DATE	March 8, 2023
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: 125 691 691#

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)	Jonathan Mullings
Nila Hogan	Guadalupe Perez

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.	Goal 4 Strategic Plan Update – ***Info Item (p. 3-6)***	Lisa McGranahan, Director of Human Resources
b.	Head Start Personnel Update – ***Info Item (p. 7)***	Jerry Meade, Assistant Director of Head Start, Program
c.	Revised Head Start Non-Represented Job Descriptions – ***Action Item (p. 8-15)***	Jerry Meade, Assistant Director of Head Start, Program
d.	Head Start and State Child Development Revised and New Job Descriptions – ***Action Item (p. 16-26)***	Jerry Meade, Assistant Director of Head Start, Program
e.	Head Start and State Child Development Division Reorganization - ***Action Item (p. 27-28)***	Yolanda Gonzales, Director of Head Start and State Child Development
f.	CAPK Foundation New Position: Assistant to the Director - ***Action Item (p. 29-34)***	Catherine Anspach, Director of Development
g.	Updated Food Service Manager Job Description and Central Kitchen Organizational Chart - ***Action Item (p. 35-40)***	Susana Magana, Director of Health and Nutrition
h.	New IT Position: Service Desk Lead - ***Action Item (p. 41-44)***	Emilio Wagner, Director of Operations

5. **Committee Member Comments**

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
April 5, 2023
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, March 3, 2023. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 8, 2023

Subject: *Agenda Item 4(a)*: Goal 4 Strategic Plan 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:

- Immersed in CompEase in identifying potential pay-related inequities across the agency.
- Assessed and modified recruiting practices to expedite onboarding while adhering to contract requirements. Examples include:
    - Collaborated with Head Start to identify requirements for references and modified current practice that speeds the onboarding process.
    - Onboard staff with proof of scheduled second dose of the Covid vaccine.
- Partnered with IT to replace outdated laptops and improve connectivity for a better employee experience.
- Improved the Safety training experience with site-specific trainings that allows employees to report at their home site quicker that enables more in-depth on-the-job training.
- Steady participation in the Bilingual Pay program with more participation expected in the future.
- Second job fair scheduled for the Spring 2023.

- Collaborated with Professional Development to evaluate the Head Start orientation process and modified occurrence of union presentation to minimize interruptions in trainings.
- Performed pay-related equity reviews of existing positions and new hires across programs and processed equity adjustments while also modernizing job descriptions to remove barriers in hiring.
- Launch Benefits ad-hoc committee to evaluate employee benefits and conducted an agency-wide survey to better understand what is important to CAPK employees.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

Objective
Enhance leadership capacity, effectiveness, and sustainability. (4.1) (Last updated: 04/14/22)
Aligned to: #4 Employer of Choice
Owner: Lisa McGranahan | Measure: *Percent Complete*
10% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Activity
Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation. (4.1.1) (Last updated: 10/06/21)
Owner: Lisa McGranahan | Measure: *Percent Complete*
YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position. (4.1.1.1) (Last updated: 10/06/21)
Owner: Lisa McGranahan | Measure: *Percent Complete*
YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Identify or create evidence-based workforce development strategies to address needs of the department. (4.1.1.2) (Last updated: 10/06/21)
Owner: Lisa McGranahan | Measure: *Percent Complete*
YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Incorporate development opportunities as part of the employee review process. (4.1.1.3) (Last updated: 10/06/21)
Owner: Lisa McGranahan | Measure: *Percent Complete*
YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Activity
Create a standardized onboarding and training plan. (4.1.2) (Last updated: 03/01/23)
Last comment: Partnered with IT to replace outdated laptops and improve connectivity for a better employee experience. (03/01/23)
Owner: Lisa McGranahan | Measure: *Percent Complete*
40% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Sub-Activity
Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information. (4.1.2.1) (Last updated: 03/01/23)
Last comment: Improved the Safety training experience with site-specific trainings that allows employees to report at their home site quicker that enables more in-depth on-the-job training. (03/01/23)
Owner: Lisa McGranahan | Measure: *Percent Complete*
45% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Sub-Activity
Create a development plan with training components specific to the position and scope of duties. (4.1.2.2) (Last updated: 11/01/22)
Last comment: Currently in the beginning stages of implementation of a HR platform that will provide professional development tools to employees. (07/27/22)
Owner: Lisa McGranahan | Measure: *Percent Complete*
27% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Sub-Activity
Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance evaluation. (4.1.2.3) (Last updated: 11/01/22)
Last comment: Began implementation of new HR performance management system. Software should be fully implemented by end of third quarter. (07/26/22)
Owner: Lisa McGranahan | Measure: *Percent Complete*
27% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Objective
Increase employee engagement, morale, and retention. (4.2) (Last updated: 03/01/23)
Aligned to: #4 Employer of Choice
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*
35% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 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: 62.7% | 100% 12/31/23

Sub-Activity
Conduct systematic market analysis of wages/benefit to identify needed adjustments. (4.2.1.1) (Last updated: 03/01/23)
Last comment: Immersed in CompEase in identifying potential pay-related inequities across the agency. (03/01/23)

Owner: Lisa McGranahan | Measure: *Percent Complete* | 55% YTD Actual | 0% 10/01/21 | YTD Target: 62.7% | 100% 12/31/23

