DATE	January 5, 2022
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: 407 812 824#

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**

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

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.	New 457(b) Executive Discretionary Supplemental Retirement Benefit Policy – ***Action Item (p. 3-5)***	Lisa McGranahan, Director of Human Resources
b.	New Executive Vehicle Stipend Policy – ***Action Item (p. 6-8)***	Lisa McGranahan, Director of Human Resources
c.	New Executive Vacation Accrual Benefit – ***Action Item (p. 9-17)***	Lisa McGranahan, Director of Human Resources
d.	Revised Payroll and Compensation Policy – ***Action Item (p. 18-22)***	Lisa McGranahan, Director of Human Resources
e.	Changes / Reclassifying Finance Job Descriptions – ***Action Item (p. 23-44)***	Tracy Webster, Chief Financial Officer
f.	New Job Title and Job Description (Outreach Specialist Housing Services) – ***Action Item (p. 45-48)***	Rebecca Moreno, Director of Community Development
g.	New Job Title and Job Description (Outreach Specialist) and Updated Job Descriptions and New Grade (Homeless Services) – ***Action Item (p. 49-61)***	Rebecca Moreno, Director of Community Development
h.	CAPK Diversity, Equity and Inclusion (DEI) Program Update – ***Info Item (Verbal Report)***	Traco Matthews, Chief Program Officer Lisa McGranahan, Director of Human Resources

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, February 2, 2022
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, December 30, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 5, 2022

Subject: *Agenda Item 4a*: New 457(b) Executive Discretionary Supplemental Retirement Benefit Policy – **Action Item**

CAPK Executive Management is proposing approval of a new Executive Discretionary Supplemental Retirement Benefit Policy applicable to Executive Team employees consisting of Executive employees and all Division Directors. CAPK operates a discretionary supplemental retirement plan apart from the primary 401(a) plan. The benefits of the 457(b) is it allows participants to double their retirement contributions. Benefits are not taxable to the employee until they are received.

The policy outlines the eligibility, scope, and details of the benefit. This new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Recommendation:

Staff recommends that the Personnel Committee approve the new 457(b) Executive Discretionary Supplemental Retirement Benefit policy,

Attachment:

PO 457(b) Executive Discretionary Supplement Retirement Benefit Policy

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	457(b) Executive Discretionary Supplement Retirement Benefit
APPROVED:	TBD
APPLIES TO:	Executive Team

POLICY:
Community Action Partnership of Kern (CAPK) operates a discretionary supplemental Section 457(b) retirement plan apart from the primary 401(a) plan. The 457(b) plan is a non-qualified deferred compensation plan that allows for eligible staff to contribute up to the annual maximum. Benefits are not taxable to the employee until they are received. Deferred amounts and their earnings remain the property of CAPK, subject to CAPK's creditors, until the benefits are paid to the recipient.

Eligible participants of the 457(b) plan are the Chief Executive Officer, Chief Financial Officer, Chief Program Officer, and all Division Directors of CAPK. Each classification may participate in employee contributions for the 457(b) plan.

For employer contributions, amounts awarded to the Chief Executive Officer will be governed by his/her employment contract. For all other classifications who do not have employment contracts, an allocation of up to 5% annually may be granted as approved by the Chief Executive Officer. An employee's annual merit increase in combination with a 457(b) allowance may not exceed 5% annually.

SCOPE:
This policy applies to Executive leadership consisting of Chief Executive Officer, Chief Financial Officer, Chief Program Officer, and all agency Division Directors. Any new positions not listed, but added into the Chief positions or Division Director positions are automatically incorporated into this policy.

DEFINITIONS:
None.

GUIDELINES:
Merit increases are typically granted annually during the annual evaluation process. Merit increases are based on the evaluation measurement. An increase in compensation may be granted through a salary increase and/or the 457(b) allowance at the discretion of the Chief Executive Office for the CFO, CPO, and all agency Division Directors. The same may be made for the Chief Executive Officer at the discretion of the Board of Directors through the employment contract.

Please see the following example:
Director X has an above standard evaluation, and it is determined that the individual receives a 3% merit increase, it may be granted in any combination as follows:

A. 0% to salary and 3% to 457(b) plan
B. 1% to salary and 2% to 457(b) plan
C. 2% to salary and 1% to 457(b) plan
D. 3% to salary and 0% to 457(b) plan

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 5, 2022

Subject: *Agenda Item 4b*: New Executive Vehicle Stipend Policy – **Action Item**

CAPK Executive Management is proposing approval of a new Executive Vehicle Stipend Policy. This new policy applies to executive team members (Directors and Chiefs and excluded the Chief Executive Officer) and may apply to other employees on a case-by-case basis depending on responsibilities and travel requirements.

The policy outlines the monthly vehicle allowances based on tiers and determines who is eligible to receive a monthly stipend. Additionally, the policy provides guidance on the employees' responsibilities to continue to receive this benefit.

This new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Recommendation:
Staff recommends that the Personnel Committee approve the new Executive Vehicle Stipend Policy.

Attachment:
PO Executive Vehicle Stipend

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Executive Vehicle Stipend
APPROVED:	TBD
APPLIES TO:	Executive Team Employees

POLICY:
Community Action Partnership of Kern (CAPK), at its discretion, may provide monthly vehicle stipends to executive leadership whose principal duties require business travel. The principal indicator will be the requirements of the role, but a review of needs will be conducted annually to determine eligibility.

This policy outlines the allowances and employees who are eligible to receive a monthly vehicle stipend and the responsibilities and actions required of the employee.

SCOPE:
This policy applies to executive team employees (except Chief Executive Officer).

DEFINITIONS:
Eligible Employees: Directors and above, and on a case-by-case basis other employees whose responsibilities require travel.

GUIDELINES:
Eligible employees who are not furnished an official agency vehicle shall receive a monthly vehicle stipend for use when the role requires business travel. The stipend provides that the employee is either driving alone, or driving the employee's personal vehicle with other employees.

Executive team members, apart from the Chief Executive Officer, shall receive a monthly stipend at the rate of no more than $350.00 monthly. Reimbursement will be classified in two tiers based on expectation of travel as part of job duties:

- Tier 1: $200.00
- Tier 2: $350.00

The stipend is to be used for travel within county of primary work location. If traveling outside of the county where the position is based, the employee is expected to submit reimbursement of mileage.

Rates will be reviewed annually as the IRS releases updates. Significant adjustments from the IRS guidelines may result an amendment to this policy.
The vehicle stipend is subject to all related payroll taxes.

RESPONSIBILITIES:
Employees will be responsible for maintaining their vehicle by doing the following. The agency reserves the right to inspect vehicle documents and carry out physical checks of an employee's private car used for business travel without notice. Continued participation in this benefit requires the employee to submit proof of updated vehicle insurance as appropriate. Copies of insurance should be submitted to the respective supervisor, and forwarded to the Human Resources for record keeping.

- Checking fluids and lubricants regularly
- Checking tire pressures, tread depth, and general condition of all tires regularly
- Checking lights and electrical equipment regularly
- Servicing in accordance with the manufacturer's schedule
- Keeping the car secure (and alarmed as appropriate)
- Removing any agency property from the car when left unattended

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 5, 2022

Subject: *Agenda Item 4c*: New Executive Vacation Accrual Benefit – **Action Item**

CAPK Executive Management is proposing approval of a new vacation accrual benefit package for Executive Team employees. After review of the current vacation accrual benefit, the Executive Team revised vacation benefits to be more aligned with the current market standard.

CAPK understands the importance of investing in an Executive Team package that offers benefits that are competitive and attract and retain top-tier talent. This new benefit ensures CAPK maintains long term stability in the job market.

Additionally, this new policy is another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Recommendation:
Staff recommends that the Personnel Committee approve the new Executive Vacation Accrual Benefit Policy.

