DATE	November 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: 453 017 558#

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 Committee on items not on the agenda but under the jurisdiction of the Committee. 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.	Head Start Personnel Update – ***Info Item (p. 3)***	Jerry Meade, Assistant Director of Head Start, Program
b.	Cheers for Peers Program Update – ***Info Item (p. 4-5)***	Traco Matthews, Chief Program Officer
c.	Agency-Wide Job Fair Update - ***Info Item (p. 6-13)***	Lisa McGranahan, Director of Human Resources
d.	Goal 4 Strategic Plan 2021-2025 Update – ***Info Item (p. 14-17)***	Lisa McGranahan, Director of Human Resources
e.	Changes/Reclassifying Finance and Operations Job Descriptions – ***Action Item (p. 18-75)***	Tracy Webster, Chief Financial Officer Gabrielle Alexander, Director of Finance Emilio Wagner, Director of Operations
f.	Energy Program Assistant Job Description - ***Action Item (p. 76-79)***	Wilfredo Cruz, Energy Program Administrator
g.	MCAP New Staff Positions and Organizational Chart - ***Action Item (p. 80-88)***	Laura Porta, MCAP Administrator
h.	Updated Job Description for M Street Navigation Center: Homeless Services Shelter Worker - ***Action Item (p. 89-93)***	Rebecca Moreno, Director of Community Development
i.	COVID Policy Revisions - ***Action Item (p. 94-112)***	Lisa McGranahan, Director of Human Resources

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
To be Determined
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, November 3, 2022. Margaret Frazier-Sanchez, Assistant to the Director.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director, Program
Robert Espinosa, Program Design and Management Administrator

Date: November 8, 2022

Subject: *Agenda Item 4(a):* Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

Since the October Personnel Committee meeting the following action items have been accomplished:

- Onboarded seven (7) staff
- Two days of interviews for four (4) open requisitions (21 HS interviews at the job fair)
- Nine (9) resignations (four of which were center based)

On October 14, 2022, a job fair was held at the Four Points Sheraton to support external candidates to apply for open positions for the entire CAPK organization, including Head Start. Eastern Kern Job Fair was held on October 18th as well. Job postings are still being featured on Head Start California website. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment.

Currently 101 direct services positions remain vacant of the 129 total vacancies. Current vacant direct service positions include:

Teaching Staff			
EHS Teachers	7 Kern & 8 SJC	HS Teachers	24 Kern
EHS Assistant Teachers	21 Kern & 12 SJC	HS Assistant Teachers	4 Kern (2 Pending References)
Support Staff		**Home Base**	
Family Service Worker	7 Kern & 2 SJC	EHS Home Base	0
Food Service Worker	4 Kern	HS Home Base	2 (Pending approval from OHS)
Custodian	6 Kern & 3 SJC		
Site Supervisor II	1		

MEMORANDUM

To: Personnel Committee

From: Traco Matthews, Chief Program Officer



Date: November 8, 2022

Subject: *Agenda Item 4(b):* Cheers for Peers Program Update – ***Info Item***

CAPK launched a recognition program in the beginning of August 2022 called Cheers for Peers. The program was created to promote engagement and positivity throughout the organization by encouraging employees to celebrate their colleague's accomplishments. When a colleague submits a Cheer (nomination), the nominee receives an email with a certificate attached. In addition, all employees can view fellow colleagues' Cheers on the live feed from the home SharePoint page, and view in the CAPK monthly newsletter as well.

In month of August there were 188 nominations! The following are a few highlights of Cheers that have been given:

"You have always been so patient and kind, you think of solutions to help, I love how thoughtful you are when it comes to celebrations, you make everyone feel special. Keep up the good work."

"I just want to take a moment and let you know I'm so proud of you! You went from the streets to changing individual's lives daily. You have pushed the daily challenges and helped this community and made an impact on the team. Thank you for being there and creating good spirits! Keep it up."

Strategic Goal 4 is to attract and retain a high-quality workforce to achieve the organization's desired results. Cheers for Peers aligns specifically with Strategic Goal Objective 4.2.1 by increasing employee engagement, morale, and retention.


Cheers For Peers
Program
We encourage you to celebrate your colleagues accomplishments and share it with others!
Submit a Cheer today!
https://bit.ly/3rZ2vGD
For questions contact HR at:
HR-Staff@capk.org
capk
Community Action Partnership of Kern

capk

Community Action Partnership of Kern

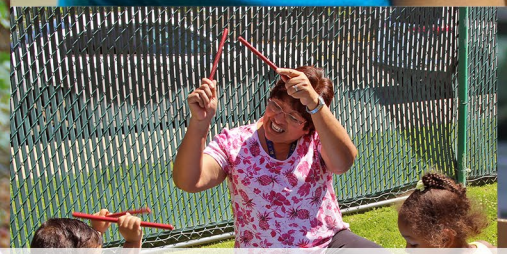
























Helping People... Changing Lives.

CAPK 2022 Agency-Wide Job Fair

CAPK Agency-Wide Job Fair

- Friday, October 14, 2022
- 9 AM to 1 PM
- 4 Points Sheraton on California Avenue
- 11 programs represented
- Over 30 on-the-spot interviews with 12 active offers
- **60+ job seekers in attendance**



CAPK Job Fair: Strategic Plan Goal #4

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.



HVI Program

On-the-spot Interviews





Head Start Professional Development Team

Food Bank





MCAP Team

Head Start Interviews



A big thank you to all the departments and programs involved that helped make the 2022 CAPK Job Fair a success!

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: November 8, 2022

Subject: *Agenda Item 4(d)*: Goal 4 Strategic Plan 2021-2025 Update – **Info Item**

Since the launch of CAPK's Strategic Plan, individuals, departments, and workgroups have concentrated resources and energy to achieve goals outlined in the 2021-2025 Strategic Plan. These achievements have been captured monthly, and a look at the metrics shows progress in every initiative.

CAPK's Strategic Goal 4 states:

> *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organizations desired results.*

Key accomplishments have been achieved in most of our plan's four areas of concentration. These accomplishments demonstrate the extent and depth of CAPK's efforts. Key stakeholders routinely meet to review and update goals and discuss high-impact ideas to achieve these goals. The group continues to discuss in depth the goals and sub-goals and outlined an action.

Among some of the accomplishments of the past few months, CAPK has:

- Ongoing 60-day emergency hiring order to address concerns regarding the speed of onboarding.
- Implemented the Bilingual Pay policy that recognizes the diverse skillset of our employees.
- Launched the first CAPK agency-wide job fair in October with much success.
- Advanced collaborations with CAPK programs and departments and local agencies to support community outreach efforts (e.g., formula and diaper shortage, Covid tests, etc.).
- DEI Committee designated January as Diversity and Inclusion month to raise awareness and understanding of CAPK's company culture.
- DEI Committee administered an employee survey to help measure inclusivity at CAPK.

Attachment:
Goal 4 Action Plan

Mission

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain thei version of the American Dream.

Performance Summary



4 Goals

- 0% Achieved
- 75% On Target
- 25% Off Target
- 0% Critical
- 0% Deferred
- 0% Not Started

My Items

Item	YTD Actual
4.1: Enhance leadership capacity, effectiveness, and sustainability.	10%
4.1.2: Create a standardized onboarding and training plan.	27%
4.1.2.1: Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information.	27%
4.1.2.2: Create a development plan with training components specific to the position and scope of duties.	27%
4.1.2.3: Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance...	27%
4.2: Increase employee engagement, morale, and retention.	27%
4.2.1: Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts.	50%
4.2.1.1: Conduct systematic market analysis of wages/benefit to identify needed adjustments.	50%
4.2.1.2: Complete development and consolidation of revised job descriptions.	40%

Item	YTD Actual
4.2.3: Conduct staff engagement surveys to establish benchmarks and identify areas for improvement.	10%
4.3: Increase the visibility of the Agency and create a unified CAPK identity.	20%
4.3.1: Implement a branding and communication plan that is cohesive, instantly recognizable and connects the agency and programs/services to...	80%
4.3.1.1: Unify outreach efforts and develop opportunities for collaboration and to coordinate and support cross-program community outreach efforts.	70%
4.3.1.2: Coordinate outreach to other agencies with consistent branded resources.	70%
4.3.1.3: Advance efforts to develop and implement new marketing and unified brand strategies.	80%
4.4: Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and...	27%

Objective
Enhance leadership capacity, effectiveness, and sustainability. (4.1) (Last updated: 04/14/22)
Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...

Owner
Lisa McGranahan

Measure:
Percent Complete

10% YTD Actual | **0%** 10/01/21 | YTD Target: 25.5% | 12/31/25

Activity
Create a standardized onboarding and training plan. (4.1.2) (Last updated: 11/01/22)
Last comment: Developed and in testing phase of new online onboarding experience for new hires. This will enable for more efficiency and accuracy. (07/26/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

27% YTD Actual | **0%** 10/01/21 | YTD Target: 25.5% | 12/31/25

Objective
Increase employee engagement, morale, and retention. (4.2) (Last updated: 11/01/22)
Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...
Last comment: Collaboration with Head Start and Homeless and developed task forces to address issues with employee retention and responsibility alignment. (07/26/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

27% YTD Actual | **0%** 10/01/21 | YTD Target: 25.5% | 12/31/25

Activity
Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts. (4.2.1) (Last updated: 11/01/22)
Last comment: Board approved RFP for new tool. Currently in the implementation stages and after training will roll out to the agency by end of Quarter 3, beginning of Quarter 4. (07/26/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

50% YTD Actual | **0%** 10/01/21 | YTD Target: 48.1% | 12/31/23

Activity
Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3) (Last updated: 04/14/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

10% YTD Actual | **0%** 10/01/21 | YTD Target: 25.5% | 12/31/25

Objective
Increase the visibility of the Agency and create a unified CAPK identity. (4.3) (Last updated: 11/01/22)
Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...

Owner
Lisa McGranahan

Measure:
Percent Complete

20% YTD Actual | **0%** 10/01/21 | YTD Target: 25.5% | 12/31/25

Activity
Implement a branding and communication plan that is cohesive, instantly recognizable and connects the agency and programs/services to clients, partners, and the community. (4.3.1)
(Last updated: 10/26/22)
Last comment: Connected with various community agencies of CAPK's job fair and ongoing hiring efforts with branded marketing materials. (10/26/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

80% YTD Actual | **0%** 10/01/21 | YTD Target: 86.6% | **100%** 12/31/22

Objective

Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4) (Last updated: 11/01/22)

Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...

Last comment: DEI Committee administered an employee survey to help measure inclusivity at CAPK. (10/26/22)

Owner
Lisa McGranahan

Measure:
Percent Complete

27%
YTD Actual

0%
10/01/21



YTD Target: 25.5%

12/31/25

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer
Gabrielle Alexander, Director of Finance
Emilio Wagner, Director of Operations

Date: November 8, 2022

Subject: *Agenda Item 4(e):* Changes/Reclassifying Finance and Operations 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 and Operations Divisions and changes to existing job descriptions in both.

Background - Finance

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.

The Finance department has experienced extensive challenges in recruiting for qualified professional staff as the wages for Accountants were no longer deemed at market. The department has been actively looking for Accountants for over 12 months.

At the same time, leadership highly values the implementation and maintenance of position control. After careful evaluation, this component of the strategic plan is best delivered through the functions of the payroll team.

Finally, the level of Accounts Payable has doubled from three years ago. This is due to the increase in programs. The Accounts Payable team requires an additional position in order to successfully manage the workload.

Background - Operations

The agency contracted Wipfli, LLC., to conduct a review of the Information and Technology Department. Staff were interviewed and processes evaluated. The consultant additionally evaluated the current structure against the Strategic Plan and identified structural and staff weaknesses. As a result, the following positions were recommended to be added to the IT Department:

- Information Technology Administrator
- Network Engineer
- Information System Developer
- Service Desk Lead

These positions will be part of a multi-year strategy to improve the Information Technology services of CAPK.

As the agency progresses to make data informed decisions providing visualizations of data models becomes a necessity. Telling the story of the needs in the community is instrumental in planning program services. Creating custom static and interactive maps of need and service reach is an area that currently lacking. The Drafting & GIS Specialist position will address this need by developing web maps, custom static maps and maintaining facility floor plans.

The Business Services Department is responsible for procurement and contracts. This Department has been rotated to different divisions in the past. However, the nature of the work Business Services is responsible for is more related to the Finance Division as there are numerous requirements involved such as observance of OMB Uniform Guidance.