Sub-Activity
Complete development and consolidation of revised job descriptions. (4.2.1.2) (Last updated: 03/01/23)
Last comment: Began process of consolidating job descriptions. (03/01/23)

Owner: Lisa McGranahan | Measure: *Percent Complete* | 50% YTD Actual | 0% 10/01/21 | YTD Target: 62.7% | 100% 12/31/23

Activity
Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3) (Last updated: 03/01/23)
Last comment: Launch Benefits ad-hoc committee to evaluate employee benefits and conducted an agency-wide survey to better understand what is important to CAPK employees. (03/01/23)

Owner: Lisa McGranahan | Measure: *Percent Complete* | 45% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

Objective
Increase the visibility of the Agency and create a unified CAPK identity. (4.3) (Last updated: 03/01/23)
Aligned to: #4 Employer of Choice

Owner: Lisa McGranahan | Measure: *Percent Complete* | 35% YTD Actual | 0% 10/01/21 | YTD Target: 33.2% | 12/31/25

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 Employer of Choice
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: 33.2% | 12/31/25

Activity
Establish and convene a DEI Committee to identify and support organizational needs across the agency, including client and partner engagement. (4.4.1) (Last updated: 10/06/21)

Owner: Lisa McGranahan | Measure: *Percent Complete* | YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Develop charter, bylaws, clear member duties, and clearly articulated methods of collaboration with leadership. (4.4.1.1) (Last updated: 10/06/21)

Owner: Lisa McGranahan | Measure: *Percent Complete* | YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Committee tasked with the development of recommendations and/or proposed DEI action plan to assess and address organizational needs. (4.4.1.2) (Last updated: 10/06/21)

Owner: Lisa McGranahan | Measure: *Percent Complete* | YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

Sub-Activity
Develop a communications strategy to inform diverse populations of the organization's activities and encourage participation. (4.4.1.3) (Last updated: 10/06/21)

Owner: Lisa McGranahan | Measure: *Percent Complete* | YTD Actual | 0% 01/01/23 | YTD Target: 15.9% | 100% 12/31/23

MEMORANDUM

To: Personnel Committee

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

Date: March 8, 2023

Subject: *Agenda Item 4(b):* 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 February Personnel Committee meeting the following action items have been accomplished:

- Onboarded 12 staff.
- Ten (10) resignations (nine were direct services staff and one admin).
- Thirteen (13) days of interviews for 16 open requisitions.
- Meeting with Head Start Management and Human Resources to determine additional steps to recruit and retain staff.

Spotlight on San Joaquin County (SJC)
During the month of February, SJC promoted one EHS Assistant Teacher to an EHS Teacher. They onboarded four (4) new staff: one Classroom Aide, two Custodians, and one EHS Assistant Teacher. Currently in the pre-employment process, SJC has one EHS Teacher and one Classroom Aide. A total of nine days of interviews were conducted with many having the potential to fill some of the remaining vacancies.

Job postings are still being featured on the Head Start California website. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. Home Visiting Program expansion is underway. One of the 12 HVP positions was filled through a promotion.

On February 16, 2023, Head Start staff participated at the Bakersfield College Resource Fair, which included recruitment for staff. Head Start leadership met with the San Joaquin County Office of Education and all of the HS/EHS community partners to discuss an Early Childhood Education (ECE) Employment Summit to take place on June 3, 2023, in Stockton. Collectively, the SJC ECE community is collaborating to promote ECE as a career choice while holding a recruitment event.

Currently the division employs 587 positions with 114 total vacancies.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program

Date: March 8, 2023

Subject: *Agenda Item 4(c)*: Revised Head Start Non-Represented Job Descriptions – **Action Item**

On June 29, 2022, the CAPK Board of Directors approved the renewed SEIU Contract. Following this approval, in August 2022, the job descriptions for the represented positions were approved by the Board of Directors. To ensure a clear and concise distinction exists between positions represented within the SEIU agreement from those same positions that are not included in the SEIU agreement, staff are presenting job descriptions as "non-represented" for like positions in other service areas not covered by the SEIU agreement. Program staff in consultation with Human Resources are presenting two job descriptions for approval.

Overview of Proposed Changes

The revised Maintenance Technician job descriptions reflect efforts to bring equity to like positions between our represented and non-represented positions. The wage comparability data collected in 2022 identified a significant discrepancy in our maintenance positions which led to an increase in the wages for the represented maintenance positions. To bring equity, program staff have created the non-represented Maintenance Technician job descriptions. The programmatic changes being made over the last year regarding grant consolidation efforts focused on inclusivity amongst program options regardless of community served. Program staff will remain focused on this effort.

The only differences between the represented and non-represented job descriptions are in relation to salary range. The positions included within the SEIU agreement follow the approved step system outline within the contract. These non-represented positions will be added to the CAPK Compensation Schedule using grades 6 and 7 as identified in the job descriptions. These job descriptions as presented will support maintenance staff in San Joaquin County, and any future positions if expansion into new communities materializes.

Fiscal Impact and Timeframe

The fiscal impact is nominal as the maintenance tech positions were budgeted within the range presented. This adjustment in the grade allows for increases for those earning less than what was budgeted.