Attachment:
Section 15.0. Employee Policy Manual

15.0 BENEFITS AND TIME OFF

15.0 BENEFITS AND TIME OFF

15.1 Interpretation of Benefits Policies

CAPK provides valuable benefits to its employees. Each benefit program offered has its own eligibility requirements that must be satisfied before a particular employee may participate in such program. For most programs, there is a written plan document or insurance contract that sets forth the details of the program and the eligibility requirements. CAPK reserves the right to change, modify, or delete any benefits at its discretion.

While CAPK explains the basic elements of such programs in this Manual and elsewhere, the terms of the written plan documents or insurance contracts will control the administration of any benefits under such programs. To the extent that any statements or assurances are made in any form (including this Manual) that may contradict the provisions of the plan documents or insurance contracts, such statements or assurances are to be disregarded; the provisions set forth in the written plan documents or insurance contracts will control CAPK's obligations and determine the outcome of any situation. This includes any determinations regarding breaks in service.

To understand many of CAPK's benefit programs, it will be helpful to define certain terms as used in the below summaries. The following definitions will apply to interpret CAPK's benefits programs:

- **"Scheduled Workday"**: When calculating the rates at which time off is accrued or used, the term "scheduled workday" refers to an incremental period on the number of hours the employee is regularly scheduled to work, excluding overtime. For employees regularly scheduled to work forty (40) hours per week, one (1) "scheduled workday" consists of eight (8) hours. For employees regularly scheduled to work less than forty (40) hours per week, the "scheduled workday" is in proportion to the number of their regularly scheduled hours per week, excluding overtime. This definition applies to all time-off benefits, such as vacation, holidays, sick time, etc., unless otherwise specifically stated.
- **"Immediate Family"**: Unless otherwise stated in the specific policy, the term "immediate family" refers to the employee's spouse, registered domestic partner, child, stepchild(ren) or foster child(ren). It also includes the children of the employee's spouse or registered domestic partner.

15.2 Statutory Benefits

In addition to wages and salaries, CAPK contributes to government-mandated programs on behalf of all its employees. These benefits include the following: Social Security; Medicare; State Unemployment Insurance; and Workers' Compensation Insurance. CAPK also makes payroll deductions for mandatory State Disability Insurance ("SDI") and California's mandatory Paid Family Leave Insurance ("PFLI"). SDI and PFLI benefits are available through the California Employment Development Department. Employees may elect to use any available sick and/or vacation time before they collect SDI or PFLI

benefits. Where employees are collecting SDI or PFLI, CAPK can coordinate the payment of any vacation or sick pay with such benefits, to maximize income to the employee.

15.3 Insurance Benefits

CAPK offers benefits through a group medical, dental, vision, and life and AD&D insurance program to all full-year and part-year employees. Employees will share the cost for benefits not fully paid by CAPK. Eligible employees may elect medical which includes vision and dental insurance coverage for their dependents. Coverage for registered domestic partners as "dependents" is available.

New full-time employees become eligible for insurance programs on the first day of the calendar month following thirty (30) days from their hire date. Employees who become eligible due to a status change are eligible for insurance benefits on the first day of the calendar month following thirty (30) days from their change in status.

Except as specifically required by law (such as Family & Medical Leave) or stated in this Policy Manual, during any leave of absence, the employee must pay their share of cost to continue any group health or voluntary life insurance. If an employee does not pay their share of cost for medical/dental insurance and voluntary life coverage while on leave, benefits will be terminated the beginning of the month following non-payment. The employee will be offered COBRA until they return to work.

If an employee experiences particular events that would result in a loss of health insurance coverage, such as a change in status, leave of absence (other than periods covered by Family & Medical Leave, CFRA or PFL), or separation from employment, that employee and covered dependents would be eligible to continue their health insurance through COBRA. Dependents who lose dependent status due to an employee's death, divorce from the employee, or a child reaching an age-limit, would also have the right to continue health insurance coverage through COBRA. All participants in CAPK's health insurance plans will receive information regarding COBRA rights, upon becoming ineligible participants. Where the loss of coverage is due to a dependent no longer holding dependent status, that participant has a duty to notify Human Resources of such event to exercise any COBRA rights.

This section is intended only as an overview of our group insurance programs. CAPK reserves the right to change, modify, or delete any benefits at its discretion. Detailed information is provided in the Group Insurance Benefits booklet.

15.4 403(b) Tax Deferred Annuity and 401(a) Pension Plan

CAPK offers all employees the opportunity to contribute a portion of their earnings to a 403(b) tax deferred annuity. Employees are eligible to enroll in the plan as a participant upon date of hire. This plan allows eligible employees to contribute an amount from each paycheck for retirement investments. The investment contribution is deducted from wages before income taxes are calculated, which will reduce tax withholdings. Employees may contribute as little or as much as they want, up to the limits set forth in the Plan documents and by IRS annually. Additional eligibility requirements may apply. See Human Resources for details of the plan.

CAPK also provides eligible, full-time, and part-time employees with 1,000 service hours based on anniversary year, an employer-sponsored contributions to a 401(a)-retirement plan who participate and have completed one year of service and are at least 21 years old. CAPK contributes to the plan on the employee's behalf. The contributions are subject to vesting and the plan is eligible for deposit of rollover funds from a prior employer's retirement plan or IRA. See Human Resources for vesting and other details of the plan.

15.5 Holidays

CAPK employees observe holidays each year as may be determined by the Board of Directors. Eligible employees will be given the approved holiday off with pay. A schedule of predetermined holidays to be observed during each calendar year will be published and posted with the payroll schedule during the month of December. The holiday schedule will also be posted on the ADP Resource page.

For calculating holiday pay, each holiday pay will be equal to the employees normally schedule workday. Non-exempt employees shall be paid for holidays based upon their non-premium, regular hourly rate; exempt employees shall be paid their regular weekly salary. Holiday pay will not be counted as time worked in the calculation of overtime.

When a holiday falls on a weekend, it will be observed on the nearest regular working day. A schedule of the dates on which CAPK's paid holidays will be observed will be distributed just prior to the beginning of each calendar year. Non-exempt employees required to work on a paid holiday will be paid at their regular rate of pay for all hours worked on the holiday, in addition to regular holiday pay for the day.

Employees who wish to observe religious holidays that are not designated as a CAPK holiday may take the necessary time off to do so, unless his/her absence would create an undue hardship. Such time will be unpaid; however, vacation time may be used. Such time should be scheduled at least two (2) weeks in advance and requests should be submitted to the employee's immediate supervisor.

1. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding Friday or following Monday, respectively. For eligible employees who work an alternative work week schedule and the holiday falls outside their normal schedule, the employee will be asked to take another day during the pay period in which the holiday occurs.
2. If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day on the holiday is observed.
3. Employees on leave of absence for any reason are ineligible for holiday benefits that are observed during the period they are on leave of absence. This includes FMLA, CFRA, and PDL, personal leave, medical leave, workers' compensation, or any other type of a leave of absence.
4. The number of holiday hours an employee is paid is determined by the number of hours the employee is normally scheduled to work and will be paid at their normal hourly rate.

15.6 Vacation

Note: Some programs may have different accrual and usage policies. In some cases, this policy may not apply. In this case, the program policy will apply (Example: WIC and Union Employees - please refer to program procedures or Union Contract).