Proposal
Below are the details of the proposed reorganization:

Changes to Finance Positions

- Change grade for Accountant I from grade 9 to grade 10
- Change grade for Accountant II from grade 10 to grade 11
- Remove Position Control Specialist and replace with Payroll Supervisor at grade 10
- Change grade for Accounts Payable Supervisor from grade 9 to grade 10
- Add additional Accounting Technician to meet the immediate need of increase Accounts Payable workload due to increase in programs

Changes to Operations Positions:

- Transfer Business Services from Director of Operations to Director of Finance
- Add Information Technology Administrator position
- Evaluate phased in approach across 2-3 years to add a Network Engineer, Information Systems Developer, and a Service Desk Lead

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.

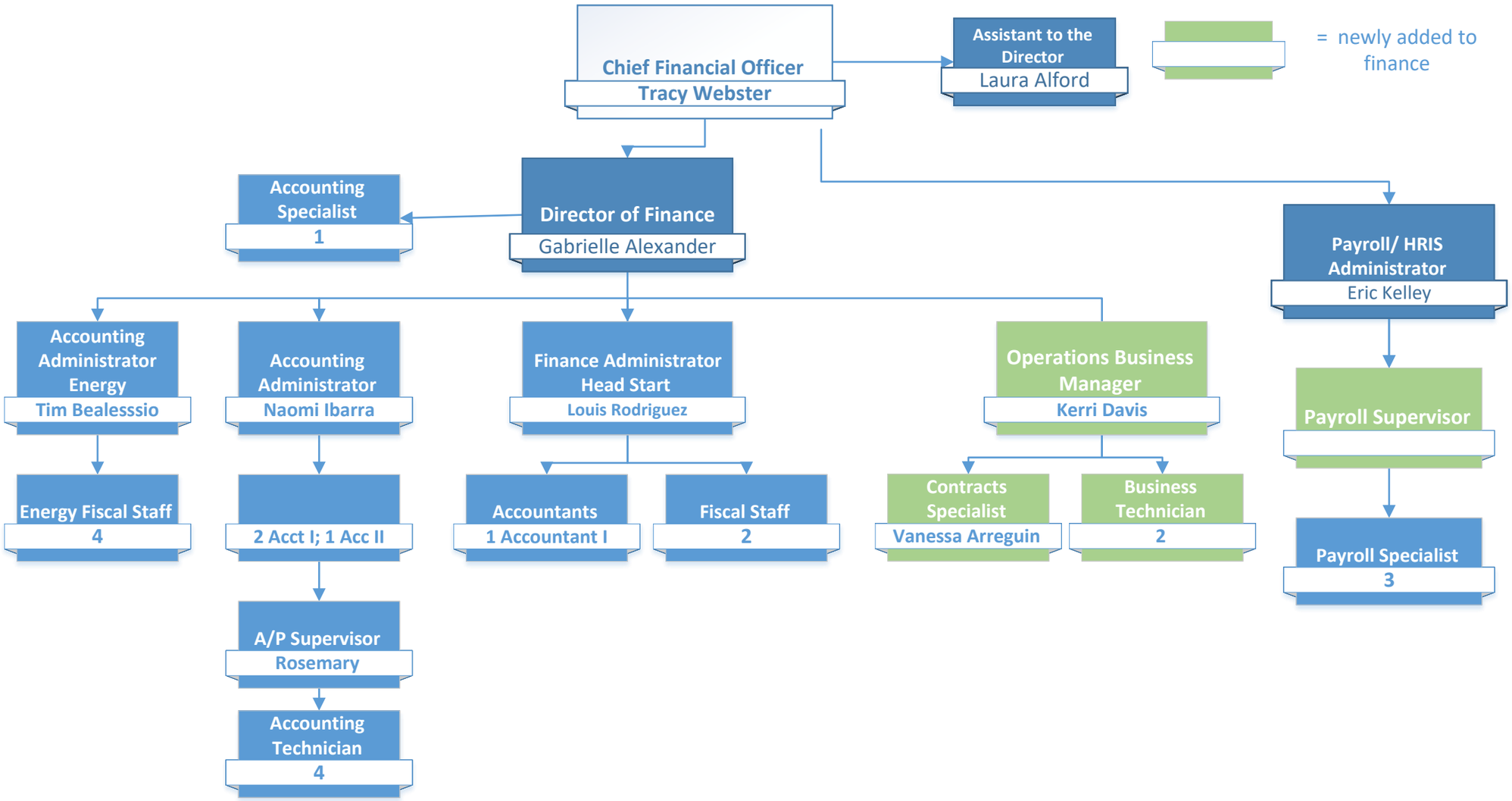
For the fiscal year ending February 28, 2023, there is no fiscal impact related to these changes. The fiscal impact for the two additional positions for March 1, 2023, has a fiscal impact of $145,000 plus benefits. This additional cost will be represented in the agency-wide budget to be presented to the Budget & Finance Committee in January 2023.

Recommendation:

Staff recommends approval to implement the proposed restructuring of the Finance and Operations Divisions as well as requested positions.

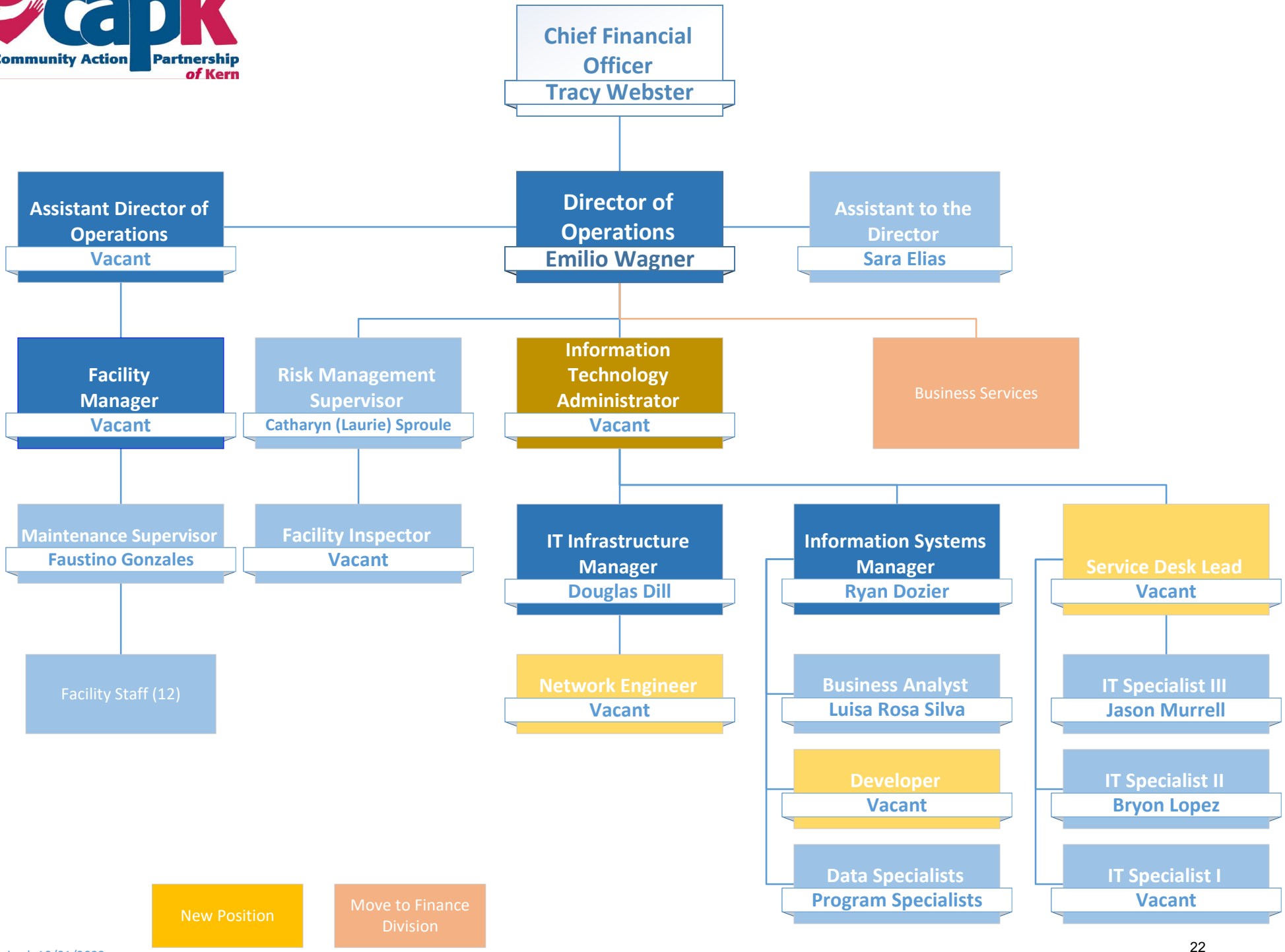
Attachments:

Finance Org Chart
Operations Org Chart
IT Staffing Analysis
Finance Accounting II Job Description
Finance Accounting I Job Description
Finance Accounts Payable Supervisor Job Description
Finance Payroll Specialist Job Description
Finance Payroll Supervisor Job Description
Operations Drafting GIS Specialist Job Description
Operations Information Systems Developer Job Description
Operations Information Technology Administrator Job Description
Operations Information Technology Infrastructure Manager Job Description
Operations Network Engineer Job Description



Revised 10/17/22

Operations Division – Proposed Organizational Chart



Revised: 10/01/2022

Community Action Partnership of Kern

Technology Staffing Analysis

Ryan Peasley, Senior Manager

WIPFLI

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Project Goals and Approach

- CAPK incorporates technology into its organizational strategy and invests more into technology architecture and solutions each year
- To best align the organization's strategy with technology a new focus and responsibilities will be needed in CAPK's IT department
- An assessment of CAPK's existing IT department structure, job roles and ability of staff to deliver on existing job roles and future IT vision was performed
- The goal of the assessment was to produce a report with recommendations on a new IT staffing structure and position responsibilities that will better enable the organization to achieve its technology vision and strategic plan

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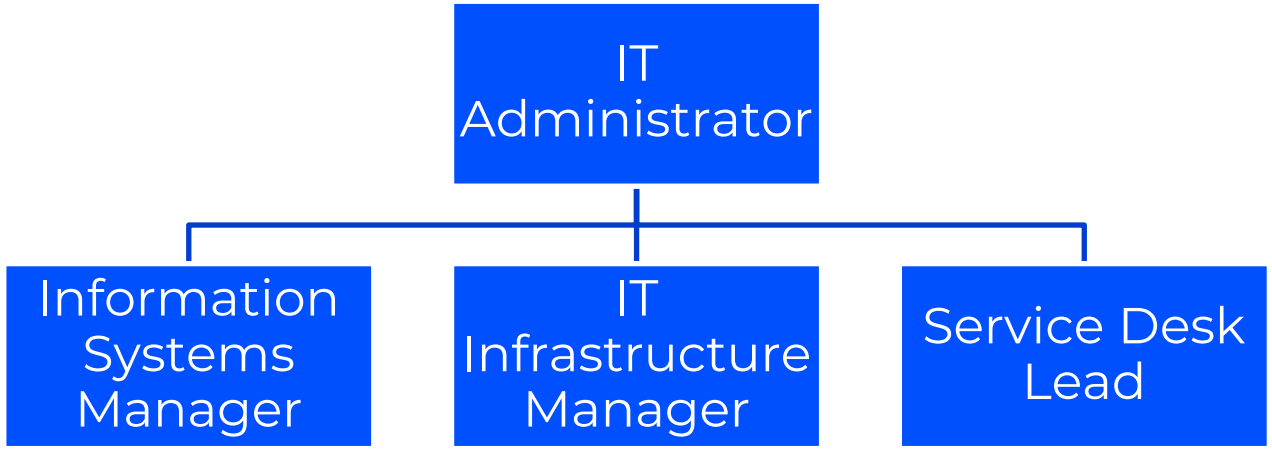
Assessment Interview Team

Community Action Partnership of Kern	
Role	Name
Director of Operations	Emilio Wagner
Information Technology Services Manager	Doug Dill
Information Systems Business Analyst	Ryan Dozier

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Summary of Recommendations

- Add a new position Information Technology Administrator position to oversee the Information Systems (IS) and Information Technology (IT) functions of the organization
- Create a new position to oversee and coordinate IT service desk and IT customer service
- Current IT manager position will become responsible for IT operations and infrastructure
- Move existing Data Specialist positions from individual programs into the IT department
- IS Manager, IT Manager and Service Desk lead will report to the new Information Technology Administrator



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Information Technology Administrator

Recommendation

CAPK's technology strategy has significantly changed the last few years. What was once focused on IT operations and technology infrastructure to support program operations has shifted to a client-experience-first approach. As the organization has noticed, this requires additional oversight in aligning a technology strategy with individual program needs, funding source requirements and desired community impact. To do this, the organization will need a new position that can create and execute a strategy that encompasses IT operations, IT customer service and support, information systems and data analytics. This position will be responsible for working with CAPK leaders and other key technology stakeholders to understand the organization's IT needs and create a roadmap that will help the organization execute on its strategic plan.

