DATE	June 8, 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: 169 294 667#

Personnel Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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**

Maritza Jimenez (Chair)	Nila Hogan	Guadalupe Perez
Joe Garcia	Jonathan Mullings	

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. Changes to Compensation Schedule Due to Minimum Wage Increases - ***Action Item (p.2-10)*** — Tracy Webster, Chief Financial Officer

b. Approval of New Job Description - ***Action Item (p.11-16)*** — Lisa McGranahan, Director of Human Resources

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
Wednesday, August 3, 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, June 3, 2022. Margaret Frazier Sanchez, Assistant to the Director.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Date: June 8, 2022

Subject: *Agenda Item 4(a)*: Changes to Compensation Schedule Due to Minimum Wage Increases – ***Action Item***

At the beginning of 2022, California increased their minimum wage for exempt staff to $30.00/hour. All exempt positions were reviewed and adjusted to adhere to this new rate. As a formality, and to ensure that the compensation schedule and ADP match, Finance will be adjusting the grade levels for the following job titles on the Compensation Schedule. The grades for the following job positions were modified in January from Grade 8 to Grade 9 to meet the minimum wage requirement.

- 211 Supervisor
- Facilities Specialist (San Joaquin)
- Family Engagement Specialist/Home Basis Supervisor (San Joaquin)

Recommendation:

Staff recommends that the Personnel Committee approve the modifications to the Compensation Schedule with the grade updates.

Attachments:

Compensation Schedule

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	6	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFRC - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcer - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Lead	2	
Homeless Navigator	4	
Homeless Operations Supervisor	8	X
Homeless Program Coordinator	6	
Homeless Program Manager	11	X
Homeless Program Specialist	6	
Homeless Program Supervisor	8	X
Homeless Shelter Worker	2	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Program Manager	10	X
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst	11	X
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Mentor Coach II - Head Start	8	
Nutrition Education Supervisor - WIC	11	X
Office Assistant - EKFRC - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	
Teacher Floater - AA Degree - Head Start	5	
Teacher Floater - BA Degree - Head Start	7	
Technology Services Manager - Operations	11	X
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	10	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Inspector - Energy	9	
Weatherization Installer - Energy	6	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	3	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	2	
WIC Degreed Nutritionist - WIC	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
WIC Nutrition Assistant - WIC	3	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WIC Training Coordinator	10	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

2.00%

Community Action Partnership of Kern
2021-22 - PROPOSED 2.0% COLA

Board Approved: 6/30/2021

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17	$142,729.60	$178,380.80	$214,073.60		$68.62	$85.76	$102.92
16	$124,113.60	$155,105.60	$186,139.20		$59.67	$74.57	$89.49
15	$107,931.20	$134,888.00	$161,886.40		$51.89	$64.85	$77.83
14	$93,828.80	$117,291.20	$140,774.40		$45.11	$56.39	$67.68
13	$81,598.40	$101,982.40	$122,387.20		$39.23	$49.03	$58.84
12	$70,969.60	$88,691.20	$106,433.60		$34.12	$42.64	$51.17
11	$61,713.60	$77,147.20	$92,580.80		$29.67	$37.09	$44.51
10	$53,684.80	$67,059.20	$80,496.00		$25.81	$32.24	$38.70
9 **	$46,633.60	$58,344.00	$70,012.80		$22.42	$28.05	$33.66
8	$40,601.60	$50,710.40	$60,860.80		$19.52	$24.38	$29.26
7	$37,481.60	$44,096.00	$50,710.40		$18.02	$21.20	$24.38
6	$34,860.80	$41,038.40	$47,174.40		$16.76	$19.73	$22.68
5	$32,427.20	$38,168.00	$43,867.20		$15.59	$18.35	$21.09
4	$30,160.00	$35,547.20	$40,851.20		$14.50	$17.09	$19.64
3	$29,120.00	$33,030.40	$38,001.60		$14.00	$15.88	$18.27
2	$29,120.00	$30,700.80	$35,318.40		$14.00	$14.76	$16.98
1	$29,120.00	$29,120.00	$32,843.20		$14.00	$14.00	$15.79

* Based on 2,080 annual hours

** As of 1/1/2022 - Grade 9 is the minimum an exempt employee can be classified

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: June 8, 2022

Subject: *Agenda Item 4(b)*: Approval of New Job Description – **Action Item**

In an effort to better streamline agency operations and to create a structure for more equitable chief-level work to be done, Management is proposing approval of a new job description and to be implemented immediately. After careful review of CAPK's business development and other grant writing responsibilities, as well as an equitable balancing of both work and programs currently managed, the following changes are necessary. The proposal is an upgrade of the job description of Director of Administration to be renamed Chief Business Development Officer.