Vacations are meant for the relaxation of employees, so they may feel more refreshed at work and can be more productive. CAPK strongly encourages eligible employees to take vacations for this purpose; vacation time is not available to use for absences due to illness or other medical needs so long as any paid sick time is available. All full-time employees are eligible to accrue vacation beginning from their hire date and will earn vacation time at the following annual rates, with the following maximum accrual levels:

Executive Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	4.62 hours/per pay period (15 days/year)	240 hours
37 – 96 months	6.15 hours/per pay period (20 days/year)	320 hours
97 – 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 60 months	4.62 hours/per pay period (15 days/year)	240 hours
61 - 120 months	6.15 hours/per pay period (20 days/year)	320 hours
121 - 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Non-Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	3.08 hours/per pay period (10 days/year)	160 hours
37 – 96 months	4.62 hours/per pay period (15 days/year)	240 hours
97 – 180 months	6.15 hours/per pay period (20 days/year)	320 hours
181 – 240 months	6.46 hours/per pay period (21 days/year)	336 hours
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours

Employees do not receive vacation accrual while on unpaid leave, workers' compensation, or FMLA/CFRA/PDL. Vacation time may not be taken in advance of being earned. Exempt employees must use vacation in minimum increments of one (1) full workday.

If an employees' earned but unused vacation accrual reached the maximum, the employee will not accrue any additional vacation. If the employee later uses some of the vacation accrual to fall below the maximum, the employee will resume earning vacation accrual from that date forward. The amount of vacation an employee has accrued will be indicated on their paystub in terms of "hours" available. Vacation does not count as time worked for calculating overtime.

Vacations must be scheduled with the prior approval of the employee's supervisor but shall not be unreasonably denied. Divisions can establish standard timelines regarding advance notice of vacation requests based on program needs. This is necessary because of scheduling demands; requests with minimal notice are discouraged and may be denied based on work and coverage demands. CAPK has the right to control the scheduling, timing, and length of vacations to minimize disruption to CAPK's operations; however, every effort will be made to schedule vacations during a mutually convenient time. If a paid holiday occurs while one is on approved vacation, one will be paid for the holiday and the holiday will not be counted as a vacation day. For all employees, any vacation earned and not used will be paid at the time of termination. CAPK prohibits the advancement of accrued vacation time.

Eligible Head Start Part-Year Employees Working Less Than 12 Months Per Year.

Eligible part-year employees who work less than 12 months per year shall note: part-year employees will earn 24 hours of personal time off effective August 1 of each year. Any paid personal time off balance at the end of the ten (10) months will be included with the last check in May/June of each year.

15.6.1 Vacation Cash Out

CAPK offers eligible employees the opportunity to request a vacation pay out one time during a calendar year. You must have met your one (1) year anniversary and you must have a 40-hour vacation balance after the request. You will be allowed to make one (1) request per calendar year with the cash out request of one (1) to 40 hours. Example: if you request a vacation cash out of 20 hours that will be your one (1) vacation cash out request for that calendar year.

15.7 Sick Leave

All full-time full-year employees accrue paid sick time starting at date of hire. Sick time benefits accrue at the rate of 3.69 per pay period (some programs may operate with a different accrual schedule). Employees do not accrue sick time while on unpaid leave, workers' compensation or FMLA/CFRA/PDL.

Employees may use accrued sick time for the following: (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; or (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. Sick time may not be used for vacation or any reason other than the previously listed reasons. If available sick leave has been exhausted, vacation can be used to cover such absences. CAPK may require a statement from a doctor verifying any illness causing an absence from work, or other documentation supporting an absence, even if the absence is unpaid.

Covered family members for sick leave includes:

- spouse or registered domestic partner
- child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- biological, adoptive, or foster parents or stepparents, legal guardian of the employee or the employee's spouse or registered domestic partner
- grandparent

- grandchild
- sibling

Hourly employees are paid according to their hourly rate of pay and in compliance to the funding sources. Paid sick time does not count as time worked for the purposes of calculating overtime.
Exempt employees must use sick time in minimum increments of one full workday.

Sick time may be accrued to a maximum of 480 hours. Once an employee reaches this maximum, no additional sick time will be accrued until falls below 480 hours.

Eligible Full-Time Part-Year Employees Working Less Than 12 Months Per Year.

Part-year employees will earn 40 hours of sick leave effective August 1 of each year. Sick leave will start over each August 1 and employees' will be granted a 40-hour balance on August 1. Sick leave balance at the end of the school calendar will be transferred to their Extended Illness Bank (EIB).

15.8 Sick Leave for Temporary, Part-time, and Substitute Employees

All temporary, part-time, substitute employees who are not benefit eligible will receive sick leave accrued at 1 hour per 30 hours worked for a maximum of 24 hours or 3 days per calendar year. CAPK may limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Bereavement

In the event of the death of an employee's family member, an eligible employee will be granted up to 48 hours of paid time off to arrange for and/or attend the funeral per calendar year. At the employee's election, a miscarriage will be treated as the death of a child for the purpose of receiving paid bereavement leave. All full-time employees are eligible for this benefit. Bereavement qualifying members of the family are as follows:

- spouse or domestic partner (including common-law spouse)
- child (including foster and/or stepchild)
- parent (including stepparents)
- brother or sister (including step or half)
- grandparent (not in-law)
- grandchild
- current mother-in-law and current father-in-law

Employees may request to use accrued vacation time to cover bereavement absence for non-family. If the employee has no vacation time, they may request unpaid leave for bereavement associated with the loss of other persons and may be granted upon request and approval by the employee's division director.

15.10 Jury or Witness Duty

CAPK employees are encouraged to fulfill their civic responsibility when called for jury or witness duty. Employees summoned for such duty must provide a copy of their summons to their manager as soon as possible to arrange for time off. All full-time

employees are eligible for jury-duty. Part-time, temporary, and substitute employees are not eligible for jury duty pay.

CAPK will pay eligible exempt and non-exempt employees up to eighty (80) hours straight-time pay per calendar year.

If jury service starts after the employee's normal workday or jury service ends before the end of workday, the employee must contact their immediate supervisor daily to discuss their scheduled work hours daily. If jury service is less than the number of hours the employee is scheduled to work (i.e., 8- or 10-hour day) and the employee does not report to work, this time should be covered by vacation request or will be unpaid time.

Travel from jury service to work or from work to jury service will be counted as part of your workday. Commute time from home to jury service or from jury service to home is not paid time.

In instances where a CAPK employee is called to serve as a witness as part of the job and in their capacity as an employee of CAPK, the service as a witness is work time and all such time will be paid accordingly. If employees are called to serve as a witness in any other capacity, such is non-work time.

Certification from the court or other judicial officer verifying the days and times of jury or witness service should be provided to your supervisor. Employees may use available vacation to offset any extended jury or witness duty. The employee and supervisor are responsible to ensure that jury duty is entered onto your timecard to be paid correctly. If an employee receives a check from the court for mileage and/or per diem, the employee may keep the check.

15.11 Reporting to Work Pay

CAPK will comply with all applicable regulations regarding reporting time pay for non-exempt employees (scheduled workdays). Each workday an employee is required to report to work but is not put to work or is furnished with less than half of his or her usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at his or her regular rate of pay.

CAPK will pay a minimum of two (2) hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

15.12 Interruption of Work Due to Unforeseen Circumstances

CAPK will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or of natural causes or other circumstances beyond the CAPK's power to control.

15.13 Catastrophic Leave

In the event an employee has exhausted their leave benefits and must miss work due to a prolonged illness or injury (including that of an eligible family member), Catastrophic Leave is a benefit that allows employees to request leave through time donated by

agency peers. Please refer to the Catastrophic Leave Policy for guidelines and information.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 5, 2021

Subject: *Agenda Item 4d*: Revised Payroll and Compensation Policy – **Action Item**

CAPK Management is proposing approval of the revised Payroll and Compensation Policy. Changes to the policy include offering shift differential pay for employees who work shifts outside the regular weekday hours. Since it can be less desirable to work specific shifts, CAPK is incentivizing our workforce with a premium hourly rate as described below.

8.0 Shift Differential Pay

All employees working a schedule beginning at or after 3:00 p.m. shall be paid a night differential of fifty ($0.50) cents per hour in addition to their base rate.

