preparation and submission of funding applications to meet the program's goals and objectives.
- Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions.

- Assists personnel with the implementation of solutions to identified performance problems with agency contracts, including the evaluation of work performance on a timely basis, and providing administrative and human resources support.
- In conjunction with the CAPK's Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations.
- Apprises the CPO of the status of agency contracts/program performance on a periodic basis.
- Assist the CPO with presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies and the community.
- Works in collaboration with other agencies, organizations and/or local government that support and enhance services provided by the Partnership.
- 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.
- 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.
- Performs special assignments/projects and other duties as assigned by the CPO.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.

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

Knowledge of:
- 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 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:
- Work independently while managing competing demands.
- Gather and analyze data and make comprehensive reports and recommendations.
- Prepare clear and concise reports.

- Analyze demographic and program statistical data to effectively plan program goals and objectives.
- Establish and maintain effective working relationships.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Bilingual language fluency (Spanish/English) desirable.

EDUCATION AND EXPERIENCE:

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

- B.S./B.A. degree from an accredited institution with a major in public administration, business administration, or closely related field.
- Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
- 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
- Public speaking experience and media relations is 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 with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Completion of physical 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 Director of Health & Nutrition			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

To: Personnel Committee

From: Susana R. Magana, Migrant Childcare Program Administrator

Date: September 8, 2021

Subject *Agenda Item 4b*: Reclassification of Service Clerk Position to an Enrollment Technician Position – **Action**

In September 2021, CAPK Migrant Childcare Program (MCAP) staff had a discussion with Human Resources (HR) that led to the reclassification of the Service Clerk position to an Enrollment Technician position. When the Services Clerk position was created in 2016, the position was to fulfill clerical and front office receptionist duties for MCAP's main office. In reviewing the actual job duties performed by the Service Clerk, it was found that the Service Clerk performs the clerical and reception duties along with the initial eligibility determination for new families, as well as determines the eligibility for the childcare providers applying to participate in the MCAP program. Included with this memo is the new Enrollment Technician job description that has been reviewed, pointed by HR and is being presented to the Committee for approval to replace the Service Clerk position.

Currently, the position is vacant. The plan is to recruit for this position in the upcoming weeks, using the reclassified job description. HR staff has determined the Enrollment Technician position to be a grade 5 with a salary range starting at $32,427.20. Funding for this position is included in the MCAP's current FY 21-22 $9,584,682.00 contract from the California Department of Social Services (DSS). The impact on the CAPK MCAP budget is projected to be sustainable.

The updated job descriptions coincide with the CAPK Strategic Goal that will give the program a more engaged staff and better retention. This is an ongoing project to revise all the job descriptions of the CAPK MCAP program to help curve the high turnover rate. The next step will be the approval of the attached job description and salary grade & range for the Enrollment Technician.

Recommendation:
Staff recommends approval of the CAPK MCAP Enrollment Technician description and salary grade & range.

Attachment:
MCAP Enrollment Technician Job Description

Enrollment Technician - Migrant Childcare Alternative Payment Program

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 05 **FLSA Status:** Non-Exempt **Date Approved:** *Draft*

SUMMARY:
Under the supervision of the Family Services Coordinator, the Enrollment Technician performs duties related to eligibility, screening, and enrollment for Migrant Childcare Alternative Payment program (MCAPP) for both families and childcare providers. The Enrollment Technician is also responsible for reception and general clerical support services for the Program.

SUPERVISION RECEIVED:
Receives direct supervision from Family Services Coordinator.

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. Maintain computerized database management system (NOHO) for federal and state programs, including but not limited to completing, entering, updating, and auditing applications.
2. Create and deliver correspondence, as needed.
3. Track and monitor all areas of eligibility for the federal and state programs.
4. Audit and review federal and state family and provider files to ensure compliance with regulations.
5. Accepts and enrolls families into the federal and state program.
6. Review eligibility information provided by families and childcare providers for federal and state programs.
7. Communicates with public and staff in a tactful, courteous, and professional manner.
8. Responsible for keeping front desk area, waiting lobby, central meeting area, and conference room in an organized and professional manner.
9. Answers program's toll free hotline for enrollment and recruitment, and routes calls to all 6 MCAP offices.
10. Provides support to the Subsidized Reimbursement department by screening, clearing and enrolling of childcare providers for program participation.
11. Generate, monitor, and maintain an organized filing system for the reports needed to track eligibility, recruitment, selection, and enrollment.
12. Data entry of centralized eligibility list and the servicing, monitoring, and maintenance of associated files.
13. Furnishes general information to the public, and program entry information to applicants and assists in completing the applications for MCAP

14. Provide training, when necessary, in a large group, small group or one-on-one settings.
15. Works closely with other agencies or organizations in the community as part of the collaborative efforts to boost recruitment and enrollment
16. Types correspondence, documents, and reports of a general/routine nature.
17. Data entry of Centralized Eligibility List and servicing, monitoring, and maintenance of associated files.
18. Provides general clerical support such as faxing, photocopying, binding, filing, mail pick up and distribution, as needed by the program.
19. Conducts family and provider home visits, when assigned.

B. Other Job Specific Duties:

1. Works on special projects as assigned.
2. Conducts and attends meetings, trainings and professional growth activities, as required.
3. Works alternative hours as required, including nights and weekends.
4. Maintains a safe and functional work environment.
5. Is assertive in the effort to recruit and enroll families that qualify for MCAPP.
6. 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:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Understanding of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Word processing and related software applications.
Knowledge of proper grammar in written communication.

Ability to:

Prepare clear, concise reports.
Plan, organize and allocate resources.
Exercise sound, independent judgment within general policy guidelines.
Communicate effectively, verbally and in writing in both English and Spanish
Provide guidance 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.
Establish and maintain effective working relationships with staff, agencies, families, childcare providers.

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.

- One (1) year of experience in social services or related field.
- Two (2) year of clerical/receptionist experience.

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 live scan, physical TB, and substance abuse screening upon offer of employment.
- **Must be fully fluent in English and Spanish (read, write, and speak)**

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 Technician - MCAPP			
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		