Strategic Plan and Development
As part of the 2021-25 Strategic Plan, specifically under 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*, and as part of following objectives, this proposal supports staff development, growth, and retention within the organization.

Recommendation
Staff recommend the Personnel Committee approve the Head Start/Early Head Start non-represented job descriptions attached and revise CAPK's Compensation Schedule to reflect the grade changes within these positions.

Attachments:
Maintenance Technician I Job Description
Maintenance Technician II Job Description

Maintenance Technician I (Non-Represented)

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:** TBD

SUMMARY:
Perform routine and emergency repairs to ensure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed, however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:
Receives supervision from Maintenance 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Follow written schedule in performing routine custodial functions at sites:
  - Clean classrooms, offices, restrooms, and kitchens.
  - Operate cleaning equipment such as vacuums, buffer, floor cleaning, and polishing machines, etc.
  - Clean and vacuum carpets.
  - Sweep, scrub, strip, disinfect, mop, wax, and polish floors.
- Assist in scheduling routine preventive maintenance (plumbing, electrical, and structural) to ensure proper and safe operation of Agency facilities.
- Perform light carpentry, repair carpentry, masonry, and painting in center equipment and facilities.
- Clean and maintain equipment and tools used on the job.
- Maintain and purchase inventory of cleaning and gardening supplies.
- Pick up and dispose of trash and debris.
- Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
- Deliver orders and materials received at the operations building to various Agency facilities.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other like duties as assigned.

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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.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.
- Effectively and safely operate a variety of assigned trade tools and equipment.
- Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:

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

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

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, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- 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 outdoors.
- Noise level is 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Maintenance Technician I Non-Represented			
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		

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Maintenance Technician II (Non-Represented)

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

SUMMARY:
Perform routine and emergency repairs to ensure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed, however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:
Receives supervision from the Maintenance 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Perform and/or schedule routine preventive maintenance (plumbing, electrical, and structural) to ensure proper and safe operation of Agency facilities.
- Repair carpentry, masonry, painting, center equipment, and facilities.
- Perform light carpentry (builds fixtures/cabinets, etc.) and paint exterior and interior surfaces.
- Perform groundskeeping year-round, including sprinkler repair, lawn mowing, weeding, and cleaning of yard on a weekly or as needed basis.
- Provide janitorial service to centers, including sweeping, mopping, vacuuming, dusting, cleaning and sanitizing bathrooms, and picking up and emptying trash.
- May oversee and train clients or employees in day-to-day maintenance and janitorial tasks.
- Perform minor maintenance and service on EOC vehicles.
- Clean and maintain equipment and tools used on the job.
- Maintain and purchase inventory of cleaning and gardening supplies.
- Pick up and dispose of trash and debris.
- Maintain daily written records of activities, mileage logs, purchase orders, receipts, etc.
- Deliver orders and materials received at the operations building to various Agency facilities.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other like duties as assigned.

DRAFT

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.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.
- Effectively and safely operate a variety of assigned trade tools and equipment.
- Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:

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

- Graduation from high school or GED certificate required.
- Three (3) years' general experience in performing carpentry, plumbing, electrical repairs, building maintenance, janitorial or any combination of education, training, or experience, which will provide the required knowledge, skills, and abilities.

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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Maintenance Technician II (Non-Represented)			
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				

DRAFT

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program

Date: March 8, 2023

Subject: *Agenda Item 4(d):* Head Start and State Child Development Revised and New Job Descriptions – **Action Item**

In January 2023, the Kern County Board of Supervisors approved the Home Visiting Program Contract with CAPK, which included an increase in program funding to support serving more clients and adding 12 positions to the organizational structure for the Head Start and State Child Development division, two of which were new positions. Since that time staff have worked with Human Resources to create these new job descriptions to reflect the approved positions within the contract.

Overview of Proposed Changes
Included with this memo are two job descriptions that have been reviewed by Human Resources and are presented to the Personnel Committee for approval. Both of these positions were created to support the increased volume of routine tasks associated with the increased caseloads in the Home Visiting Program contract.

Additionally, program staff identified an equity concern about our various technician positions. It was noted that there are technician positions with similar work responsibilities in different grades in the CAPK compensation schedule. Program staff worked with Human Resources to evaluate the inequity and approved a change to the Professional Development Technician positions to be moved from grade 4 to grade 5, which aligns with positions with similar work duties. No other changes were made to the Professional Development Technician job description.

Below you will find a table showing the proposed changes to the positions shared above.

Position	Reason for Change	Grade Change
HVP Data Analyst	New Position	Grade 8
HVP Program Assistant	New Position	Grade 3

Professional Development Technician	Revised Grade	Grade 4 to 5

Fiscal Impact and Timeframe
The fiscal impact is nominal as the positions were budgeted. The change in the grade for the Professional Development Technician will allow for merit increases and align with the budget increases when warranted.

Recommendation
Staff recommends the Personnel Committee approve the three job descriptions for the Head Start and State Child Development division.

Attachments:
HVP Data Analyst Job Description
HVP Program Assistant Job Description
Professional Development Technician Job Description

Data Analyst – Home Visiting Program

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

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

SUMMARY:
Under the direction of the HVP Program Manager, the Data Analyst will oversee program data collection functions and data management processes and systems, prepares routine and comprehensive assessment reports for the Home Visiting Program. Assist in the interpretation and implementation of all aspects of state regulations, funding source requirements, and policies/procedures.