All employees working a schedule beginning at or after 11:00 p.m. shall be paid a graveyard differential of one dollar ($1.00) per hour in addition to their base rate.

While differential pay is not legally required, they are a common benefit given to employees who agree to work undesirable hours. This is an effective practice used by many organizations that face the challenge of recruiting and staffing employees for hours outside the regular workday.

The change to the policy is just another way CAPK is committed to aligning initiatives with our Strategic Plan objectives of enhancing current employee benefits.

Finally, the expected fiscal impact from the implementation of this policy is minimal. In time, this policy and practice will likely save the agency money in both time related to the onboarding of new employees as well as in the reduction of turnover and related training time.

Recommendation:

Staff recommends that the Personnel Committee approve the revised Payroll and Compensation Policy.

Attachment:

Section 8.0 Employee Policy Manual

8.0 PAYROLL INFORMATION

8.0 PAYROLL AND COMPENSATION

8.1 Work Week and Workday

Employees will be paid on a bi-weekly basis, every other Friday, with paychecks distributed covering work performed during the previous two-week pay period. For payroll purposes, CAPK's standard workweek begins at 12:00 a.m. Monday morning and ends at 11:59 p.m. the following Sunday night. The standard workday begins at 12:00 a.m. on each scheduled workday and ends at 11:59 p.m. the same day. This standard workweek and workday applies to all employees unless otherwise specified. The employee's supervisor will advise the employee of their specific work schedule. Employees must notify their supervisor when they will be leaving for lunch, or for any other purpose and confirm what time they will return. Employees must be prepared to resume work promptly at the end of their scheduled lunch period or other break**.**

Some employees are scheduled to work an "alternate workweek." For such employees, the standard payroll workweek and workday will apply. Overtime premiums will be paid as required by law. CAPK reserves the right to cancel the schedule at any time.

8.2 Paycheck Information

Employees are paid bi-weekly every other Friday. CAPK offers free, automatic payroll deposit to the employee's bank account. CAPK's payroll practices are designed to be paperless, therefore we provide employees without a bank account the opportunity to enroll in a Visa-brand pay card program. This ensures all employees receive their pay timely and without worry of payment delays. CAPK does not print pay statements. However, employees can access their pay statement via an electronic portal. If a payday occurs on a holiday, employees should receive their deposits no later than the next business day.

At the agency's discretion, paychecks may be mailed or held with prior arrangements made with Human Resources. Any other alternatives to mailing a check must be arranged with Human Resources. For the employee's protection, his or her paycheck will not be given to any other person, except on the employee's written request. There are no advances of pay.

We are required by law to make certain deductions from employee's pay. Garnishments, wage assignments, liens, and other legal arrangements will be handled confidentially and in compliance with the law.

If an employee finds any error in his or her paycheck or pay statement (pay rate, hours worked, etc.), they must report the error to the Payroll Department immediately for correction. If there is an overpayment to one's account, payroll will contact the employee to see about arrangements for repayment of those funds.

8.3 Non-Exempt Employee Time Records

An employee's time record is their bill to CAPK for services rendered and is a legal document. All employees are expected to use CAPK's electronic timekeeping system. To be sure work time is paid in full, timestamp "In" at the beginning of the day, timestamp "Out" and "In" for lunch, and "Out" again at the completion of the day. Do not timestamp "In" or "Out" for the ten-

minute rest periods since these breaks are on CAPK paid time. Failure to use the electronic time keeping system will result in employee discipline.

Each employee is responsible for recording all overtime worked and reporting all missed breaks. It is the employee's responsibility to clock in and clock out for every shift worked (and all meal periods and other unpaid absences). Employees may not begin work before they have clocked in. Non-exempt employees working "off the clock" for any reason is prohibited, and a serious violation of CAPK policy. No one has the authority to require, allow or ask, directly or indirectly, any non-exempt employee to perform any work for CAPK "off the clock". If an employee forgets to clock in or out, or if an employee believes the timestamps are not accurate, they must notify their supervisor immediately, so the time can be accurately recorded for payroll purposes. Remember to record all time worked, even if it is during what should have been non-work time.

The beginning and end of each meal period or any other unpaid break is recorded by electronic timestamp. All arrivals and departures must be recorded by electronic timestamp as they occur. Time worked is rounded to the nearest 15 minutes time for calculating hours worked.

Under no circumstances may an employee electronically 'timestamp' for another employee. Each employee is only permitted to electronically 'timestamp' his or her own time. Any errors on an employee's timecard should be reported immediately to the supervisor.

Timecards must be reviewed and approved electronically by the employee at the completion of each pay period. An employee's approval verifies that the employee personally recorded all the time shown and that the hours reported are complete and accurate. The approved timecard will be submitted to the supervisor for review and approved by the payroll deadline.

8.4 Overtime for Non-Exempt Employees

There may be occasions when the workflow is such that CAPK may need non-exempt employees to work beyond their normal shift. CAPK will provide non-exempt employees with overtime pay in accordance with state and federal laws. Employees are expected to cooperate with requests to work overtime. Overtime will be offered or assigned to individuals at the sole discretion of CAPK.

Each instance of overtime must be approved in advance by management. It is the employee's responsibility to obtain approval from the supervisor before working overtime. Employees who work unauthorized overtime will be paid for the time worked; however, repeated failure to get advance approval may result in disciplinary action, up to and including termination.

As a reminder, for the purposes of calculating overtime for non-exempt employees, paid time off such as vacation, sick time, holidays, jury duty, etc. does not count towards overtime.

Exempt employees are not eligible for overtime pay.

8.5 Travel Time

With the exception of the employee's commute between home and work, most travel time is considered work time. Normally, on any given day, the time an employee spends traveling to the first place he or she reports for duty, and the time spent traveling home from the last place worked will be the employee's personal commute time. Time spent traveling between work sites after the start of each workday, will normally be work time. If employees are traveling out

of town or are assigned to an unusually distant work site for the day (i.e., not the employee's regular assignment), then the time spent traveling beyond the normal commute would normally be considered work time.

For example, if an employee is regularly assigned to work in Bakersfield four days a week and in Shafter one day a week, then the commute between the employee's home and his or her assigned location each day would not be work time. In other words, an employee is not "at work" until they at least show up at their first location for the day, and once they are done for the day, the drive home is on the employee's own time.

When the time spent traveling is "work time," the employee will be paid for their time in accordance with normal pay procedures. For all travel expenses and liquidation see CAPK Travel Policy. Please see Human Resources if there are any questions.

8.6 Cost of Living Allowance (COLA)

Cost of Living Allowance (COLA) may be provided to enable the employees to maintain equitable pay levels in accordance with federal, state, or other funding agencies. COLA increases are not related directly to employee performance or length of service and do not require the recommendation of the employee's supervisor. COLA increases may be specified by the funding source and are based on available funds. Because different funding sources have different policies regarding salary/wage increases, and these funding sources are directly related to programs, there may be situations when employees working in one program will receive a COLA increase and employees in another program may not receive a COLA. COLA increases may be applied to the positions salary range in the amount specified and the salary range may be adjusted by the amount of the COLA percentage. COLA increases may change the entire salary range and should not change the position of the employee within the salary range.

Employees must be an active current employee at the time the COLA is applied to receive the COLA. Employees on leave during a COLA will receive the COLA at the time the employee returns to active status.

When a COLA is announced and a retro-COLA must be paid, the employees in active status at the time the COLA is applied will be eligible to receive the retro-COLA.

8.7 Incentive Pay

Incentive compensation to employees based on program cost reduction, or efficient performance, suggestion awards, safety awards, etc., are allowable to the extent that the overall compensation is determined to be allowed by the funding source and reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between CAPK and the employee(s) before the services were rendered, or pursuant to an established plan followed by CAPK so consistently as to imply, in effect, an agreement to make such payment.