Key Responsibilities

- Participate in and contribute to regular strategic planning activities on programming and business priorities to develop and align technology effectively
- Develop and enhance the technology roadmap and policy and process to ensure scalable, repeatable, and predictable delivery of projects and IT and IS services
- Creates and maintains processes and standards for selection, implementation and support of systems and ensures smooth delivery and operation of IT services by monitoring systems performance
- Identify, recommend and implement new technology solutions to solve ongoing IT related shortcomings by consulting with senior-level stakeholders across CAPK
- Identify opportunities, recommend, and implement solutions for improving the overall system health by assessing overall effectiveness and efficiency
- Manage vendor relationships monitoring quality of work, resolution of issues, and expenditures
- Project management across teams/departments

Reports To

Director of Operations

Direct Reports

1. Information Systems Manager
2. IT Infrastructure Manager
3. Service Desk Lead

Career Progression

1. Assistant IT Director
2. IT Director
3. Chief Information Officer

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IT Infrastructure Manager

Recommendation

Currently CAPK's IT Manager position oversees IT operations, networks, servers and the service desk. The individual who currently holds this position has a tendency to focus on the servers, networking and cloud systems (IT infrastructure) and causes the organization to lose some ground on executing their IT roadmap and leaving CAPK employees dissatisfied with timeliness and quality of support. To better align existing IT department talents and organizational need, it is recommended that the IT Manager position be repurposed as an IT Infrastructure Manager that will be responsible for deploying and managing the organization's servers, networks and cloud systems.

Position Responsibilities

- Builds and maintains IT department infrastructure including server, network and cloud-related systems
- Maintains contracts, licenses, and budget transparency for Infrastructure related costs and manages key vendor relationships
- Supervises the Network Engineer
- Develop and maintain strong working relationships with internal Technology stakeholders
- Develop and manage deployment for user end-point environments
- Reviews appropriateness of technologies used for system components and recommends modifications and/or upgrades when necessary to keep systems operating according to organizational needs
- Develop and manage user account and IT service provisioning and de-provisioning
- Coordinates resources to install network, server and workstation software and hardware upgrades
- Assists Information Technology Administrator with the research of IT infrastructure needs and budgeting
- Communicates changes in technology and services from the IT department to the appropriate channels and personnel

Reports To

Information Technology Administrator

Direct Reports

1. Network Engineer

Career Progression

1. IT Operations Manager
2. IT Director

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Network Engineer

Recommendation

There are several infrastructure related projects that are on CAPK's IT roadmap, but they aren't getting done due to lack of focus and time. Creating a new role responsible for the day to day infrastructure management and project support would help the IT Infrastructure Manager focus on getting project plans created and executed.

Position Responsibilities

- Configure and manage organization's cloud, server and network devices and services (e.g., switches, firewalls, VPN, domain controllers, Microsoft 365)
- Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations
- Monitor performance and ensure system availability and reliability
- Maintain, monitor and test backup and disaster recovery systems and data
- Monitor system resource utilization, trending, and capacity planning
- Provide Level-2/3 support and troubleshooting to resolve issues
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- Create and maintain technical documentation for cloud and application environments, including network diagrams, installation and configuration procedures, troubleshooting guidelines, and operational procedures

Reports To

IT Infrastructure Manager

Direct Reports

N/A

Career Progression

1. Senior Network Engineer
2. Network Architect
3. IT Infrastructure Manager

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Service Desk Lead

Recommendation

Timely IT support is a concern for many CAPK staff and something the IT department knows it has an opportunity to improve upon. Some of this is caused by open help desk positions and some is caused by limited oversight of the service desk and formalized service SLAs. Currently the IT Manager oversees the help desk and serves as an escalation point to resolve tickets that require deep subject matter expertise. This detracts from duties the IT Manager and important job duties are left undone and incomplete. To remedy the customer service issues CAPK should create a new position responsible for leading the help desk team, creating support standards and metrics and improving the overall quality of support provided by the CAPK help desk.

Position Responsibilities

- Ensure high-quality customer service while promoting end-user satisfaction through managing the CAPK IT helpdesk and technology support process
- Maintain IT asset inventory
- Manage the help desk team and evaluate performance
- Ensure customer service is timely and accurate on a daily basis
- Recruit, train and support help desk representatives and technicians
- Set specific customer service standards
- Contribute to improving customer support by actively responding to cases and serving as an escalation point
- Establish best practices through the entire technical support process
- Follow up with customers to identify areas of improvement
- Develop daily, weekly and monthly reports on help desk team's productivity

Reports To

Information Technology Administrator

Direct Reports

1. Help Desk Specialist 1
2. Help Desk Specialist 2

Career Progression

1. Help Desk Manager
2. IT Manager

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Information Systems Manager

Recommendation

CAPKs current Information Systems Business Analyst is performing many of these duties today, but without the manager title. As the department restructures this position should be formalized and report to the new IT Administrator position. All Developer, Business Analysts and Data Specialists should report to this position.

Position Responsibilities

- Support the organizations strategic use of data to further goals and objectives related to client experience, program services deliver, grant management and fundraising
- Oversee developers, business analysts and data specialists providing overall direction and strategy in analyzing reports and data for events to ensure integration and organization amongst all programs
- Manage department budget and prioritize funds based on department and organizational goals
- Maintain efficient relationships with other department heads to determine their technology needs
- Research new business technologies and IT software to strengthen the organization's information systems
- Implement and manage projects regarding new software programs and information systems that support organizational goals and objectives

Reports To

Information Technology Administrator

Direct Reports

1. Developers
2. Business Analysts
3. Data Specialists

Career Progression

1. IT Administrator
2. IT Director

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Business Analyst

Recommendation

CAPK employees have embraced technology more now that they've seen what it can do to improve their work lives and the outcomes of the people they serve. This has sparked new ideas and requests for system functionality and results in additional requirements gathering and development. Much of this work is done by the IS manager today, but requests continue to grow and addition business analyst capacity is needed to keep up with demand and organizational growth.

Position Responsibilities

- Participate and lead analysis and design sessions to capture functional and technical requirements
- Create specifications based on requirements and communicate with developers
- Configure system based on platform best practices
- Lead sessions with users to demonstrate completed features
- Conduct system and integration testing
- Create and execute test scripts, facilitate user acceptance testing
- Train end users on the system platform
- Evaluate and identify other potential needs
- Design solutions using Dynamics 365, SharePoint, and other Microsoft stack technologies to meet needs
- Assist in research of new technologies and trends that might be impactful to CAPK
- Advise CAPK on approaches to solving business needs using Dynamics CRM or related technologies
- Provide training or assistance to CAPK staff relating to Dynamics 365 solutions

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Business Analyst 1
2. Business Analyst 2
3. Senior Business Analyst
4. Project Manager

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Developer

Recommendation

Similar to the Business Analyst role, CAPK's expanded use of technology has created a new need to quickly take system design requirements and implement them into their new database and analytics strategy. Some of this is being done by the current Information Systems Manager role today, but more capacity and focus is needed on system development efforts.

Position Responsibilities

- Understand CAPK processes and facilitate Business Analysts in discovery and requirement gathering
- Work with Business Analysts to design and implement new solutions as appropriate
- Customize Microsoft Dynamics 365 environment as per requirements
- Write code for plugins and workflows in C#
- Write code for client-side scripting using JavaScript framework
- Build PowerApps Portal UI and back-end functionality as per requirements
- Build Web APIs using .Net framework for integration
- Administer CAPKs Microsoft Dynamics 365 environment and portals
- Develop and configure Azure Cloud components
- Assist Data Specialists in developing and configuring reports and dashboards using PowerBI
- Troubleshoot issues and Identify root cause for issues and take necessary actions to resolve them permanently

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Senior Developer
2. Systems Architect
3. Information Systems Manager

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Data Specialist

Recommendation

CAPK has several Data Specialists that report through the organization's individual programs. Each data specialist is responsible for creating reports and dashboards that help aid in compliance, grant management and decision making at the individual program level. Some programs don't have enough capacity at this position and others have more capacity than needed in a week due to seasonality of reporting needs. At the same time, much of the data work is being done in silos, only benefiting the one program. In order to best allocate these responsibilities across the organization the Data Specialist positions should be moved into the Information Technology department and report to the Information Systems Manager. This will enable better collaboration and ensure programs get the right amount of support as they need it. Additionally, moving the Data Specialist role into the Information Technology Department gives the individuals in that role career progression opportunities that may not be available working for the programs.

Position Responsibilities

- Gather and disseminate information from diverse sources in reports to help in decision-making, grant management and compliance
- Ensure data is gathered, arranged, and maintained using CAPK standard processes and systems
- Ensure data is verified for accuracy and completeness before being used
- Collaborate with CAPK staff to analyze data looking for patterns and trends
- Work with programs to develop and track key performance indicators (KPIs)
- Train CAPK staff on reporting techniques and understanding the data

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Data Specialist 2
2. Senior Data Specialist
3. Data and Analytics Manager
4. Information Systems Manager

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Where do we go from here?

- Review report with CAPK leadership team
- Determine priorities and budget for implementing new IT department structure
- Create position description and post IT Administrator job in accordance with CAPK policies
- Review resumes, refine candidates and perform interviews
- Select candidates, issue offer letter and plan onboarding
- Work with new IT Administrator to create position descriptions and job postings for other recommended positions



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Appendix

- Proposed CAPK Information Technology Department organizational chart – Microsoft Visio document

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

SUMMARY:
Responsible for the high level and complex 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.
- Minimum of 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.
- Successful completion of live scan fingerprinting, 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					

Accountant I

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:** TBD

SUMMARY:
Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues, 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:

- Prepare organization financial statements.
- Prepare financial reports for grants/contracts in accordance with funding source requirements.
- Analyze general ledger accounts for propriety and accuracy.
- Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
- Reconcile bank accounts monthly.
- Analyze organization cash balances daily by grant and program.
- Prepare U.S. Treasury cash drawdown supporting schedules.
- Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
- Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
- Prepare annual audit schedules.
- Provide technical support to program staff in resolving budget, financial, and reporting issues.
- Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
- Train key management staff and division staff on effective use of the accounting software applications/modules.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:

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

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, advanced spreadsheet, general ledger database, and other 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.
- 3-5 years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and 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.
- Successful completion of live scan fingerprinting, 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 I			
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: 10 **FLSA Status:** 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:

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; AA degree in business, accounting, or equivalent work experience highly preferred.
- Minimum of two (2) years Supervisory experience or progressive responsibilities
- Five (5) years of payroll or related experience.
- Experience with ADP payroll systems (any version), ADP EZLabor or e-Time Professional desired.
- Experience working at a not-for-profit agency to include budgets, grants, detailed statistical reports, and position control desirable
- Proficient in MS Office Suite, specifically MS Excel

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		

Payroll 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: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the supervision of the Payroll Supervisor, the Payroll Specialist is responsible for the preparation and disbursement of Agency biweekly payroll using payroll and time and attendance software. The Specialist works in a team to perform detailed administrative support work establishing and maintaining the Agency's position control system. The Payroll Specialist reviews and tracks position incumbencies and vacancies and ensures they are properly related to current and former employees as appropriate. The Payroll Specialist routinely interfaces with Agency employees and managers regarding payroll and time and attendance activities and procedures.

SUPERVISION RECEIVED:

Receives supervision from the Payroll Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Functions and Duties:

- Work closely with Payroll Specialists, Human Resources, and the Finance Department on all payroll-related issues to ensure biweekly payrolls are processed promptly and accurately.
- Work 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.
- Maintains electronic and hardcopy employee demographic and pay data, and calculates and submits manual check, benefit, and accrual payout requests.
- Process time and attendance transactions utilizing Agency payroll software.
- Review computed wages and correct errors to ensure the accuracy of earnings.
- Ensure all employee position and payroll data is recorded, processed, and edited correctly within payroll software systems.
- Prepare/provide reporting from position control as needed for leadership to evaluate staffing and compensation.
- Maintain fringe benefit calculations per Agency and taxation requirements.
- Work with Finance staff to run salary projections and reconcile position information.
- Extract and transform data from various systems sufficient to complete accurate uploads into various software tools; build tracking systems/spreadsheets to analyze data.