Included in this redesigned description of responsibilities are several new programs and responsibilities, including redirecting 211 to business development, new initiatives concerning outreach and government relations, community/school-based partnerships, and the ever-increasing data and case management.

After careful review and consideration of the current and upcoming increases of responsibilities, an upgrade to the position of Chief is fully warranted.

The fiscal impact is minimum as this is currently covered with existing budget funds.

Recommendation:
Staff recommends that the Personnel Committee approve the new job description of Chief Business Development Officer.

Attachments:
Chief Business Development Officer Job Description
Executive Team Org Chart

Chief Business Development Officer

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

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:** 6/29/2022

SUMMARY:

The Chief Business Development Officer spearheads development of the agency level initiatives, development of new service lines and the expansion of existing programs. This position organizes and coordinates the work of grant analysts, outreach, advocacy, and government relations. Coordinates Results Oriented Management and Accountability (ROMA), National Performance Standards, and Community Services Block Grant (CSBG) and data reporting. Provides oversight of program services, such as the 2-1-1 Call Center, CAPK Foundation, school-based case management services. Leads new initiatives, special projects, and agency fundraising.

SUPERVISION RECEIVED:

Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:

Director of Development, 2-1-1 Administrator, Administrative Coordinator, Outreach and Grant Administrator, Outreach and Advocacy Coordinator, and Program 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. Provides direct oversight of program services, including 2-1-1 Call Center and related contracts; school-based case managing services; and oversight of the CAPK Foundation to support fund development and program needs.
2. Co-lead efforts on universal data reporting and case management, including performance management and improvement.
3. Provides leadership, project management, technical expertise, and ongoing supervision on assigned initiatives and projects.
4. Takes the lead or co-lead on new projects and initiatives, develops a plan of action and corresponding timelines to ensure successful completion.
5. Proactively communicates with staff, management, the Board of Directors, and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
6. Analyzes complex situations and gathers information in formulating plans, timelines, and proposals for assigned initiatives and projects.
7. Provides written reports in follow-up to assigned projects and initiatives.
8. Develops budgets and program and administrative strategies to ensure the success of CAPK overall.
9. Represents the Agency at local, regional, state, and federal venues to maintain open dialog and successful communication strategies with stakeholders, funders, etc.
10. Oversees Agency communications and outreach activities, including governmental affairs.

11. Directs grant writing activities to include research, analytics, and coordination with appropriate agency strategic objectives
12. Prepares oral and written presentations to community groups, staff, funders, Board of Directors, etc.
13. Assists with strategic planning process and related projects and initiatives.

Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.
6. Frequent out of town travel, for the day or multiple days, representing the Agency, as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- 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, spreadsheets, database, PowerPoint, and related software applications.

Ability to:

- Manage the CEO's financial and administrative operations.
- Provide guidance and direction to division directors, managers, and staff.
- Prioritize and schedule work to meet established deadlines.
- Motivate and supervise subordinates in day-to-day operations.
- Solve problems, mediate disputes, and deal with issues before they are brought to the CEO.
- Lead group meetings and collaborative decision processes.
- Communicate effectively in person, in writing, and on video to staff, Board of Directors, and the public.
- Work independently, while managing competing demands.
- Assure compliance with a variety of state and federal regulations, laws, and reporting requirements.
- Demonstrate good interpersonal skills.
- Be organized and meet goals and deadlines.
- Attend evening and weekend meetings.
- Establish professional working relationships with staff, agencies, clients, and the public.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with 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.
- Bilingual language fluency (Spanish/English) 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.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