8.8 Location Differential Pay

CAPK has some locations that are underserved and where there are not enough qualified employees who live reasonably nearby to appropriately staff the location. Accordingly, CAPK may need to staff the location with employees who live far away from the location and will need to commute a distance well more than an ordinary, reasonable commute. CAPK recognizes that regularly working this far from home will also create other inconveniences with respect to childcare, medical appointments, and other non-work-related matters. To account for the impact of assigning an employee to a distant location, the Director may designate certain non-exempt employees as eligible for "location differential pay." A designation will be

considered only where the assigned location is one where CAPK has difficulty staffing the site and must impose on the employee to commute a great distance to work at it.

Positions will be designated only in accordance with the program's need, as determined by the Director, with approval from the Director of Human Resources. This pay differential is not automatic; specific approval and a formal, written status change are required.

8.9 Shift Differential Pay

All employees working a schedule beginning at or after 3:00 p.m. shall be paid a night differential of fifty ($0.50) cents per hour in addition to their base rate.

All employees working a schedule beginning at or after 11:00 p.m. shall be paid a graveyard differential of one dollar ($1.00) per hour in addition to their base rate.

8.10 Compensation Policy

CAPK intends to provide competitive compensation within the local marketplace by utilizing a compensation system that determines the fair-market value of positions within CAPK. The system used will be objective and non-discriminatory in theory, application, and process.

While the goal of CAPK is to provide uniform application in compensation administration, this policy recognizes that because of the unique nature of CAPK with its varying funding sources, programs, funding opportunities, restrictions, and regulations, that providing uniformity in compensation administration across CAPK may not always be possible.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Tracy Webster, Chief Financial Officer

Date: January 5, 2022

Subject: *Agenda Item 4e:* Changes/ Reclassifying Finance Job Descriptions – **Action Item**

Executive Summary

As Community Action Partnership of Kern (CAPK) continues to strive for efficiency and to prepare for the future with succession planning. We are proposing the adoption of new enhanced job descriptions for the Finance Division and changes to existing job descriptions in the Finance Division.

Background

The Finance Division has been evolving and developing over the years into more enhanced positions to better serve the programs they support. With the focus of the positions to certain programs and grants it has allowed for better communication and program cooperation.

Proposal:

Below are the details of the proposed reorganization of the Finance Division:

Changes to Existing Positions

- Reclassify two Accountants to Accountant II
- Reclassify the Accounting Manager to Accounting Administrator and place them over Accountants and Grants Management

New Positions

- Create a lead accounts payable role
- Create role of Position Control Specialist for fiscal year 2022-23

This restructure and changes to positions within the Finance Department allow for appropriate incremental progress on the Agency Strategic Plan Goal 6.1 and 6.2. The enhancement of succession planning within the Finance Division allows for improved continuity and agency stability.

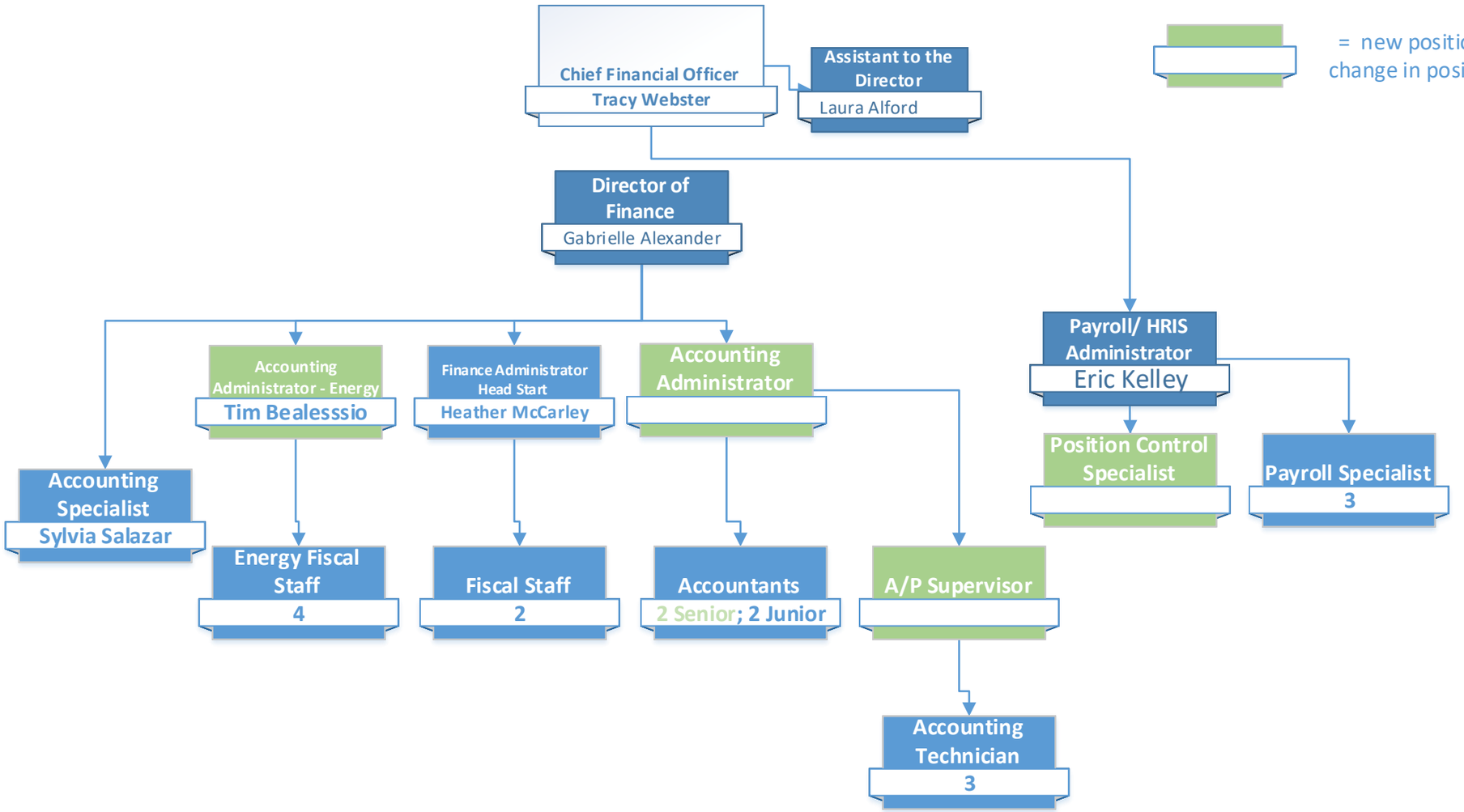
For the fiscal year ending February 28, 2022, there is no fiscal impact related to these changes. The fiscal impact for the position addition for March 1, 2022, has a fiscal impact of $55,000 plus benefits. This additional cost will be represented in the agency-wide budget to be presented to the Budget & Finance Committee on January 19, 2022.

Recommendation:

Staff recommends approval to implement the proposed job reclassification of two Accountants to Accountant II and reclassify the Accounting Manager to Accounting Administrator and place them over accountants and grant management. Creating the role of lead accounts payable and Position Control Specialist to continue to better serve CAPK Finance team.

Attachments:

Finance Org Chart
Accounting Administrator Job Description
Accounting Administrator – Energy Job Description
Accountant II Job Description
Position Control Job Description
Accounts Payable Supervisor


Chief Financial Officer
Tracy Webster
Assistant to the Director
Laura Alford
= new position/ change in position
Director of Finance
Gabrielle Alexander
Payroll/ HRIS Administrator
Eric Kelley
Accounting Administrator - Energy
Tim Bealesssio
Finance Administrator Head Start
Heather McCarley
Accounting Administrator
Accounting Specialist
Sylvia Salazar
Position Control Specialist
Payroll Specialist
3
Energy Fiscal Staff
4
Fiscal Staff
2
Accountants
2 Senior; 2 Junior
A/P Supervisor
Accounting Technician
3

Accounting 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:** 10/31/2018

SUMMARY:
Maintains and enhances the organization's finance department by planning, implementing directing, and coordinating the day-to-day accounting operations of the organization. Assists the Director of Finance with strategic leadership, implementation, and coordination of Finance activities and internal communications to ensure a positive culture and work environment, as well as appropriate fiscal compliance and accountability. Additionally, responsible for specialized accounting, auditing, and monitoring tasks.