SUPERVISION RECEIVED:
Receives supervision from HVP Program Manager.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Implement and oversee the weekly, monthly, and/or annual use of the Internal Monitoring Suite (IMS) portion of data system.
- Maintain confidentiality of all records and information for all families.
- Receive and review reports from management staff, analyze details, compile information and related data, and develop program-wide status reports.
- Research, analyze, and interpret state and federal regulations.
- Provide technical expertise, information, and assistance to key management staff.
- Creates data collection instruments and develop and utilize instruments and methods for the evaluation and quality control of operational data.
- Develop and maintain a database and document related to all monitoring, community assessment activities, assessment(s) of children, and prepare such reports for presentation and analysis to management, Board of Directors, and Policy Council.
- Collects, analyzes, interprets, and summarizes data in preparation to produce qualitative and quantitative routine progress reports.
- Troubleshoot problems with the data collection systems, including concerns related to relevant database applications.
- Investigate and develop alternatives to current monitoring and training data collection systems to track and produce timely, accurate, and targeted planning data.
- Train Agency staff on reports, monitoring, and training database applications.
- Analyze the outcomes of assessments for children, classrooms, parent surveys, staff observations, monthly monitoring, and the annual Program Information Report.
- Responsible for updates and changes to the HS&SCD Division portion of the CAPK public website.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.

- Maintain a safe and functional work environment.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
- Is proactive in the effort to recruit and enroll families that qualify for CEDS programs.
- 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:

- Advanced knowledge of Microsoft Office products (Excel, Word, Access, etc.)
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.
- Data collection.

Ability to:

- Create professional, comprehensive, and informative charts and/or graphs.
- Plan, organize, and allocate resources.
- Work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, individually and in group settings.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university in computer science desired.
- Minimum three (3) years of experience working with computers and data analysis.

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 have reliable transportation during working hours.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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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 varies.
- 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Data Analyst – Home Visiting Program			
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					

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Program Assistant – Home Visiting Program

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

Salary Range: Grade 3 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Provides a wide variety of clerical duties, including assisting with budget, preparing reports, conducting inventories, and working on special projects. Assists the Administrative Assistant in providing clerical support as needed. Works and interacts with external and internal division and contacts and requires specialized subject matter expertise in Hove Visiting Program and of state, and local laws related to the program.

SUPERVISION RECEIVED:
Receives supervision from the HVP Program Manager.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Assists with budget tracking.
- Inventories, orders, and distributes office supplies.
- Collects data, prepares reports, and assists with the development of procedures for effective workflow.
- Prepares advance and reimbursement claim forms, purchase orders, and check requests.
- Performs internal tracking of various budget line items and expenditures.
- Provides technical support to program staff.
- Maintains program records and files.
- Types and files reports, correspondence, memoranda, and photocopies correspondence and other material as directed.
- Distributes mail.
- Performs reception functions, including answering telephones, routing calls, and taking messages in a tactful and courteous manner.
- Furnishes general information to the public, when requested.
- Acquires and applies knowledge of program guidelines and agency policies.
- Occasionally transports parents to program related activities.
- Provides clerical support to Coordinators, Home Visitors, Program Manager, and Administrator.

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

- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Regulations governing the administration of the Home Visiting Program and state related programs desirable.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Language translation and interpretation strategies and techniques.

Ability to:

- 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 Home Visiting Program information 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.

- High school diploma or equivalent.
- Two (2) years of clerical experience in a field related to assignment.

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 have reliable transportation during working hours.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.

- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Program Assistant – Home Visiting Program			
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					

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Professional Development 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 5 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Professional Development Coordinator, the Professional Development Technician is responsible for supporting the Head Start and State Child Development Division with the monitoring and evaluation of the comprehensive professional development system. The Professional Development Technician will support community outreach, assisting with the implementation of Head Start/Early Head Start Performance Standards, federal and state regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as they relate to staff ratios and staff qualifications.

SUPERVISION RECEIVED:
Receives supervision from Professional Development 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- In conjunction with the Professional Development Coordinator, supports professional growth plan procedures.
- Provides support while documenting course work, continuing education, certificates, and other professional growth opportunities for staff.
- Promotes active parent involvement, child recruitment, and Head Start awareness in the Head Start programs.
- Shares resources and partnerships within the program to facilitate professional development activities.
- Supports staff qualification monitoring as required by federal and state requirements.
- Supports monitoring training event documentation and record keeping.
- Prepares fiscal documentation to support training and technical assistance activities.
- Assists with data entry of the HS/EHS Training and Technical Assistance budget tracking.
- Supports the outreach and recruitment activities for the Head Start program.
- Demonstrates an understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on prospective, past, and current clients.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.

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- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Principles and techniques of training, program development, and operations.
- Familiarity with problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the 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.

- High school diploma or equivalent
- One (1) year of experience in social services or related field.
- Two (2) years' experience in a data entry position with administrative and/or general clerical support function.