- Maintain accurate payroll records and employee payroll files, including manual check log and reconciliation of payroll accounts.
- Maintain and update fiscal year position budgets.
- Support Human Resources to ensure accurate benefit deductions and record keeping, including share of cost reconciliation.
- Define and review personnel data with program managers of all Agency programs to confirm HR and position control system accuracy.
- Reconcile payroll transactions in support of Agency general ledger activity.
- Compile documents to support banking, employee benefit transactions, and audit processes.
- Support administration of tax-deferred annuity and employer-paid pension plan; ensures accurate and timely contributions are submitted per Agency policy and procedure and plan design.
- Review and audit master file and pay data entries, YTD totals, and file amendments.
- Prepare various payroll, allocation, tax, and management reports, journal entries, and workers' compensation summaries.
- Monitor Finance department-provided budgets and costs of all Agency approved positions, including unfilled positions.
- Review and process wage garnishments, deductions, and benefit accruals.
- Maintain filing system for labor costs, post-payroll journal entries, and other financial documents.
- Support funding source and internal audit activities as needed.
- Routinely interface with Agency employees and managers providing accurate and timely feedback regarding all payroll inquiries.
- Process manual checks as requested by Human Resources.
- Maintain employee confidence and protect operations by keeping information confidential.
- Assist 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:

- Attend all meetings, training, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform 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:

- Organization and Human Resource Division policies and procedures.
- General 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 payroll or related experience.
- Experience with HRIS and position control systems.
- Certified Payroll Professional Certification required within one year of assuming the position.
- Experience with ADP payroll systems (any version), ADP EZLabor or e-Time Professional desired.
- Experience working at a not-for-profit agency to include budgets, grants, detailed statistical reports, and position control
- Proficient in MS Office Suite, specifically MS Excel.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be fingerprinted and have such records filed with the Department of Justice

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 Payroll 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		

Payroll 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 10 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Payroll/HRIS Administrator, the Payroll Supervisor will be responsible for the preparation and disbursement activities of the payroll team, to include, but not limited to, oversight of the biweekly payroll process and ensuring payroll time and attendance software is maintained accurately. The Payroll Supervisor will routinely provide direction to Agency employees and managers regarding timekeeping procedures and will be responsible for payroll review and reconciliation. In addition, the Payroll Supervisor oversees the organization's data maintenance and reporting requirements of position control and supports accountants and Finance and Human Resource Department leadership in budget to actual cost reporting and tracking position vacancies. A thorough understanding of Agency employee policies and how to apply them to payroll timekeeping is required.

SUPERVISION RECEIVED:

Receives supervision from the Payroll/HRIS Administrator or Chief Financial Officer.

SUPERVISION EXERCISED:

Payroll Specialists

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 payroll specialists in agency policies and procedures addressing payroll and position control.
2. Monitor timekeeping data to ensure payroll is processed accurately and with sufficient justification to meet audit requirements.
3. Verify, adjust, balance, and maintain payroll, position control, and fiscally related records and reports.
4. Assure the completion of mandatory reporting (example: EEO, Economic Census, Multiple Worksite reporting, and reporting required to complete internal audit functions).
5. Maintain a general ledger data reporting tool and ensure it is compatible with entry transaction into the accounting system.
6. Analyze supplemental and stipend pay requests for compliance with organization policies and procedures and ensure they are paid and terminated as specified.
7. Allocate payroll transactions and prepare support for journal entries as needed.

8. Assist the Chief Financial Officer or designee with staffing projections and allocations to funding sources.
9. Ensure integrity, compliance, and accuracy of information by maintaining knowledge of Agency policies, procedures, Union contracts, and federal and state regulations.
10. Supervise maintenance of the filing system for payroll records, ensuring documentation can be easily retrieved for audit and accountability purposes.
11. Participate in and provide direction to payroll specialists for preparing auditor requests as needed.
12. Review computed wages and correct errors to ensure the accuracy of earnings.
13. Maintain fiscal year position budgets annually and update them from year to year.
14. Monitors budgets and costs of all Agency approved positions, including unfilled positions.
15. Oversee fringe benefit calculations per Agency and taxation requirements.
16. Perform payroll and timecard record reviews on a biweekly basis.
17. Be present and available to provide direction during the biweekly payroll submission process. Must delegate or assume Payroll Specialist responsibilities to complete payroll submission on time if required.
18. Ensure accurate payroll records and employee payroll files, including manual check log and reconciliation of payroll accounts.
19. Receive, review, and verify payroll documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines.
20. Maintain strict confidentiality of employee data and pay records.
21. Oversee and ensure compliance with employee garnishment requirements.
22. Prepare manual check requests and ensure timely delivery of prepared payments to HR.
23. Support administration of tax-deferred annuity and employer-paid pension plan ensuring accurate and timely contributions are submitted per Agency policy and procedure and plan design.
24. Review and ensure proper completion of master file and pay data entries, YTD totals, and file amendments.
25. Oversee preparation of various payroll, allocation, tax, and management reports, journal entries, and workers' compensation summaries.
26. Routinely interface with Agency employees and managers, provide accurate and timely feedback regarding all payroll inquiries, and define and review personnel budget and actuals data with programs to confirm position control system accuracy.
27. Regularly monitor and assess payroll staff performance and provide verbal and written feedback as required.

Other Job Specific Duties

1. Attend all meetings, training, and conferences as assigned.
2. Maintain a 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:

- Organization, Finance Division, and Human Resource Division policies and procedures.
- Payroll auditing and reconciliation processes.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, human resources, and payroll systems (ADP or other).

Ability to:

- Supervise effectively and work independently, under frequent time pressures or deadlines and manage the work time of others.
- Audit, review, and prepare payroll reports, records, and related summaries.
- Make mathematical calculations with speed and accuracy.
- Work under frequent time pressures and deadlines.
- Use good organizational methods and procedures.
- Communicate effectively, verbally, and in writing.
- Follow instructions given by the supervisor.
- Maintain effective working relationships with co-workers and subordinates.

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.
- Minimum of two (2) years Supervisory experience or progressive responsibilities
- Five (5) years of payroll or related experience.
- Certified Payroll Professional Certification is required within one year of assuming the position.
- Experience with ADP payroll systems (any version), ADP EZLabor or e-Time Professional desired.
- Experience working at a not-for-profit agency to include budgets, grants, detailed statistical reports, and position control desirable
- Proficient in MS Office Suite, specifically MS Excel

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be fingerprinted and have such records filed with the Department of Justice

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 Payroll 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		

Drafting/GIS 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: 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Director of Operations, the Drafting Specialist is responsible for coordinating space planning, alteration, schematic maintenance, develops and maintains all facets of Geographic Information System (GIS); performs spatial analytical work; performs database manipulation; develops and maintains standards for base map and associated layers, and develops custom informational maps.

SUPERVISION RECEIVED:
Receives supervision from the Director of Operations

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:

1. Knowledge of Autodesk Revit or other Building Information Modeling (BIM) applications.
2. Produce finished plans and drawings from rough sketches, diagrams, and field notes; assist with mathematical calculations of quantities and costs; prepare clear and accurate notes, diagrams, drawings, and reports.
3. Ability to field verify conditions and understand of basic methods and means of construction.
4. Uses Architectural CAD software to produce floor plan and remodeling plans; designs computer-generated displays, charts, and graphs; develops spreadsheets and word processing for budgetary and file management tasks.
5. In coordination with the Director of Operations plans relocations, alterations, modifications or construction of facilities or related needs.
6. Assist with developing project scopes for bidding purposes.
7. Knowledge of: GIS products, techniques, procedures, and concepts; at least two of the following GIS programs: ArcGIS, ArcGIS Server, or other GIS Application (such as Intergraph, GeoMedia, or MapInfo).
8. Basic knowledge of or ability to learn one or more of the following programming languages: Visual Basic, VBA, VB.NET, C#.NET, C++, or a scripting language (such as python or VB script); SQL (Structured Query Language).
9. Meet with users to define data needs, project requirements, required outputs, or to develop applications.
10. Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.

B. Other Job Specific Duties:

1. Attends all meetings, training, and conferences as well as provides training as assigned.
2. Maintains a safe and functional work environment.
3. Work 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 or 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, spreadsheet, database, and other related software applications

Ability to:

- Solve problems independently, effectively, and efficiently.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively verbally and in writing
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program to the public.
- Work independently with little direction; meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Supervise employees professionally to achieve their goals and be self-motivating.
- Plan and organize work; compose clear, concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.

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 G.E.D. equivalent and four years of experience in computer-aided drafting, or two years of college course work in computer-aided drafting and two years of hands-on work experience in related field
- Any equivalent combination of education, training and experience which provides the capabilities to perform the described duties

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, substance abuse screening, TB and substance abuse

screening and all required vaccinations
- Must be fingerprinted and pass pre-employment background check

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Drafting/GIS 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					

Information Systems (IS) Developer

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:** TBD

SUMMARY:
Under the supervision of the Information System Manager, the Information Systems (IS) Developer will be responsible for taking system design requirements and implementing them into the database and analytics strategy.

SUPERVISION RECEIVED:
Receives supervision from the Information Technology 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.

A. Essential Job Specific Duties:

1. Understand CAPK processes and facilitate Business Analysts in discovery and requirement gathering.
2. Work with Business Analysts to design and implement new solutions as appropriate.
3. Customize Microsoft Dynamics 365 environment as per requirements.
4. Write code for plugins and workflows in C#.
5. Write code for client-side scripting using JavaScript framework.
6. Build PowerApps Portal UI and back-end functionality as per requirements.
7. Build Web APIs using .Net framework for integration.
8. Administer CAPKs Microsoft Dynamics 365 environment and portals.
9. Develop and configure Azure Cloud components.
10. Assist Data Specialists in developing and configuring reports and dashboards using PowerBI.
11. Troubleshoot issues and Identify root cause for issues and take necessary actions to resolve them permanently.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current computer and networking technology solutions
- Operations management principles in complex environments
- Information resource development and access of complex information systems
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Ability to deal with conceptual matters
- Ability to communicate effectively
- Good interpersonal skills.
- Willingness to attend evening and weekend meetings
- Effectively present program to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Prioritize, stay organized and manage deadlines in a fast-paced environment.

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 Business or Public Administration, Information Technology, Computer Science or a technology related field from an accredited college or university and/or equivalent work experience in areas outlined above.
- 5-7 years of experience managing a technology related operation

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check
- 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 Information Systems (IS) Developer			
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	
51-75lbs	x			x		
76-100lb	x			x		
101lbs	x					

Information Technology 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:** TBD

SUMMARY:

Under the supervision of the Director of Operations, the Information Technology Administrator will be responsible for working with CAPK leaders and other key technology stakeholders to understand and address the organization's IT needs. and create a roadmap that will help the organization execute its strategic plan This includes managing the upgrade and installation of new hardware and software, perform troubleshooting to address any problems with computer systems, create and manage the use of backup and retrieval systems, assess viruses and potential threats to the agency network.

SUPERVISION RECEIVED:

Receives supervision from the Director of Operations

SUPERVISION EXERCISED:

Information Technology Infrastructure Manager and Information Systems Manager

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Participate in and contribute to regular strategic planning activities related to programming and business priorities to develop and align technology effectively
2. Develop and enhance the technology roadmap policy and process procedures to ensure scalable, repeatable, and predictable delivery of IS and IT services
3. Creates and maintains processes and standards for selection, implementation, and support of IS and IT systems
4. Ensures smooth delivery and operation of IT services by monitoring systems performance
5. Identify, recommend, and implement new technology solutions to solve ongoing IT related shortcomings by consulting with CAPK leadership and senior-level stakeholders
6. Identify improvement opportunities, recommend, and implement solutions for the overall system health by assessing effectiveness and efficiency
7. Manage vendor relationships by monitoring quality of work, resolution of issues, and expenditures
8. Project management across teams/departments
9. Responsible for the implementation of internal and external reporting systems and procedures for monitoring results
10. Provide leadership by example and maintain quality work standards

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current computer and networking technology solutions
- Operations management principles in complex environments
- Information resource development and access of complex information systems
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Ability to deal with conceptual matters
- Ability to communicate effectively verbally and in writing
- Demonstrate good interpersonal skills.
- May be required to attend evening and weekend meetings
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work independently and make clear presentations of ideas and recommendations.

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 Business or Public Administration, Information Technology, Computer Science or a technology related field from an accredited college or university and/or equivalent work experience in areas outlined above.
- Seven (7) years of experience managing a technology related operation
- Experience in budget oversight preferred
- Minimum of two (2) years of experience in a management position requiring supervision of staff preferred

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Must be fingerprinted and pass pre-employment background check
- 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 Information Technology 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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

Information Technology Infrastructure 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:** TBD

SUMMARY:

Under the supervision of the IT Administrator, the Information Technology Infrastructure Manager will be responsible for deploying and managing the organization's servers, networks, and cloud systems.