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 Accountant IIs, Accountants, and Accounts Payable Supervisor.

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

Essential Job Specific Duties:

1. Assist Director in strategic planning and implementation of best practices and processes with respect to Generally Accepted Accounting Principles, Policies and Procedures, and funding guidelines. Position is a hands-on leadership role.
2. Train key management staff and division staff on effective use of the accounting and project management software modules/applications.
3. Manage, plan, and coordinate the day-to-day accounting operations of the organization to include cash disbursements, cash receipts, and recording of all accounting transactions to the general ledger.
4. Ensure the accuracy of the financial records of the organization.
5. Review and analyze general ledger accounts to ensure reliability and accuracy.
6. Review voucher packages to ensure completeness and accuracy, including proper authorizations and proper coding of transactions in accordance with the established chart of accounts.
7. Assist with cash flow analysis to determine vendor payments to be processed in conjunction with cash availability.
8. Maintain effective working relationships and communication with vendors of the organization.
9. Ensure the timely depositing and recording of all cash and cash equivalents.
10. Prepare audit schedules and financial schedules and reports as assigned.
11. Assist with facilitating the annual organization-wide audits and funding source financial onsite monitoring reviews.
12. Provide technical support to program managers on use of the chart of accounts and maximizing use of grant/program funds.

13. Direct the work of Accountants charged with managing and monitoring program grant/contract spending.
14. Coordinate with the Business Services Department on purchase orders and contract services agreements.
15. Coordinate with the Human Resources Division on the recording of payroll related transactions.
16. Ensure that established general ledger, cash receipts, accounts payable and payroll accounting procedures and processes are being followed.
17. Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
18. Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
19. Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
20. Supervise and evaluate Finance staff in performance of duties.
21. Keep the Director of Finance and Chief Financial Officer informed on all issues affecting the accounting activities of the organization in a timely manner.
22. Provide divisional oversight on all areas of the Finance Division in the absence of the CFO and/or Director of Finance.
23. Perform other financial and accounting duties as assigned.
24. Stays current with relevant federal and state regulations and policies.

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:

- 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:

- Work under frequent time pressures or deadlines.
- Research and resolve accounting issues.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Use good organizational methods and procedures.

- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships, both internally and externally.
- 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. Master's degree preferred but not required.
- 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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 Accounting 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			x		

Accounting Administrator - Energy

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:** 3/25/2020

SUMMARY:
Responsible for financial monitoring and reporting functions of program budgets/grants, including monitoring and analyzing assets, liabilities, revenue, and expenditures accounts, reviewing financial data, preparing budget to actual reports, and using findings to assist management with the day-to-day operations of the program.

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:
Fiscal Coordinator, Operations Technicians, and indirect supervision of Fiscal Technician, Billing Supervisor and Billing 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:

1. Assists and provides guidance to the Program Administrator and Division Director for all fiscal issues affecting grants/programs.
2. Assist Director in strategic planning and implementation of best practices and processes with respect to Generally Accepted Accounting Principles, Policies and Procedures, and funding guidelines. Position is a hands-on leadership role. Manages the preparation and finalization of budgets and budget revisions.
3. Train key management staff and division staff on effective use of the accounting and project management software modules/applications.
4. Creates, maintains, and monitors a budget to actual report for each funding source along with an overall program budget and provides proposed budget modifications if expenditures are projected to exceed or underspend the budget.
5. Establishes, maintains, and enforces internal control procedures for inventory, fiscal, and billing departments.
6. Prepares a monthly financial/statistical report for use by the Program Administrator and Division Director.
7. Prepares annual program audit schedules.
8. Monitors inventory policies and procedures including review of monthly inventory reports for accuracy.
9. Reconciles various program accounts, including but not limited to, inventory and sub-contractors monthly.
10. Review data entered in program software, state database(s), and the general ledger.
11. Responsible for entering data into the State of California Department of Community Services and Development Expenditure Activity Reporting System.
12. Provides recommendations for improving and/or streamlining processes.

13. Prepares financial reports for grants/contracts in accordance with funding source requirements.
14. Analyzes general ledger accounts for propriety and accuracy.
15. Keeps Division Director and Program Administrator informed on all financial issues affecting grants/programs and recommends solutions for improvement.
16. Provides support to key program management staff on the effective use of the accounting software applications/modules.
17. Provides technical support to staff in resolving budget, financial, and reporting issues.
18. Stays current with relevant federal and state regulations and policies.

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. Performs any 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:

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

Ability to:

- Analyze financial data and prepare financial statements and reports.
- 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 with at least 24 units in accounting and accounting related courses. Master's degree preferred but not required.
- Five (5) years of progressive financial 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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 Accounting Administrator - Energy			
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		

Accountant II

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** 3/27/2015

SUMMARY:
Responsible for the more complex general accounting and financial reporting functions of the organization, including preparing financial statements, preparing budget to actual reports, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenue, and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
1. Manage the Abila MIP accounting software system, including understanding its capabilities and maximizing the use of its modules/application.
2. Train key management staff and division staff on effective use of the accounting software modules/applications.
3. Prepare organization-wide financial statements.
4. Prepare financial reports for grants/contracts in accordance with funding source requirements.
5. Prepare organization-wide budget to actual reports.
6. Analyze general ledger accounts for propriety and accuracy.
7. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
8. Reconcile bank accounts monthly.
9. Analyze organization cash balances daily by grant and program.
10. Prepare U.S. Treasury cash drawdown supporting schedules.
11. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
12. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
13. Prepare annual audit schedules.
14. Provide technical support to program staff in resolving budget, financial, and reporting issue.
15. Keep the Accounting Administrator and Director of Finance informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
16. Perform other financial and accounting duties as assigned.
17. Manage position control data to ensure that positions are appropriately budgeted by funding source.

Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.

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, spreadsheet, general ledger database, and 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.
- Five (5) years of progressive financial accounting 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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 II			
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					

Position Control Specialist

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

SUMMARY:

Under the supervision of the Payroll/HRIS Administrator, independently performs detailed administrative support work establishing and maintaining the Agency's position control system. The Position Control Specialist (PCS) shall ensure detailed and strict implementation of the Agency's approved position budgets, accurately record related costs, establish, and maintain statistical records and reports, and produce compliance-based reporting using a position control system, the Agency Human Resources information system, and MS Office software. The PCS serves as the department liaison for position control; performs complex technical duties such as control system table configuration and maintenance; conducts mass data updates; and reviews, analyzes and verifies a variety of personnel actions affecting position control. The PCS shall ensure that each position at the Agency has its own unique position control number and track incumbencies and vacancies regardless of changes to the position or incumbents' employment history or other elements. Positions shall be tracked even when there are no incumbents to fill specific positions.

SUPERVISION RECEIVED:

Receives supervision from the Payroll/HRIS Administrator.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Functions and Duties:

1. Receives direction and authorization from the Payroll/HRIS Administrator and communicates with Human Resources and payroll staff regarding position control issues.
2. Works closely with the Director of Human Resources, the Chief Financial Officer, the Director of Finance, Accountants, and delegates on issues of FTE and personnel status as they relate to position control.
3. Prepares/provides reporting from position control as needed for leadership to evaluate staffing and compensation.
4. Works with Finance staff to run salary projections and reconcile position information.
5. Extracts and transforms data from various systems sufficient to complete accurate uploads into the position control system; builds tracking systems/spreadsheets to analyze data.
6. Assists Chief Financial Officer or designee with staffing projections and allocations to funding sources.
7. Ensures integrity, compliance, and accuracy of information by maintaining knowledge of Agency policies, procedures, Union contracts, and federal and state regulations.