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 Department of Justice, and the State Department of Social Services and Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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

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- 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 Professional Development 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					

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MEMORANDUM

To: Personnel Committee

From: Yolanda Gonzales, Director of Head Start & State Child Development

Date: March 8, 2023

Subject: *Agenda Item 4(e):* Head Start and State Child Development Division Reorganization – **Action Item**

The Head Start and State Child Development division has experienced change over the past three years, which has led the Head Start Leadership team to evaluate systems, processes, and staffing within the division needed to accomplish the program's goals and objectives. Program staff are presenting the attached Organizational Restructure to the Personnel Committee for consideration and approval.

To summarize the new organizational restructure, the primary focus was to reduce redundancies, resolve inequities, include a new program option to support full enrollment, and improve communications through a united hierarchy of supervision. Positions were either revised or removed from the current structure. The positions removed included an assistant director and an administrator. New positions were created to support a new program option which includes a manager and a specialist. There were additional revisions made to realign managers, supervisors, and specialists. For example, reclassifying of coordinator positions that supervise staff to be titled supervisors.

In the coming weeks, Head Start staff will finalize all affected job descriptions to reflect the changes in assigned supervision and prepare new and significantly changed job descriptions for approval in the coming months. Additionally, a budget revision will be completed and presented to Budget and Finance as appropriate. All positions are allocable and administrative costs will remain within the allowable range.

The key factors within this reorganization are to bring equity in the workload while streamlining administrative support while maintaining succession planning as reflected in CAPK's Strategic Plan Goal 4. Once fully implemented, no staff will be displaced, though some may have title changes.

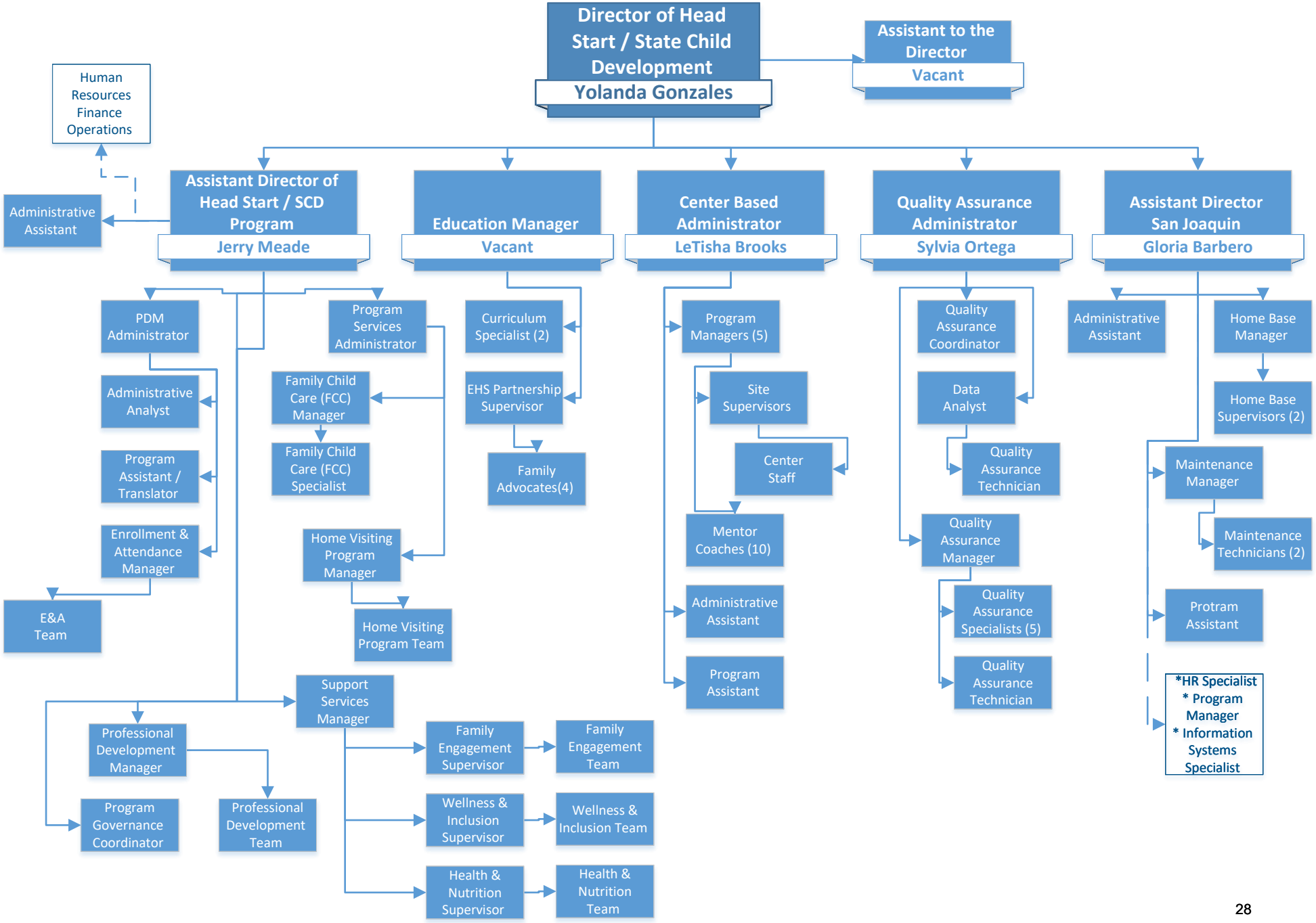
Recommendation

Staff recommends the Personnel Committee approve the Head Start and State Child Development division organizational structure.