SUPERVISION RECEIVED:

Receives supervision from the Information Technology Administrator

SUPERVISION EXERCISED:

Information Technology Network Engineer

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Builds and maintains IT department infrastructure including server, network and cloud-related systems
2. Maintains contracts, licenses, and budget transparency for Infrastructure related costs and manages key vendor relationships
3. Responsible for supervision of staff to ensure that service commitments are met
4. Ensure that staff are trained on emerging trends, technologies and security enhancements
5. Develop and maintain strong working relationships with internal Technology stakeholders
6. Develop and manage deployment for user end-point environments
7. Reviews appropriateness of technologies used for system components and recommends modifications and/or upgrades when necessary to keep systems operating according to organizational needs
8. Develop and manage user accounts and IT service provisioning and de-provisioning
9. Coordinates resources to install network, server and workstation software, and hardware upgrades
10. Assists Information Technology Administrator with the research of IT infrastructure needs and budgeting
11. Communicates changes in technology and services from the IT department to the appropriate internal and external stakeholders

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.

2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current computer and networking technology solutions
- Operations management principles in complex environments
- Information resource development and access of complex information systems
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Ability to deal with conceptual matters
- Ability to communicate effectively
- Good interpersonal skills.
- Willingness to attend evening and weekend meetings
- Effectively present program to the public.
- Establish professional working relationships with staff, agencies, and parents.

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 Business or Public Administration, Information Technology, Computer Science or a technology related field from an accredited college or university and/or equivalent work experience in areas outlined above.
- Seven (7) years of experience managing a technology related operation, including supervision of staff.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check
- 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 Information Technology Infrastructure 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	
51-75lbs	x			x		

76-100lb	x			x		
100lbs+	x					

Network Engineer

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:** TBD

SUMMARY:
Under the supervision of the Information Technology Infrastructure Manager, the Network Engineer will be responsible for the day-to-day infrastructure management and project support to help the IT Infrastructure Manager focus on getting project plans created and executed.

SUPERVISION RECEIVED:
Receives supervision from the Information Technology Infrastructure 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.

A. Essential Job Specific Duties:

1. Configure and manage the organization's cloud, server and network devices and services (e.g., switches, firewalls, VPN, domain controllers, Microsoft 365)
2. Perform network maintenance and system upgrades including service packs, patches, hotfixes, and security configurations
3. Monitor performance and ensure system availability and reliability
4. Maintain, monitor, and test backup and disaster recovery systems and data
5. Monitor system resource utilization, trending, and capacity planning
6. Provide Level-2/3 support and troubleshooting to resolve issues
7. Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
8. Create and maintain technical documentation for cloud and application environments, including network diagrams, installation, and configuration procedures, troubleshooting guidelines, and operational procedures

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current computer and networking technology solutions
- Operations management principles in complex environments
- Information resource development and access of complex information systems
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Ability to deal with conceptual matters
- Ability to communicate effectively
- Good interpersonal skills.
- Willingness to attend evening and weekend meetings
- Effectively present program to the public.
- Establish professional working relationships with staff, agencies, and parents.

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 Business or Public Administration, Information Technology, Computer Science or a technology related field from an accredited college or university and/or equivalent work experience in areas outlined above.
- Seven (7) years of experience managing a technology related operation

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Must be fingerprinted and pass pre-employment background check
- 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 Network Engineer			
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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

MEMORANDUM

To: Personnel Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: November 8, 2022

Subject: *Agenda Item 4(f):* Energy Program Assistant Job Description – **Action Item**

The Energy Program is concurrently working on five (5) different contracts. We anticipate receiving the DOE BIL at the beginning of next year as well. The total of our five current contracts is approximately $28.3 million. If granted the DOE BIL contract for $5.3 million, that would bring our total contract amount to approximately $33.6 million.

To meet the demands of these contracts, we are seeking approval to recruit a new Energy Program Assistant to assist our Weatherization Team. The job description is included with this memo and is being presented to the Committee for approval. This position will work alongside our weatherization crews, warehouse, and finance teams. The position will assist in maintaining weatherization databases and project management software to ensure compliancy with state and federal contracts. The position will work directly with the Weatherization Manager to ensure our clients are being served without unnecessary delays.

The Energy Program staff worked with Human Resources to create a new job description to reflect the duties and responsibilities of the Energy Program Assistant. The Energy Program Assistant position was pointed at Grade 4 by Human Resources.

Grade 4	Min	Mid	Max
Energy Program Assistant	15.00	17.48	20.09

In the current fiscal year, funding for this position will be supported by the 2022 LIHEAP contract. The budget impact for this year will be approximately $3,044. Next year, the budget impact will be approximately $37,000, and the positions will be supported by the 2022 and 2023 LIHEAP contracts.

Our work connects to CAPK's mission and Strategic Goal 3, which is advancing economic empowerment and financial stability for low-income people in the community we serve as we are advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

Recommendation:
Staff recommends approval of the Energy Program Assistant job description and compensation at Grade 4.

Attachment:
Energy Program Assistant Job Description

Program Assistant - 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 04 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the Weatherization Manager, the Program Assistant is responsible for assisting the Weatherization department with maintaining Weatherization databases and project management software to ensure compliancy with state and federal contracts.

SUPERVISION RECEIVED:
Receives direct supervision from Weatherization 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:

1. Assist in updating and maintaining Weatherization database and project management software used by the Energy program.
2. Coordinate with the Weatherization Manager to review job proposals and purchase orders to make sure they are completed in a timely manner.
3. Monitoring tracking of on-going Weatherization jobs to confirm completion of jobs.
4. Coordinate with Energy Finance Team to keep track of opened and closed purchase orders.
5. Maintain work in progress sheets to assist Weatherization team with project management.
6. Ensure Weatherization forms and files are updated and in compliance with state and federal guidelines.
7. Maintain constant communication with Installers, Assessors, and Inspectors to ensure necessary data is entered into project management software appropriately.
8. Assist in monitoring project management supply cost list for reporting purposes and tracking of weatherization project expenses.
9. Verify all measures are entered into project management software from applicable Weatherization CSD Forms.
10. Maintain constant communication with subcontractors to eliminate barriers and delays for Weatherization projects.
11. Assists with data collection, data entry, and preparing and submitting reports.
12. Provides technical support to staff regarding project management software.
13. Update various worksheets for work in progress.

Other Job Specific Duties:

1. Attend meetings, trainings, and professional growth activities.
2. Work alternative hours as required, including nights and weekends.
3. Perform any other like duties as assigned.

4. Is proactive in the effort to make sure there are no delays on Weatherization projects.
5. Other related 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:

- Departmental policies and procedures.
- Modern office procedures and equipment, including computers.
- Intermediate use of Microsoft Word and Excel.
- Word processing and related software applications.
- Basic bookkeeping.

Ability to:

- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing.
- Demonstrate accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain professional working relationships with staff, agencies and clients.
- Problem solve effectively and efficiently.

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.
- Two (2) years of general clerical experience.
- Two (2) years of experience using MS Word and Excel.
- Ability to type 35 wpm and perform data entry.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

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: Program Assistant-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		

MEMORANDUM

To: Personnel Committee

From: Laura Porta, Migrant Childcare Program Administrator

Date: November 8, 2022

Subject: *Agenda Item 4(g)*: Migrant Childcare Program New Staff Positions and Organizational Chart – **Action Item**

The CAPK Migrant Childcare Program (MCAP) administration continues to revise our program's organizational chart to include key positions identified as necessary to efficiently expand our operations, and absorb the workload associated with the growth of our program. MCAP's contract amount increased by $17.8 million dollars for a total contract amount of $27.4 million for the current FY.

This expansion requires that we maintain a strong presence in our communities to reach more families and reinforce our quality assurance efforts to ensure our program remains compliant with all regulatory mandates. We request the approval of one (1) Outreach technician and one (1) Quality Assurance Specialist position. These positions will provide the necessary support in outreach, community engagement, and quality assurance efforts.

In managing the expansion of our program, we have continued to work with Human Resources (HR) and our Finance Department to ensure our current budget can sustain this expense. Funding for these positions is included in the current FY 2022-2023 revised contract amount for CAPK-MCAP from the California Department of Social Services (CDSS). The impact on the CAPK-MCAP budget is projected to be sustainable.

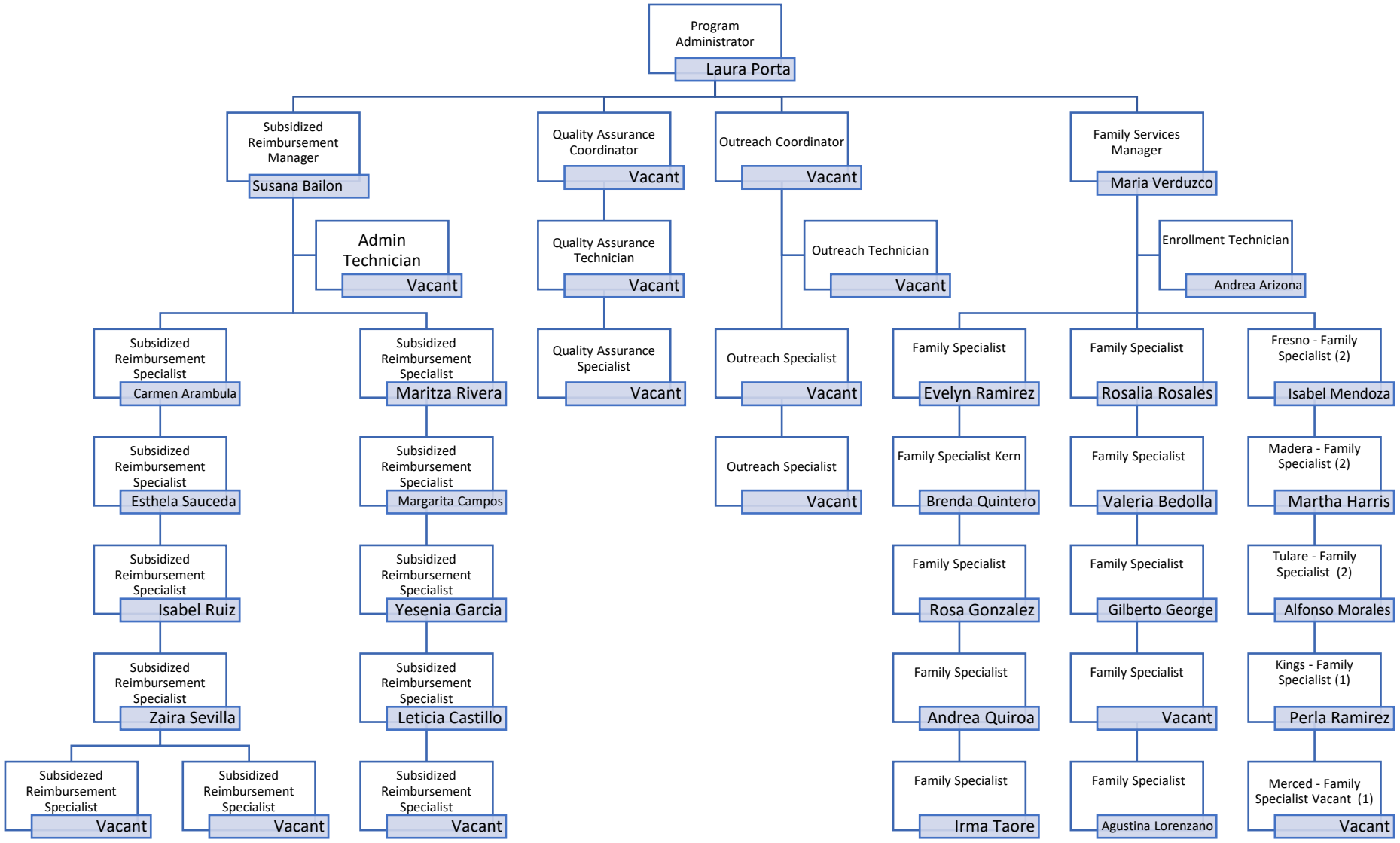
HR staff has reviewed, pointed, and graded the new job descriptions and both are being presented to the Committee for approval. The presented job descriptions align with the current CAPK Strategic Goal #4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It also supports the sustainability of CAPK MCAP Program growth. The next step will be the approval of the revised MCAP Organizational Chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

Recommendation:
Staff recommends approval of the updated CAPK MCAP organizational chart and the job descriptions for the Outreach Technician and Quality Assurance Specialist.

Attachments:
Revised Migrant Childcare Program Organizational Chart
MCAP Outreach Technician
MCAP Quality Assurance Specialist

Migrant Childcare Alternative Payment Program (MCAP)

Division: Health & Nutrition **Director: Susana Magana**



Revised Nov 22

Outreach Technician

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: Under the supervision of the Outreach Coordinator, the Outreach Technician is responsible for supporting MCAP's community outreach and family enrollment activities. This includes participating in outreach activities, community events and program presentation activities to reach and enroll eligible families for services.