8. Maintains fiscal year position budgets annually and updates them from year to year.
9. Defines and reviews personnel budget and actuals data with program managers of all Agency programs to confirm position control system accuracy.
10. Provides payroll budget information to Agency Administration for the collective bargaining process.
11. Maintains confidentiality of sensitive information.
12. Monitors budgets and costs of all Agency approved positions, including unfilled positions.
13. Assists in the completion of mandatory reporting (example: EEO, Economic Census, Multiple Worksite reporting, and reporting required to complete internal audit functions).

Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Performs any other like 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, Finance, and Human Resource Division policies and procedures.
- General staffing and payroll practices.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, and human resources and payroll processing systems (ADP or other).

Ability to:

- Work independently, under frequent time pressures or deadlines and manage work time effectively.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Maintain effective working relationships with co-workers.
- Listen and communicate (written and verbal) with excellent grammar, spelling and proofreading skills to all levels of Agency.

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; AA degree in business, accounting, or equivalent work experience highly preferred.
- Three (3) years of responsible administrative office (support) experience (i.e., accounting, bookkeeping, and human resources) in a high-volume customer service environment.
- Experience with HRIS and position control systems.
- Proficient in MS Office Suite, specifically MS Excel.
- Experience is desirable in a not-for-profit agency that includes duties involving budgets, grants or detailed statistical reports or a public agency or business office working in position control, staff budgeting or comparable area.

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.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 moderate. Work is in an open office environment with persistent conversation and interruption.
- 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 Position Control Specialist			
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		

Accounts Payable 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 Grade: Grade 9 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Accounting Administrator, the Accounts Payable Supervisor will be responsible for the accounting activities to include, but not limited to, the approval and organization accounts payable activities and the execution of weekly payables tasks. Responsible for processing and general supervision of accounts payable tasks. Responsible for general guidance and training of Accounts Payable staff and processes.

SUPERVISION RECEIVED:

Receives supervision from the Accounting Administrator or Director of Finance.

SUPERVISION EXERCISED:

Three (3) Accounting Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to 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:

1. Train and supervise accounts payable accounting technicians in agency policies and procedures addressing expenditures.
2. Monitor requests for payment to ensure that expenditures are approved and allowable.
3. Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports.
4. Process a variety of documents pertaining to fiscally related transactions.
5. Prepare documents to support bank transactions.
6. Process general ledger data entry transaction into the accounting system.
7. Analyze travel advances and liquidations for compliance with organization policies and procedures.
8. Allocate transactions and prepare journal entries as needed.
9. Maintain filing system for grants, contract service agreements, leases, journal entries, and other financial documents.
10. Prepare audit schedules as needed.
11. Assist in the preparation of financial schedules and reports.
12. Make complex arithmetical calculation and verify computations.
13. Aid in compiling cash receipts and general ledger supporting documentation for funding source monitors and auditors.
14. May perform accounts payable and accounts receivable functions.
15. Match purchase requisitions, purchase orders, receiving documents, and vendor invoices.

16. Receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines.
17. Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.
18. Prepare checks and disbursement packages.
19. Monitor and ensure that the aging of accounts payable is within the organization guidelines.
20. Reconcile vendor statements and resolve any discrepancies in a timely manner.
21. Maintain a filing system for all unpaid invoices.
22. Research and resolve any problems or inquiries associated with disbursement transactions.
23. Assist in compiling cash disbursement supporting documentation for funding source monitors and auditors.

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.
4. 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:

- Methods, practices, and procedures of accounting and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, general ledger database, and other related software applications.

Ability to:

- Perform detailed accounting functions.
- Audit, review, and prepare financial reports, records, and related summaries.
- Make mathematical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Follow instructions given by supervisor.
- Maintain effective working relationships with co-workers.

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 and six (6) semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.

- Five (5) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated experience working with electronic spreadsheet applications.
- Accounting experience in a non-profit or governmental entity 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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of the 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 Accounts Payable 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			x		

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: January 5, 2022

Subject: *Agenda Item 4f*: New Job Title and Job Description (Outreach Specialist – Housing Services) – **Action Item**

The CAPK Housing program offers rental assistance and housing services to low-income individuals and families throughout Kern County. The Housing Program received $3,800,000.00 from the County of Kern to provide rental assistance services throughout Kern County from January 01, 2021, through September 30, 2022. Because this is a new service line for the agency, minimal awareness of the program has translated to lower utilization of services. Stronger outreach and marketing are needed to reach more Kern County residents in need of rental assistance. The addition of this position will support the program goal of reaching as many residents as possible in the contractually outlined service area.

The Housing program is requesting approval for a new job title of Outreach Specialist – Housing Services, with a description specifically crafted for the current Housing and Rental Assistance program. The new job title and description have been reviewed and approved by Human Resources and pointed at Grade 6 in the CAPK compensation schedule. This is a temporary position that may transition into permanent should additional resources become available.

Upon approval from the Board of Directors, staff will begin the hiring process for the Outreach Specialist. Anticipating the potential need, the position was included in the original budget, so no changes would need to be submitted to the County.

Recommendation:

Staff recommends that the Personnel Committee approve the new Outreach Specialist - Housing Services Job Title and Description.

Attachment:
Outreach Specialist - Housing Services Job Description

Outreach Specialist – Housing Services

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:
Provide education and outreach to promote Housing Services

SUPERVISION RECEIVED:
Receives supervision from the Housing 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.

Essential Job Specific Duties:
- Perform appropriate education and outreach activities to ensure eligible Kern County Residents in specific target areas are informed about Housing Services.
- Conduct education and outreach activities to areas identified as having the highest proportion of eligible Kern County residents.
- Provide services with organizations that have trusted relationships in the community to implement effective education and outreach activities.
- Attend outreach events to promote Housing Services.
- Promote and maximize awareness of the Housing Services programs.
- Provide information on Housing Services.
- Disseminate information to eligible populations to increase awareness of Housing Services in multilingual languages.
- Develop content for marketing materials.
- Maintain social media accounts with direct messaging regarding Housing Services.
- Attend meetings, workshops, and trainings as required.
- Other duties as assigned.

Other Job Specific Duties:
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Travel throughout Kern County.

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.

- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Proper telephone etiquette.
- Proper grammar, punctuation, and spelling.

Ability to:
- Work under pressure in new situations.
- Always maintain client confidentiality.
- Greet visitors and clients in a professional manner.
- Operate standard office machines.
- Plan and organize resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate strong problem-solving skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff and agencies.
- Travel throughout Kern County as needed.

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.
- Experience working with organizing community outreach, marketing, and social media.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Multilingual language fluency highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 and outdoors.
- 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 Specialist – Housing Services			
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: Rebecca Moreno, Director of Community Development

Date: January 5, 2022

Subject: *Agenda Item 4g*: New Job Title and Job Description (Outreach Specialist) and Updated Job Descriptions and New Grade (Homeless Services) - **Action Item**

The CAPK M Street Navigation Center offers shelter and wraparound housing services to individuals experiencing homelessness in Kern County. After operating the low barrier navigation center for over a year, leadership has identified the need to include additional responsibilities and requirements in the stated job duties for selected staff members, specifically staff who are on-call. The program is unique in the sense that it provides services 24 hours a day, 7 days a week, with no breaks or holidays during the year. Due to the high visibility, 24/7 schedule, and on-call requirements, attrition is naturally higher than many other programs. The leadership team works hard to maintain the safety and security of the staff, contracted providers, volunteers, and the residents of M Street. Changes to the selected job descriptions will provide a more-accurate picture of the required duties for applicants, boost the attraction of candidates who are more prepared to take on the intense workload, and strengthen retention for current staff.