Attachments:

Head Start and State Child Development Organizational Chart

Head Start / State Child Development Programs



Revised 03/23

MEMORANDUM

To: Personnel Committee

From: Catherine Anspach, Director of Development

Date: March 8, 2023

Subject: *Agenda Item 4(f)*: CAPK Foundation New Position: Assistant to the Director – **Action Item**

Under the Executive Division, the department operates the CAPK Foundation, which was created to address the immediate funding needs of Community Action Partnership of Kern and to develop unrestricted funding sources to support their programs that serve people who are facing poverty and economic disadvantage.

Since the onboarding of the Director of Development position, the Foundation outlined fund development goals for the upcoming year, including internal infrastructure building as well as increasing its visibility in the communities, consisting of the following goals:

- Establish Standardized Processes
- Identify critical needs and funding gaps within each program
- Increase the Foundation's awareness in the community
- Increase Board of Directors membership and participation
- Build donor engagement and retention
- Establish varied sources of funding

Fiscal Impact and Timeframe
The FY 2023 Budget was approved during the Executive Committee during the December 2022 meeting as part of the agency-wide budget, which included the addition of a 1.0 FTE Assistant to the Director of Development for the CAPK Foundation. The proposed position has been incorporated into the FY 2023 budget and would result in a fiscal impact of approximately $78,175.00 annually, which includes salary and benefits for 1.0 FTE staff member. Once the position is approved, the Executive Division will immediately implement these changes and begin recruiting for the position. Additionally, the job description was reviewed by the Human Resources department and is aligned with similar positions within the agency.

Strategic Plan and Development
As part of the 2021-25 Strategic Plan, specifically under 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, and as part of following objectives, the proposal supports staff development, growth, and retention:

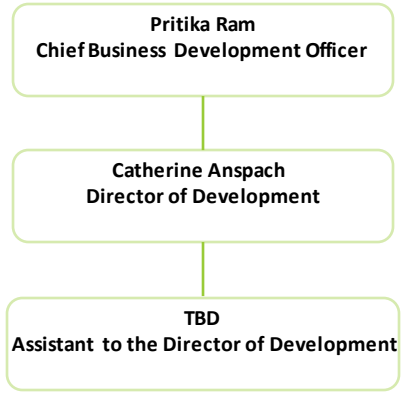
- Objective 4.1: Enhance leadership capacity, effectiveness, and sustainability.
    - 4.1.1 Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation; (a) Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position; (b) Identify or create evidence-based workforce development strategies to address needs
    - of the department, and (c) Incorporate development opportunities as part of the employee review process.
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation

Staff recommend the Personnel Committee to approve the new job description and organizational change for the grant development service line under the Executive Division.

Attachment:
CAPK Foundation Organizational Chart
Assistant to the Director of Development Job Description

Executive Division



Assistant to the Director

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 direction of the Foundation's Director of Development, the Assistant to the Director is responsible for providing a variety of confidential administrative support, database management and maintenance, gift processing and acknowledgement, and overall fundraising assistance to the Foundation and Division.

SUPERVISION RECEIVED:
Receives supervision from the Director of Development

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Manages the donor database to maintain data integrity and quality, including performing routine audits of constituency records and donor groups; documenting cultivation activity, insights, and solicitations; and identifying action steps.
- Develops queries, reports and mailing lists for fundraising campaigns, direct appeals, email campaigns, publications, fundraising events, and other projects.
- Oversees and facilitates all gift processing, including database entry, coding, and allocations; preparing, sending, and collecting completed pledge forms; documenting pledge restrictions and/or preferences; communicating pledge details to necessary staff; and invoicing, tracking and reconciling all payments.
- Drafts, prepares, and distributes donor acknowledgment letters within a timely turnaround.
- Facilitates fundraising and community giving campaigns with local schools, service groups and businesses.
- Reviews and assembles information and documents for the Foundation Board of Director's and committee agendas in accordance with the Ralph M. Brown Act and Robert's Rule of Order.
- Responsible for preparing Foundation Board and committee packets and correspondence, takes minutes at various Board and committee meetings, and transcribes into final minutes for distribution.
- Responsible for distribution of meeting minutes to the Foundation Board of Directors and staff.
- Maintains official records system for all required records.

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Other Job Specific Duties:

- Acts as the primary contact for the Foundation Board of Directors for administrative support purposes.
- Attend all meetings, trainings, and conferences as assigned.
- Work alternative hours as required, including nights and weekends.
- Performs special assignments/projects and other duties as assigned by the Director of Development.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Customer Relation Management (CRM) systems.
- Microsoft Office and other standard office software, systems, and collaboration tools.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Correspondence and report writing practices and procedures.

Ability to:

- Work with high level accuracy, attention to detail and follow-through.
- Exercise time management skills with the ability to manage multiple projects. simultaneously and prioritize tasks.
- Demonstrate excellent interpersonal skills and ability to represent the organization in a professional manner.
- Communicate effectively, verbally and in writing.
- Work collaboratively with diverse staff, volunteers, vendors, board members, and the public.

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree from a four-year college or university preferred.
- Two (2) years of work experience within a development or marketing department preferred.
- Any combination of education and or experience may be acceptable at the discretion of the Director.

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.