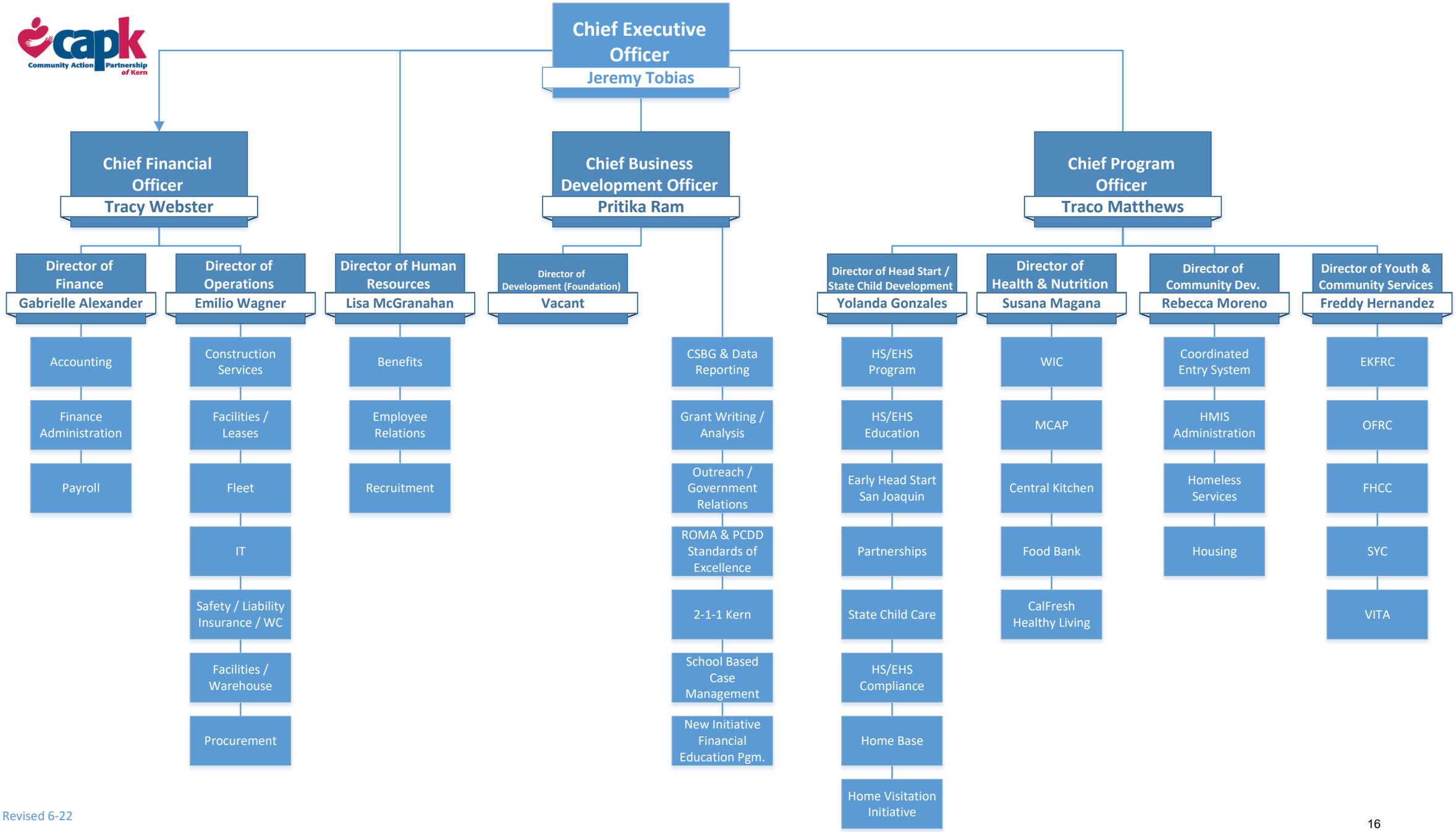
ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Director of Administration			
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		


Chief Executive Officer
Jeremy Tobias
Chief Financial Officer
Tracy Webster
Director of Finance
Gabrielle Alexander
Accounting
Finance Administration
Payroll
Director of Operations
Emilio Wagner
Construction Services
Facilities / Leases
Fleet
IT
Safety / Liability Insurance / WC
Facilities / Warehouse
Procurement
Director of Human Resources
Lisa McGranahan
Benefits
Employee Relations
Recruitment
Chief Business Development Officer
Pritika Ram
Director of Development (Foundation)
Vacant
CSBG & Data Reporting
Grant Writing / Analysis
Outreach / Government Relations
ROMA & PCDD Standards of Excellence
2-1-1 Kern
School Based Case Management
New Initiative Financial Education Pgm.
Chief Program Officer
Traco Matthews
Director of Head Start / State Child Development
Yolanda Gonzales
HS/EHS Program
HS/EHS Education
Early Head Start San Joaquin
Partnerships
State Child Care
HS/EHS Compliance
Home Base
Home Visitation Initiative
Director of Health & Nutrition
Susana Magana
WIC
MCAP
Central Kitchen
Food Bank
CalFresh Healthy Living
Director of Community Dev.
Rebecca Moreno
Coordinated Entry System
HMIS Administration
Homeless Services
Housing
Director of Youth & Community Services
Freddy Hernandez
EKFRC
OFRC
FHCC
SYC
VITA

Revised 6-22