M Street Navigation Center is requesting approval to update the current job descriptions for the following positions:

- Homeless Services Program Manager (remains at Grade 11)
- Homeless Services Operations Supervisor (Grade 8 to Grade 9)
- Homeless Services Program Services Supervisor (Grade 8 to Grade 9)

The updated job descriptions have been reviewed and approved by Human Resources. The grades for Homeless Services Operations Supervisor and Homeless Services Program Services Supervisor were repointed at Grade 9 in the CAPK compensation schedule.

Recommendation:

Staff recommends that the Personnel Committee approve the updated job descriptions for the positions of Homeless Services Program Manager, Homeless Services Operations Supervisor, and the Homeless Services Program Services Supervisor.

Attachments:
Homeless Services Program Manager Job Description
Homeless Services Operations Supervisor Job Description
Homeless Services Program Services Supervisor Job Description

Homeless Services Program Manager

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
To provide leadership for the Homeless Services program in accordance with Community Action Partnership of Kern (CAPK) and in partnership with local government regulations and program policies and procedures, including, but not limited to, program management, supportive client services, community partner participation, Coordinated Entry Services (CES), case management, data collection and reporting, volunteer and donor engagement, and food services, and complete oversight of client encampment.

SUPERVISION RECEIVED:
Director of Community Development.

SUPERVISION EXERCISED:
Homeless Services Supervisor, Homeless Services Operations Supervisor, Homeless Services Volunteer Coordinator, Homeless Services 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.

Essential Job Specific Duties:
- Supervise assigned staff assigned to the M Street Navigation Center and Client Encampment.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive Homeless Services program policies, best practices, and procedure guidelines.
- Provide technical assistance and consultation to program staff, partners, agencies, and local entities for effective implementation of the Homeless Services program.
- In collaboration with CAPK Community Development staff, researches and develops proposals for fundraising, maintaining, and expanding the Homeless Services Division, as appropriate.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach and public relations and assists in identification and cultivation of volunteers and donors.
- Oversee the safety and operation of navigation center and client encampment area.
- NARCAN Certified
- Ensure timely and accurate data management as required by funding sources, central administration, and finance and ensure reporting deadlines are met.
- Build and develop positive collaborations with CAPK programs, other agencies and service providers, and attends any necessary community meetings.
- Advocate on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
- Responsible for all Health and Safety Protocols.

Other Job Specific Duties:

- Attend all meeting, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work be able to work alternative hours as required, including nights, weekends and holidays.
- Communicate effectively, both orally and in writing.
- Perform other 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 responsivities.

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 related software applications.
- Employment, political, and health services systems.
- Problems of the homeless and socially and economically challenged individuals and families.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.

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 sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two years of supervisory experience.
- 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.
- Completion of a live scan clearance, physical, TB, and substance abuse screening upon offer of employment.
- NARCAN certification within six months of hire.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X			X		

Homeless Service Operations 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 homeless shelter program and staff, specifically related to meal delivery and preparation, shelter beds, laundry, contracted kennels, bathrooms/showers, partner support, client support, and contracted security, ensuring compliance of all regulations. Provides a successful and supervised setting for staff, providers, volunteers, and clients. Provides on-going assessment on data reporting and collection as required, facilitates the progress of the shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:

Homeless Services Program Manager.

SUPERVISION EXERCISED:

Homeless Services Food Prep Lead, Homeless Services Food Prep Assistant, Custodian, Homeless Shelter Worker/s.

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:

- Ensures ongoing communication with center staff in a timely manner and conducts weekly meetings.
- Conducts monthly meetings with county, law enforcement, contracted security leadership to discuss concerns, renovations, security practices and implementations at the shelter.
- Supervises Shelter staff and ensures overnight client's numbers are accurately reported daily.
- Monitors kennel and staff kennel to ensure kennel is operating safely.
- Prepares and submits accurate and timely reports, assessments, incident reports, and correspondence as required.
- Ensures maintenance of required program files for shelter and encampment.
- Responsible for all site purchases and invoices. Monitors invoices and submits to Account Payables.
- Updates Public Health on any health and safety issues.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for the operation and safety of client encampment.
- Responsible for minor repairs and ensures that all sitework orders are submitted in a timely manner.
- Responsible for the ordering and monitoring of food inventory relating to meal preparation and delivery.

- Provide assistance and guidance to food preparation staff, custodial staff, shelter staff, shelter providers, and volunteers.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification and Narcan Training certification.
- Responsible for requisitioning and/or monitoring appropriate janitorial supplies and materials for the department, including, but not limited to, linens, blankets, pillows, towels, soap, shampoo, bathroom supplies, food supplies, and animal care supplies.
- Ensures client records, individual case files, daily logs, and service statistics are maintained in an accurate and timely manner.
- Responsible for making sure Health and safety protocols are followed.

Other Job Specific Duties:
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Schedule staff and work alternative hours as required, including nights, weekends, and holidays.
- Is proactive, in cooperation with other center staff, partners, volunteers, and clients the monthly shelter and program goals.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Works with Volunteer Coordinator to promote volunteers and donations.

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.
- Food meal preparation, overnight shelter services, client personal care services and kennel operation.
- 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.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and 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 related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification and Narcan Training certification within six months of employment.

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 clearance, physical, TB, and substance abuse screening upon offer of employment.
- Fully fluent in English and Spanish 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

POSITION TITLE Homeless Services Operation 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			x		

Homeless Services Program Services 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:
Supervises the day-to-day operations of the homeless shelter staff, specifically related to CES and HMIS, case management, provider and client support, ensuring compliance of all funding source regulations. Provides a successful and supervised setting for staff, providers, volunteers, and clients. Performs on-going assessments on data reporting and collection and case management. Facilitates the progress of shelter program and partner support and maintains compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Director of Community Development and Homeless Services Program Manager

SUPERVISION EXERCISED:
Program Specialist, Homeless Navigator, Volunteer 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.

Essential Job Specific Duties:
- Responsible for the monitoring of day-to-day operations and staff specifically related to CES and HMIS, case management, and provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
- Ensure ongoing communication to center staff in a timely manner.
- Address all staff, volunteer, provider, and client concerns under the direction of the Homeless Services Program Manager.
- Monitor related and/or assigned electronic reports to ensure all mandatory requirements are met.
- Prepare and submit accurate and timely reports, assessments, and correspondence as required.
- Ensure maintenance of required program files.
- Schedule daily intakes for shelter to maintain maximum occupancy.
- Work in collaboration with shelter staff and providers to mentor staff and volunteers to implement strategies, techniques, and/or recommendations.
- Responsible for providing document planning and program implementation. Provide technical assistance and guidance to shelter staff, providers, and community/volunteers.
- Responsible for requisitioning appropriate supplies and materials for the department.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement, and county officials, to implement strategies, techniques, and/or recommendations.
- Report monthly data to agencies with the BKRHC.
- Responsible for making sure Health and Safety protocols are followed.
- Ensure client records, individual case files, daily logs, and service statistics are maintained in

an accurate and timely manner

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Schedule staff and work alternative hours as required, including nights, weekends, and holidays.
- Maintain a safe and functional work environment.
- Is proactive, in cooperation with other center staff, partners, volunteers, and clients in achieving the monthly shelter and program goals.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated shelter program.
- Performs 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:

- 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 shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations, and 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 related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:

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

- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe Certification, Manager's Food Safety Certification, and Narcan Training Certification with six months of employment
- Bilingual language fluency (Spanish/English) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Homeless Services Program Services 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					