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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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant to the Director			
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					

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health and Nutrition

Date: March 8, 2023

Subject: *Agenda Item 4(g)*: Updated Food Service Manager Job Description and Central Kitchen Organizational Chart – **Action Item**

In February 2023, Central Kitchen administration conducted an exhaustive review of the program's food service manager position. This review resulted from the change to the Central Kitchen personnel budget allocation, which eliminated the food service supervisor position. The food service manager job description has been revised to better reflect the current and ongoing responsibilities, the level of complexity, and the level of decision autonomy of this position.

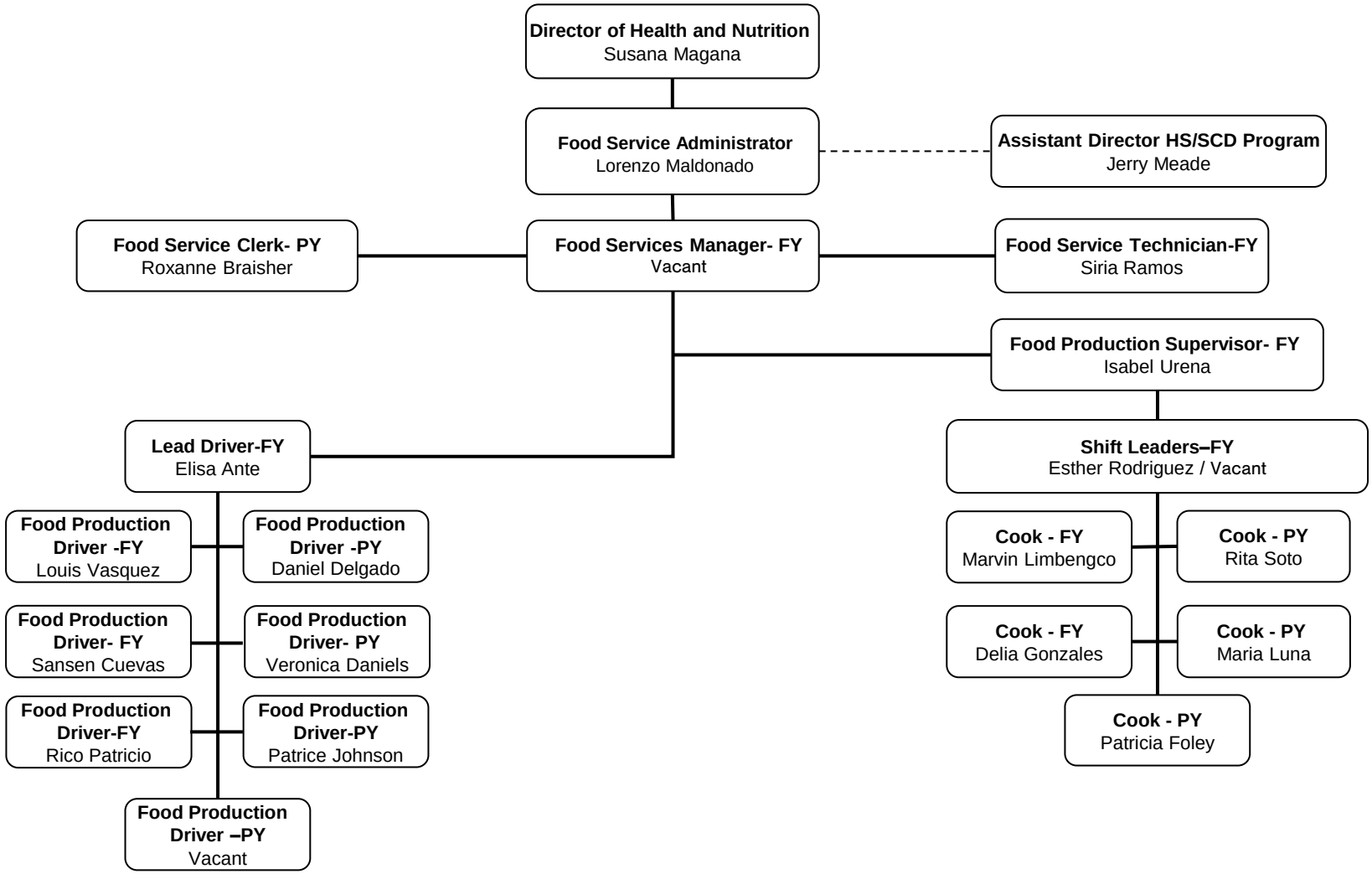
Human Resources (HR) has reviewed, graded, and pointed the updated job description and is being presented to the Committee for approval. HR staff determined that the food service manager position will remain a Grade 11 with no salary range change. This position is currently vacant but is included in the current FY 2022-2023 allocation for Central Kitchen within the Head Start budget; therefore, there will be no impact on the CAPK Central Kitchen budget allocation.

The updated job description coincides with the 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. The revised job description also updated the education and experience requirements to provide a wider pool of high-quality applicants during recruitment. This is an ongoing project to review and revise all job descriptions of the CAPK Central Kitchen program to help curb the high turnover rate. The next step will be the approval of the attached job description and salary grade and range for the revised food service manager position.

Recommendation:
Staff recommends approval of the revised food service manager position and updated Central Kitchen organizational chart.