SUPERVISION RECEIVED:
Receives supervision from the Outreach Coordinator

SUPERVISION EXERCISED:
None.

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

A. Essential Job Specific Duties:
- Educates families on program requirements and collects pre-applications for services.
- Prepares for and participates in all assigned outreach activities.
- Perform appropriate education and outreach activities to ensure eligible families and target population is reached.
- Participates in outreach activities and supports outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Effectively collaborate with program departments to ensure a seamless process from initial family contact to enrollment.
- Maintain accurate records of all outreach activities.

B. Other Job Specific Duties:
- Participates and conducts outreach activities, and attends meetings, and trainings as assigned.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP 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:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:
- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations
- Communicate effectively, verbally and in writing fluently in both English and Spanish
- Effectively present program information to the public in small and large group settings
- Demonstrate good interpersonal skills
- Demonstrate excellent customer service
- Operate and use modern office equipment including computer, copier, scanners etc.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year experience working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- One (1) year experience working with the public, outreaching, marketing, or educating the public on available services and resources.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

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 pass pre-employment background check
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- **Bilingual language fluency (English/Spanish) required.**

WORK ENVIRONMENT:

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

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

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: Outreach Technician			
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					

Quality Assurance 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: Grade 8 **FLSA Status: Non**-Exempt **Date Approved:**

SUMMARY: Under the supervision of the Quality Assurance Coordinator, the Quality Assurance Specialist is responsible for conducting monthly program compliance review activities and data collection. This includes the ongoing review of family files, provider files and general family and childcare provider file reviews, data collection, and reporting. The quality assurance specialist assists with the completion of the annual report submission and assists in maintaining compliance with applicable CMAP contract requirements, Title V state regulations, DSS directive, The State Contract Monitoring Review process, Community Care Licensing, federal and state regulations, and program policies, procedures, and best practices.

SUPERVISION RECEIVED:
Receives supervision from the Quality Assurance Coordinator

SUPERVISION EXERCISED:
None.

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

A. Essential Job Specific Duties:
- Assist in the development and implementation of a comprehensive and effective compliance monitoring process, reports, checklists, and monitoring schedules.
- Responsible for completing monthly compliance reviews and work quality verification and evaluation of all program service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County) as directed.
- Participates in the collection of program review data and provides insight on MCAP's ongoing training needs.
- Submits monthly reports, as required.
- Participates in the submission of program monthly and annual reports.
- Assist in the development of customer satisfaction annual survey, compiles, and reports on survey findings.
- Assists in compiling yearly reporting data for CSBG and agency annual report.
- Assists in the through and timely submission of MCAP's Program Self Evaluation.
- Maintains accurate records of all quality assurance and monitoring activities.
- Work collaboratively to communicate and maintain quality work standards

B. Other Job Specific Duties:
- Participates in outreach activities, meetings, and trainings as assigned.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP 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:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise workload reports.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills
- Demonstrate excellent customer service
- Operate and use modern office equipment including computer, copier, scanners etc.
- Proficiently work with word processing, spreadsheets, database, and related software applications
- Work with accuracy and attention to detail
- Demonstrate strong organizational skills and close attention to detail.

EDUCATION AND EXPERIENCE:

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

- AA degree in business, social work, child development or psychology or closely related field from an accredited college or university. Experience may be considered on a year per year basis for education.
- Two (2) year of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

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 pass the pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- **Bilingual language fluency (English/Spanish) required.**

WORK ENVIRONMENT:

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

- Work is 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: Quality Assurance 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					

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: November 8, 2022

Subject: *Agenda Item 4(h)*: Updated Job Description for M Street Navigation Center: Homeless Services Shelter Worker - **Action Item**

The M Street Navigation Center is requesting approval of the updated job description for the Homeless Services Shelter Worker. After operating the low barrier navigation center for over two years and with the addition of the Safe Camping/Parking projects, we have identified the need to include additional responsibilities and requirements. The updated job description was approved by Human Resources and was pointed at a grade 3 (previously a grade 2) in the CAPK compensation schedule.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensuring that the great work the M Street Navigation staff have done continues. A proposed Personnel Budget with the reclassifications was sent to the CAO's office for approval. The proposed changes would increase the annual staffing budget of $922,722.88 to $944,937.28, which is an increase of 2.4%.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #4, Objective 4.2 to increase employee engagement, morale, and retention.

Recommendation

Staff recommends that the Personnel Committee approve the Homeless Services Shelter Worker Description.

Attachment:

Homeless Service Shelter Worker Job Description
Personnel Budget 2022-2023

Homeless Services Shelter Worker

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

SUMMARY:

Under the direction of the Homeless Services Program Manager, identifies and provides social services to homeless individuals at the M Street Shelter and Safe Parking Encampment. Works collaboratively with operations staff, providers, and volunteers.

SUPERVISION RECEIVED:

Homeless Services Operations 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:

- Identifies and provides direct services to homeless individuals at the M Street Navigation Center and Safe Camping/Parking around the clock. Services may include intake, assessment, information and referral, distribution of needed basic supplies, as well as on-site client supervision
- Works with security, emergency services personnel (law enforcement and paramedics, etc.) as well as shelter providers, e.g., medical and mental health personnel.
- Performs client sign-in and data collection process and maintains appropriate program attendance records and other records as required.
- Works with shelter staff, volunteers, and multiple service providers to enhance, augment, and coordinate service delivery to program clients.
- May be required to assist security with screening clients for entry to homeless programs, including identifying inappropriate behavior, checking for possession of weapons, and evidence of alcohol or controlled substances.
- Maintains a safe environment by continually monitoring the immediate site and premises.
- Enforces Homeless Services and site-specific policies and procedures.
- Performs and/or assists with HMIS intake and client assessment. Acts as a client resource by providing referrals for services available in the community.
- Manages clients by utilizing conflict resolution skills and crises management techniques.
- Manages Homeless Services documentation, including client messages, daily log, client warnings, incident reports, CWS reports, filing, and other clerical duties as required.
- Coordinates and oversees ongoing client housekeeping activities to ensure programs are always clean and safe, especially prior to clients vacating program premises.
- Addresses maintenance and housekeeping issues as they occur. May be required to operate day center laundry equipment.
- Distributes personal hygiene items to clients.
- Supports CAPK mission by providing care and assistance to clients and encouraging and

facilitating self-sufficiency.
- Assists with food services.
- Maintains facility operations and opening and closing of the site.
- Orients and interacts with various staff, providers, volunteers, and other community members.
- Must be able to work alternative schedules such as nights, weekends, and holidays.

Other Job Specific Duties:
- Assists with training and providing direction to other staff, providers, and volunteers, as needed.
- Attends staff meetings and training sessions as required.
- Performs other duties as required.

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 homelessness 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 collaboratively in a teamwork environment.
- Communicate effectively, verbally and in writing.
- Problem solve and make informed decisions
- Work with conceptual matters.
- Administer Narcan to client if required.
- 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.

- High school diploma or equivalent.
- Must be 18 years of age or older.
- Requires one (1) year of experience providing direct human or health services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at-risk youth.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Must be able to obtain Agency-wide certification, including, but not limited, to CPR ServSafe certification within first six (6) months of employment
- Successful completion of physical, substance abuse screening, TB and all required

vaccinations
- Must be fingerprinted and pass pre-employment background check

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Homeless Services Shelter Worker			
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		

M Street Navigation Center - Budgeted Salary Estimate FY 22-23

Employee Name	Position Title	Purposed Position Change	Dept.	No. of Months	2021 Rate w/ COLA	Fringe Costs	Annual Amnt	New wage	% Increase	Difference	Annual Amnt	Date of Hire	Time of Service	Salary Grade	Purposed Grade	Status
Laurie Hughey	Program Manager	Program Administrator	Homeless Services	12	42.02	$3.60	$87,401.60	$44.05	5%	$2.03	$4,222.40	1/27/2020	2 Years, 9 Months	11	12	Completed
Jon Flores	Operations Supervisor	Operations Manager	Homeless Services	12	30.00	$3.60	$62,400.00	$32.24	7%	$2.24	$4,659.20	1/27/2020	2 Years, 9 Months	9	10	Completed
Keith Jackson	Services Supervisor		Homeless Services	12	30.00	$3.60	$62,400.00	$31.50	5%	$1.50	$3,120.00	1/4/2021	1 Years, 9 Months	8	9	Completed
Amiee Brown	Program Coordinator		Homeless Services	12	21.85	$3.60	$45,448.00	$23.00	5%	$1.15	$2,392.00	5/28/2020	2 Years, 5 Months	6	7	
Marianela Rios	Volunteer Coordinator		Homeless Services	12	22.68	$3.60	$47,174.40	$23.75	5%	$1.07	$2,225.60	3/30/2020	2 Years, 7 Months	6	7	
Vacent	Program Specilist		Homeless Services	12	21.21	$3.60	$44,116.80	$22.24	5%	$1.03	$2,142.40	6/22/2020	2 Years, 4 Months	6	7	
Ruben Rivera	Homeless Food Prep Lead	Food Prep Coordinator	Homeless Services	12	16.98	$3.60	$35,318.40	$18.02	6%	$1.04	$2,163.20	3/30/2020	2 Years, 7 Months	2	6	Completed
Louis Chavez	Homeless Food Prep Assistant	Food Prep Lead	Homeless Services	12	15.88	$3.60	$33,030.40	$16.75	5%	$0.87	$1,809.60	5/3/2021	1 Years, 6 Months	2	4	Completed
Adam Ramos	Homeless Navigator		Homeless Services	12	18.36	$3.60	$38,188.80	$19.25	5%	$0.89	$1,851.20	4/6/2021	1 Years, 6 Months	4	6	
Lori Worley	Homeless Navigator		Homeless Services	12	18.36	$3.60	$38,188.80	$19.25	5%	$0.89	$1,851.20	4/6/2020	2 Years, 6 Months	4	6	
Kelly Hedgeck	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00	1/24/2022	0 Years, 9 Months	4	6	
Vacent	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00		122 Years, 10 Months	4	6	
Vacent	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00		122 Years, 10 Months	4	6	
Jeremy Guirdry	Shelter Worker	Shelter Worker II	Homeless Services	12	15.88	$3.60	$33,030.40	$17.09	8%	$1.21	$2,516.80	3/30/2020	2 Years, 7 Months	2	3	
Crystal Webb	Shelter Worker		Homeless Services	12	16.65	$3.60	$34,632.00	$16.80	1%	$0.15	$312.00	8/27/2020	2 Years, 2 Months	2	3	
Lavecia Page	Shelter Worker		Homeless Services	12	15.26	$3.60	$31,740.80	$16.00	5%	$0.74	$1,539.20	10/4/2021	1 Years, 0 Months	2	3	
William Wooton	Shelter Worker		Homeless Services	12	15.00	$3.60	$31,200.00	$15.50	3%	$0.50	$1,040.00	4/18/2022	0 Years, 6 Months	2	3	
Bobby Guzman	Driver		Homeless Services	12	15.00	$3.60	$31,200.00	$15.50	3%	$0.50	$1,040.00	2/7/2022	0 Years, 8 Months	2	3	
Thomas Headley	Custodian		Homeless Services	12	15.00	$3.60	$31,200.00	$15.75	5%	$0.75	$1,560.00	4/6/2020	2 Years, 6 Months	1	2	
							$798,990.40			Total	**$22,214.40**					

Also requesting that the Homeless Navigator and Sheltor Worker be changed to a teired position to promote growth and will allow for increase pay and responsibility.

Homeless Navigator I	$18.00
Homeless Navigator II	$19.73
Homeless Navigator III	$20.50
Shelter Worker I	$15.00
Shelter Worker II	$17.09
Shelter Worker III	$18.75

Funding Category		Budget Amount LBNC 2021-2022	Anticipated Cost of Proposal
Personnel/Benefits/COLA		$922,722.88	$944,937.28
Operations		$553,298.00	$553,298.00
Client Services/Supplies		$266,267.00	$266,267.00
Contengency		$174,228.79	$176,450.23
Indirect		$191,651.67	$194,095.25
		$2,108,168.33	$2,135,047.76

Total		Current Annual Salary	New salary cost	% increase		Total Cost
$ 384.13		$ 922,722.88	$22,214.40	2.4%		$944,937.28

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: November 8, 2022

Subject: *Agenda Item 4(i)*: COVID Policy Revisions – **Action Item**

As the requirements for employers to manage all issues related to COVID continue to change, staff believes that sufficient time has passed, and cases are stable enough to submit our COVID practice and related policies for revision.