Attachments:
Food Service Manager Job Description
Central Kitchen Organizational Chart

Central Kitchen Org. Chart



Food Service Manager
Health and Nutrition Division

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 direction of the Food Service Administrator, the Food Service Manager is responsible for the daily operation of the Central Kitchen and the delivery of food and non-food service supplies to centers, ensuring that all state, federal, and local regulations are followed. The Food Service Manager works with the Head Start Nutrition team to ensure compliance with the special dietary needs of children.

SUPERVISION RECEIVED:
Receives supervision from the Food Service Administrator

SUPERVISION EXERCISED:
Food Production Supervisor, Food Production Driver, Lead Food Production Driver, Food Service Clerk and Food Service Technician

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for the daily operation of the Central Kitchen.
- Responsible for the daily direct supervision of the Food Production department and the clerical staff.
- Assist in the designing, planning, coordinating, implementing, and supervising staff pertaining to the food service operation, which includes the Center and Home Base operations for the Head Start/Early Head Start Program.
- Responsible for monitoring and tracking the use of company cell phones, gas cards, credit cards and processing payments and reimbursements through CAPK's accounting systems ensuring expenditures are allowable and within set budget.
- Responsible for the supervision, evaluation, and technical assistance to Central Kitchen staff.
- Assist with the creation of menus and getting the appropriate approval for the menus pertaining to Head Start, Early Head Start, and Home Base programs, ensuring that the CACFP meal pattern and Head Start guidelines are followed.
- Responsible for ensuring that product specification sheets are on hand for all menu items.
- Responsible for ordering requisitioned supplies and appliances for both the centers and the Central Kitchen.
- Assist with the development, implementation, revision, and monitoring of the food services procedure manual.

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- Responsible for tracking weekly and monthly expenses, e.g., invoice, receipts.
- Responsible for ensuring implementation and compliance with CAPK's accounting procedures.
- Responsible in generating Blanket Purchase Orders for food, food service, and janitorial supplies.
- Approve center requisition for food, food service, janitorial supplies, and equipment.
- Responsible for maintaining an adequate inventory of supplies on a cost-effective basis.
- Responsible for the food safety and sanitation of the Central Kitchen to ensure compliance with all state, federal, and local regulations, e.g., Kern County Environmental Health, OSHA, and Kern County Fire Department.
- Responsible for ensuring training of Central Kitchen staff, site personnel, monitoring, and compliance with all state, federal, and local regulations.
- Assist with the development of long- and short-term plans and activities involving the Central Kitchen, including training for Head Start parents and entrepreneurial training.
- Responsible for maintaining service records for the Central Kitchen equipment, e.g., preventive maintenance and general repairs for kitchen equipment and vehicles.
- In absence of the administrator, assumes responsibility for the operation and administration of the Central Kitchen.
- In the absence of the Food Production Supervisor, assumes the responsibilities of that position.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK's programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations pertaining to food service.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Knowledge of safe food preparation and handling techniques.
- Nutritional requirements as established by the Academy of Nutrition and Dietetics, desirable.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally in writing.
- Demonstrate good interpersonal skills.

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- Attend evening and weekend meetings.
- Effectively present program information 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 from an accredited college or university in public administration, business management, food service management or nutrition science or related field. Experience may be considered on a year per year basis for education.
- Three (3) years of supervisory experience
- Four (4) years of progressive administrative/management experience in nutrition services, social services, child development or related field.
- Experience working with special diets, desirable.
- Experience implementing a nutritional program for children 0-5 years, desirable.
- Health, sanitation, safety regulations and standards as they relate to food and nutrition.
- Serv-Safe certification required within first 90 days of employment.
- Any equivalent combination of education and/or experience may be considered.

OTHER REQUIREMENTS:

- Work alternative hours as required including nights and weekends.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- 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 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 Food Service Manager			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x

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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					

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MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Director of Operations

Date: March 8, 2023

Subject: *Agenda Item 4(h):* New IT Position: Service Desk Lead – **Action Item**

During the November 8, 2022, Personnel Committee meeting, Operations presented the proposal to follow the recommendations of Wipfli, LLC. The recommendation was to add key personnel to our Information Technology department to assist in the agency's technology of the agency.

Overview of Proposed Changes
As previously mentioned, Operations is proposing the addition of a Service Desk Lead that will oversee the Help Desk and would serve as the escalation point for all Information Specialists. This position's main role is to provide excellent customer service, set up standard procedures and practices, and lead the Information Specialists in day-to-day tasks.

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

Fiscal Impact and Timeframe
The salary for this position is incorporated into the approved budget for the fiscal year 2023/24. The position will be advertised for recruitment once approved by the Board of Directors.

Recommendation:
Staff recommends that the Personnel Committee approve the new Service Desk Lead position.

Attachment:
Service Desk Lead Job Description

Service Desk Lead

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 Administrator, the Service Desk Lead will be 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.

SUPERVISION RECEIVED:
Receives supervision from the Information Technology Administrator

SUPERVISION EXERCISED:
Information Systems Specialist I, II, and III.

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:
- 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 daily.
- 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.
- Manage and maintain E-waste process.
- Update and document process and procedures.

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

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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 will be considered.
- Seven (7) years of experience managing a technology-related operation, including supervision of staff required.

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 a physical, substance abuse screening 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.

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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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Service Desk Lead			
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					

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