Attached you will find six (6) documents; three redlined documents so that the Committee can see the breadth of changes being made, and three 'clean' copies so that you all can see how the final iteration of these policies look with changes accepted. The policies attached are:

- Suspected and Confirmed cases of COVID
- COVID-19 Travel Policy
- Vaccine Policy

While each policy is unique and has its own relevant changes, an overview of the changes reflected herein are as follows:

- There is legal guidance being given to agencies against differentiating between vaccinated and unvaccinated employees when considering travel and suspected or confirmed COVID cases. We want to follow that guidance and always remain respectful to all staff.
- There is no longer a CALOSHA or CDPH requirement to sanitize (saving time and money).
- Home COVID tests are considered and accepted as are medically administered tests.
- No need to quarantine after travel; testing on the 5th day (assuming non-symptomatic) is appropriate.

Recommendation:
Staff recommends that the Personnel Committee approve the attached, revised COVID polices as new guidance for the agency.

Attachments:
COVID-19 Travel Policy (Clean)
Suspected or Confirmed Cases of COVID (Clean)
Vaccine Policy (Clean)
COVID-19 Travel Policy (Redline)
Suspected or Confirmed Cases of COVID (Redline)
Vaccine Policy (Redline)

POLICY AND PROCEDURE

TITLE: COVID-19 Travel Policy

APPROVED: August 10, 2022

APPLIES TO: Community Action Partnership of Kern Employees

POLICY:
The current COVID-19 landscape is constantly changing, and as such, CAPK continues to revise current policies to keep a focus on employee, client, and community safety.

Widespread transmission of COVID-19 continues to impact communities locally and globally. To minimize the risk of exposure to COVID-19 and related variants, employees should continue to abide by CDC guidance in addition to CAPK travel policy and procedures.

Agency-related travel will require covid testing 5 days upon return from travel. The test must be negative for an employee to remain at CAPK facilities.

AFFECTED DEPARTMENTS:
This policy applies to all CAPK employees and representatives.

GUIDELINES:
Employees traveling for Agency-related business must notify the COVID Team of their travel plans prior to travel. The following applies to all Agency-related travel.
.

Employees who test positive for COVID-19 will be required to isolate and follow CAPK's return to work guidelines.

CAPK will provide free COVID-19 testing upon return from all business-related travel at Memorial Occupational. Should you decline to test at Memorial Occupational, or other CAPK sponsored testing sites, the employee acknowledges responsibility for cost of COVID-19 test. As of June 9, 2022, CAPK will also accept home test kits.

<u>Restrictions:</u>
CAPK will not allow employees to travel for Agency business if an employee is on an active Covid case.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Suspected or Confirmed Cases of COVID-19 in the Workplace
APPROVED:	June 30, 2021
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) is taking proactive steps to address business concerns. We want to maintain a safe workplace and adopt practices protecting the health of employees, customers, and visitors. We also want to ensure the continuity of business operations during this pandemic. We ask all employees and management to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

SCOPE:

All CAPK employees are principally affected by the policy.

GUIDELINES:

The following are COVID-19 Employee and Management Workplace Guidelines. These guidelines are intended to provide an overview of Cal/OSHA and CDC guidelines and applicable laws and are in no way intended to supersede or modify applicable law and/or existing CAPK policy and procedure.

SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE - EMPLOYEE

Notification if Symptomatic

- Notify Human Resources if you have symptoms related to COVID-19 prior to reporting to work.
- If you become symptomatic while at work, inform your supervisor or Human Resources and leave the workplace.

Symptoms

All employees should self-monitor for COVID-19 symptoms, including those listed below, which may appear 2-14 days after exposure to the virus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Direct Exposure to Covid-19

- Not symptomatic (non-high risk): Employee will remain at work and test on day 5
- Not symptomatic (high-risk): Employee will isolate and test on day 5
- Symptomatic: Employee will isolate and test on day 5

Testing of Symptomatic Employees

CAPK shall take the following actions when there has been a COVID-19 case at the place of employment:

- Provide COVID-19 testing available at no cost during regular shift to
    - Employees with COVID-19 symptoms who are not fully vaccinated.
    - All employees of the employer who had a close contact in the workplace with a COVID-19 cases.

Return to Work Criteria

If symptomatic, test negative on Day 5 from start of symptoms, symptoms have resolved (or Employee provides note from medical doctor)
If exposed and not symptomatic (high-risk group only), employee tests negative on day 5.
If positive for covid;

- Employee completes 10-day quarantine and symptoms have resolved, or
- Employees tests negative 5 days after the initial positive, and symptoms have resolved

<u>Suspected or Confirmed Cases of COVID-19 In the Workplace – Supervisor/Managers</u>

Encourage sick employees to stay home.

- Employees who have symptoms related to COVID-19 should be sent home;
- Covid Team must provide clearance before an employee can be allowed to return from a covid case.

POLICY AND PROCEDURE

TITLE: COVID-19 Mandatory Vaccination Policy

APPROVED: October 27, 2021

APPLIES TO: Community Action Partnership of Kern Employees, Head Start Volunteers and Temporary Employees

POLICY:

On September 9, 2021, President Biden announced his Path Out of the Pandemic: COVID-19 Action Plan. One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

AFFECTED EMPLOYEES:

This policy applies to all current and new CAPK employees, Head Start volunteers, and temp employees.

DEFINITION:

Fully vaccinated – An employee is considered fully vaccinated if it has been at least 14 days since the employee received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United State, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For employees fully vaccinated outside of the United Sates, the vaccination must be listed for emergency use by the World Health Organization (WHO).

Medical exemption – This is an allowable exemption from the COVID-19 vaccination based on medical necessity and documented by a healthcare provider.

Religious exemption – This is an allowable exemption from the COVID-19 vaccination based upon sincerely held religious beliefs and practices.

POLICY:

By January 1, 2022, CAPK will require all employees to either (a) establish that they have been fully vaccinated; or (b) obtained an approved exemption as an accommodation. Employees who do not fulfill one of these two requirements and are not subject to accommodation and cannot perform essential job functions as a result, may be placed on unpaid leave and their employment subject to termination. Employees who qualify for a medical or religious exemption will be subject to weekly diagnostic testing.

To facilitate employees' ability to receive the vaccination, CAPK will consider timely requests for appropriate schedule changes.

To the extent feasible, CAPK will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations at no cost. If on-site vaccination is not feasible, CAPK will provide information for the vaccinations that may be available through the counties in which it operates.

AVAILABILITY OF VACCINE APPOINTMENT:

There are three different vaccines available in the State of California, Pfizer, Moderna and Johnson and Johnson. The CDC website has information regarding the different vaccines to include age limitations and time to full vaccination. All Californians ages 12 and up are eligible to get a vaccine. The links to the county websites are provided on the COVID-19 Resource Page. You can also visit the State of California COVID 19 site to sign up for the My Turn system or use the vaccine finder. Vaccinations may also be available from your local pharmacy or healthcare provider.

All employees may schedule vaccine appointments during work hours as operations and schedule permits. Hourly employees will be compensated their hourly rate for any time needed to complete the vaccination including time to travel to the closest available vaccination site in their county of residence during their normally scheduled hours. No compensation is given for vaccines outside of the employee's normally scheduled shift. Exempt employees are paid their normal rate of pay for the time.

When scheduling a vaccination appointment, employees and supervisors must be aware that some of the side effects listed by the CDC that occur with the vaccination overlap with COVID-19 symptoms. The protocols for COVID-19 entry into CAPK buildings remain in effect. CAPK is exercising caution in maintaining protocols due to the inability to distinguish between a side effect of a vaccination or COVID-19 infection. Should an employee have a side effect symptom that is also a COVID-19 symptom, the employee shall follow the COVID-19 Prevention Plan for return to work.

After they are fully vaccinated and established their vaccination status, employees will still be required to follow all COVID-19 policies, procedures, protocols and guidelines for vaccinated employees. Unless otherwise stated in a specific protocol that there is a difference for

vaccinated employees, all policies, procedures, protocols, and guidelines apply to all employees regardless of vaccination status.

The CDC Vaccine Website contains information regarding authorized vaccines to include when an individual is considered fully vaccinated. For state specific information regarding vaccines, COVID 19 CA Vaccine site provides questions and answers.

AFTER VACCINATION:

To establish that they are fully vaccinated, employees must present written evidence of immunization from an authorized healthcare provider or pharmacy. Employees are required to follow any COVID protocols for unvaccinated individuals until their vaccination status is verified. Vaccination documentation must be submitted to Human Resources.

REQUEST FOR EXEMPTIONS AS ACCOMODATIONS:

CAPK cannot accommodate an issue that we are unaware of. It is incumbent on the employee to notify CAPK immediately and with clarity of any issue to request accommodation. To request an accommodation, please notify the Human Resources Department in writing at covid- 19@capk.org. Once CAPK is aware of the need for an accommodation, CAPK will engage in an interactive process to identify possible accommodations.

To assist any employee who applies for a medical or religious exemption, CAPK will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for CAPK and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

Employees who apply for a medical or religious exemption shall adhere to the following process:

1. Complete a form from Human Resources and submit accordingly.
2. The forms will be considered by a third party who will forward the decision to HR.
2. If the employee disagrees with the decision of the third party, the employee may file an appeal within 5 days of receipt of the third-party decision with the CAPK appeal panel.
    a. The appeal panel will be made up of three individuals including one member of the Board of Directors, to be appointed by the Chair; one employee representing the executive leadership category as appointed by the CEO; and one employee representing line staff as appointed by CEO.
    b. The appeal panel will act on the appeal within 5 days of receiving the appeal.
        i. The appeal panel will base its decision on the documentation submitted by the applicant to the third party.

If you believe that you have been treated in a manner not in accordance with this policy, please notify CAPK immediately by speaking to the Director of HR and/or HR Administrator. You may request an accommodation without fear of retaliation

DIAGNOSTIC SCREENING TESTING REQUIREMENTS:

Due to the high risk to health and safety that COVID-19 poses to the workforce and clients, starting January 1, 2022, CAPK will require weekly diagnostic screening testing for employees who are not fully vaccinated.

Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Medical contraindication or religious exempt employees are still subject to the testing requirement, since they are still potentially able to spread the illness. Given the challenges that COVID-19 has presented with respect to appointment availability, it is ***strongly*** recommended to employees that are expecting to participate in either the religious or medical exemption process, to begin doing so as soon as possible so as not to miss the January 1st mandated deadline.

Screening Test Requirements:

1. Asymptomatic unvaccinated or incompletely vaccinated employees are required to undergo weekly diagnostic screening testing.
2. Employees may choose either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated employees **must be tested at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the
   U.S. Centers for Medicare and Medicaid Services.
3. All employees will be required to, prior to entering the work area, self-administer a rapid test which will be provided by CAPK. Falsification or other manipulation of either the testing process or reporting of results will be subject to disciplinary action; up to and including termination.
4. After each test, employees who are required to complete the screening test, will submit COVID Testing Form within Power App according to the log within the COVID Prevention Plan.
5. Employees who do not test in the 7 days, will not be permitted into any CAPK facility. Any absence where work on premise is required will be considered unexcused and subject to the HR Policy Manual section on Absenteeism and Tardiness.

CAPK will report employee COVID positive test results to local public health departments in accordance with the COVID Prevention Plan

POLICY AND PROCEDURE

TITLE: COVID-19 Travel Policy

APPROVED: August 10, 2022

APPLIES TO: Community Action Partnership of Kern Employees

POLICY:
The current COVID-19 landscape is constantly changing, and as such, CAPK continues to revise current policies to keep a focus on employee, client, and community safety.

Widespread transmission of COVID-19 continues to impact communities locally and globally. To minimize the risk of exposure to COVID-19 and related variants, employees should continue to abide by CDC guidance in addition to CAPK travel policy and procedures.

Agency-related travel will require covid testing 5 days upon return from travel. The test must be negative for an employee to remain at CAPK facilities.

AFFECTED DEPARTMENTS:
This policy applies to all CAPK employees and representatives.

GUIDELINES:
Employees traveling for Agency-related business must notify the COVID Team of their travel plans prior to travel. The following applies to all Agency-related travel.
.

Employees who test positive for COVID-19 will be required to isolate and follow CAPK's return to work guidelines.

CAPK will provide free COVID-19 testing upon return from all business-related travel at Memorial Occupational. Should you decline to test at Memorial Occupational, or other CAPK sponsored testing sites, the employee acknowledges responsibility for cost of COVID-19 test. As of June 9, 2022, CAPK will also accept home test kits.

<u>Restrictions:</u>
CAPK will not allow employees to travel for Agency business if an employee is on an active Covid case.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Suspected or Confirmed Cases of COVID-19 in the Workplace
APPROVED:	June 30, 2021
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) is taking proactive steps to address business concerns. We want to maintain a safe workplace and adopt practices protecting the health of employees, customers, and visitors. We also want to ensure the continuity of business operations during this pandemic. We ask all employees and management to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

SCOPE:

All CAPK employees are principally affected by the policy.

GUIDELINES:

The following are COVID-19 Employee and Management Workplace Guidelines. These guidelines are intended to provide an overview of Cal/OSHA and CDC guidelines and applicable laws and are in no way intended to supersede or modify applicable law and/or existing CAPK policy and procedure.

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SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE - EMPLOYEE

Notification if Symptomatic

- Notify Human Resources if you have symptoms related to COVID-19 prior to reporting to work.
- If you become symptomatic while at work, inform your supervisor or Human Resources and leave the workplace.

Symptoms

All employees should self-monitor for COVID-19 symptoms, including those listed below, which may appear 2-14 days after exposure to the virus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Direct Exposure to Covid-19

Not symptomatic (non-high risk): Employee will remain at work and test on day 5

Not symptomatic (high-risk): Employee will isolate and test on day 5

Symptomatic: Employee will isolate and test on day 5

Testing of Symptomatic Employees

CAPK shall take the following actions when there has been a COVID-19 case at the place of employment:

- Provide COVID-19 testing available at no cost during regular shift to
  - Employees with COVID-19 symptoms who are not fully vaccinated.
  - All employees of the employer who had a close contact in the workplace with a COVID-19 cases.

~~**Exceptions to Testing Requirements**~~

- ~~Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.~~
- ~~COVID-19 cases who returned to work after symptoms resolved and have remained free of COVID-19 symptoms for 90 days after or~~
- ~~Who never developed symptoms for 90 days after the first positive test.~~

Return to Work Criteria

If symptomatic, test negative on Day 5 from start of symptoms, symptoms have resolved (or Employee provides note from medical doctor)
If exposed and not symptomatic (high-risk group only), employee tests negative on day 5.
If positive for covid;
Employee completes 10-day quarantine and symptoms have resolved, or
Employees tests negative 5 days after the initial positive, and symptoms have resolved

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- ~~At least 24 hours have passed since a fever of 100.4 degrees of higher has resolved without the use of fever-reducing medication and~~
  - ~~COVID symptoms have improved and~~
  - ~~At least 10 days have passed since COVID symptoms first appeared.~~

  ~~**Return to Work Criteria**~~
  - ~~Employees who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of the first positive COVID-19 test.~~
  - ~~Employees who had a close contact may return to work if after:~~
    - ~~A close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.~~
    - ~~Released by a medical or healthcare provider.~~

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Suspected or Confirmed Cases of COVID-19 In the Workplace – Supervisor/Managers~~HR~~

E~~Actively e~~ncourage sick employees to stay home.

- Employees who have symptoms related to COVID-19 should ~~not~~ be sent home~~allowed to report to work~~; ~~and/or told to leave work if they become symptomatic at work.~~
- Covid Team must provide clearance before an employee can be allowed to return from a covid case.
- ~~~~
- ~~Employees who are well but who have a family member at home with COVID-19 should not be allowed to report to work and/or excused from work when they learn of the diagnosis.~~

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~~Employees may have been exposed if they are a "close contact" (within approximately 6 feet) of someone who infected with COVID-19 for a prolonged period (defined as 15 minutes by the CDC).~~

~~**Cleaning and Disinfecting Worksites if a worker has symptoms related to COVID-19**~~

~~In most cases, you do not need to shut down your facility. But do close off any areas used for *prolonged periods* of time by the sick person:~~

- ~~Open outside doors and windows to increase air circulation in the area.~~
- ~~Contact Risk Management or Facility Manager to have janitorial disinfect all common areas used by the person who is sick, such as offices, light switches bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and phones.~~
- ~~Once area has been appropriately disinfected, it can be opened for use.~~

- ~~Employees without close contact with the person who is sick can return to work immediately after disinfection.~~
- ~~Potentially exposed employees are to be sent to CAPK's designated healthcare facility for evaluation and direction.~~
- ~~If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection, other than routine is not necessary.~~

~~Employees With COVID-19 Related Symptoms~~

- ~~If symptomatic off work, do not have the employee report to work.~~
- ~~If symptomatic while working, immediately instruct the employee to leave work, and to contact the Human Resources Department for further guidance.~~
- ~~The supervisor informs HR of the sick employee.~~
- ~~The Supervisor closes off areas used by the sick employee.~~
- ~~HR and the supervisor will determine if temporary remote work will be offered while pending test results and/or if quarantined due to a positive test result and notify employee of the option.~~
- ~~If an employee has symptoms or potential exposure to COVID-19, Human Resources will collect information about the worker's direct contacts in the workplace, up to 2 days prior to symptom onset, to identify other workers who could be considered exposed. HR will create a contact tracker list to include all those employees who had direct contact with the infected employee.~~
- ~~If an employee is confirmed to have a COVID-19 exposure or diagnosis, HR will inform co-workers of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.~~
- ~~HR will contact each employee who may have been in close contact with the infected employee by phone as soon as possible without revealing the infected employee's identity.~~
- ~~Employees will be instructed to follow the CDC Public Health Recommendations for Community-Related Exposure.~~
- ~~All employees identified as being exposed to the infected employee will be scheduled an appointment with the Occupational Medical Provider to test for COVID-19, employees will be expected to test on the date and time of their appointment.~~
- ~~Employees will be expected to follow the self-quarantine instructions provided by the Occupational Medical Provider while they wait for their test results. If employees are required to take additional tests they must continue to self-quarantine until they have completed all required COVID-19 testing.~~
- ~~Employees who fail to attend their scheduled appointments with the Occupational Medical Provider and who fail to self-quarantine while pending results and/or engage in~~

~~unnecessary travel during this time will be in violation of this policy and disciplinary measures will apply.~~

POLICY AND PROCEDURE

TITLE: COVID-19 Mandatory Vaccination Policy

APPROVED: October 27, 2021

APPLIES TO: Community Action Partnership of Kern Employees, Head Start Volunteers and Temporary Employees

POLICY:

On September 9, 2021, President Biden announced his Path Out of the Pandemic: COVID-19 Action Plan. One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

AFFECTED EMPLOYEES:

This policy applies to all current and new CAPK employees, Head Start volunteers, and temp employees.

DEFINITION:

Fully vaccinated – An employee is considered fully vaccinated if it has been at least 14 days since the employee received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United State, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For employees fully vaccinated outside of the United Sates, the vaccination must be listed for emergency use by the World Health Organization (WHO).

Medical exemption – This is an allowable exemption from the COVID-19 vaccination based on medical necessity and documented by a healthcare provider.

Religious exemption – This is an allowable exemption from the COVID-19 vaccination based upon sincerely held religious beliefs and practices.

POLICY:

By January 1, 2022, CAPK will require all employees to either (a) establish that they have been fully vaccinated; or (b) obtained an approved exemption as an accommodation. Employees who do not fulfill one of these two requirements and are not subject to accommodation and cannot perform essential job functions as a result, may be placed on unpaid leave and their employment subject to termination. Employees who qualify for a medical or religious exemption will be subject to weekly diagnostic testing.

To facilitate employees' ability to receive the vaccination, CAPK will consider timely requests for appropriate schedule changes.

To the extent feasible, CAPK will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations at no cost. If on-site vaccination is not feasible, CAPK will provide information for the vaccinations that may be available through the counties in which it operates.

AVAILABILITY OF VACCINE APPOINTMENT:

There are three different vaccines available in the State of California, Pfizer, Moderna and Johnson and Johnson. The CDC website has information regarding the different vaccines to include age limitations and time to full vaccination. All Californians ages 12 and up are eligible to get a vaccine. The links to the county websites are provided on the COVID-19 Resource Page. You can also visit the State of California COVID 19 site to sign up for the My Turn system or use the vaccine finder. Vaccinations may also be available from your local pharmacy or healthcare provider.

All employees may schedule vaccine appointments during work hours as operations and schedule permits. Hourly employees will be compensated their hourly rate for any time needed to complete the vaccination including time to travel to the closest available vaccination site in their county of residence during their normally scheduled hours. No compensation is given for vaccines outside of the employee's normally scheduled shift. Exempt employees are paid their normal rate of pay for the time.

When scheduling a vaccination appointment, employees and supervisors must be aware that some of the side effects listed by the CDC that occur with the vaccination overlap with COVID-19 symptoms. The protocols for COVID-19 entry into CAPK buildings remain in effect. CAPK is exercising caution in maintaining protocols due to the inability to distinguish between a side effect of a vaccination or COVID-19 infection. Should an employee have a side effect symptom that is also a COVID-19 symptom, the employee shall follow the COVID-19 Prevention Plan for return to work.

After they are fully vaccinated and established their vaccination status, employees will still be required to follow all COVID-19 policies, procedures, protocols and guidelines for vaccinated employees. Unless otherwise stated in a specific protocol that there is a difference for

vaccinated employees, all policies, procedures, protocols, and guidelines apply to all employees regardless of vaccination status.

The CDC Vaccine Website contains information regarding authorized vaccines to include when an individual is considered fully vaccinated. For state specific information regarding vaccines, COVID 19 CA Vaccine site provides questions and answers.

~~**Timeline for Last Possible Vaccination:**~~

~~Pfizer: November 26 First Shot~~

~~December 17 Second Shot~~

~~December 31 Fully Vaccinated~~

~~Moderna: November 19 First Shot~~

~~December 17 Second Shot~~

~~December 31 Fully Vaccinated~~

~~J&J: December 17 First and Only Shot~~

~~December 31 Fully Vaccinated~~

AFTER VACCINATION:

To establish that they are fully vaccinated, employees must present written evidence of immunization from an authorized healthcare provider or pharmacy. Employees are required to follow any COVID protocols for unvaccinated individuals until their vaccination status is verified. Vaccination documentation must be submitted to Human Resources.

REQUEST FOR EXEMPTIONS AS ACCOMODATIONS:

CAPK cannot accommodate an issue that we are unaware of. It is incumbent on the employee to notify CAPK immediately and with clarity of any issue to request accommodation. To request an accommodation, please notify the Human Resources Department in writing at covid- 19@capk.org. Once CAPK is aware of the need for an accommodation, CAPK will engage in an interactive process to identify possible accommodations.

To assist any employee who applies for a medical or religious exemption, CAPK will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for CAPK and/or does not pose a direct threat to the

health or safety of others in the workplace and/or to the employee.

Employees who apply for a medical or religious exemption shall adhere to the following process:

1. Complete a form from Human Resources and submit accordingly.
2. The forms will be considered by a third party who will forward the decision to HR.
3. If the employee disagrees with the decision of the third party, the employee may file an appeal within 5 days of receipt of the third-party decision with the CAPK appeal panel.
    a. The appeal panel will be made up of three individuals including one member of the Board of Directors, to be appointed by the Chair; one employee representing the executive leadership category as appointed by the CEO; and one employee representing line staff as appointed by CEO.
    b. The appeal panel will act on the appeal within 5 days of receiving the appeal.
        i. The appeal panel will base its decision on the documentation submitted by the applicant to the third party.

If you believe that you have been treated in a manner not in accordance with this policy, please notify CAPK immediately by speaking to the Director of HR and/or HR Administrator. You may request an accommodation without fear of retaliation

DIAGNOSTIC SCREENING TESTING REQUIREMENTS:

Due to the high risk to health and safety that COVID-19 poses to the workforce and clients, starting January 1, 2022, CAPK will require weekly diagnostic screening testing for employees who are not fully vaccinated.

Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Medical contraindication or religious exempt employees are still subject to the testing requirement, since they are still potentially able to spread the illness. Given the challenges that COVID-19 has presented with respect to appointment availability, it is ***strongly*** recommended to employees that are expecting to participate in either the religious or medical exemption process, to begin doing so as soon as possible so as not to miss the January 1st mandated deadline.

Screening Test Requirements:

1. Asymptomatic unvaccinated or incompletely vaccinated employees are required to undergo weekly diagnostic screening testing.

2. Employees may choose either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated employees **must be tested at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the

U.S. Centers for Medicare and Medicaid Services.

3. All employees will be required to, prior to entering the work area, self-administer a rapid test which will be provided by CAPK. Falsification or other manipulation of either the testing process or reporting of results will be subject to disciplinary action; up to and including termination.
4. After each test, employees who are required to complete the screening test, will submit COVID Testing Form within Power App according to the log within the COVID Prevention Plan.
5. Employees who do not test in the 7 days, will not be permitted into any CAPK facility. Any absence where work on premise is required will be considered unexcused and subject to the HR Policy Manual section on Absenteeism and Tardiness.

CAPK will report employee COVID positive test results to local public health departments in accordance with the COVID Prevention Plan