DATE	February 7, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. **Call to Order**

2. **Roll Call**

Maritza Jimenez (Chair)	Guadalupe Perez
Jonathan Mullings	Lily Pimentel-Stratton

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. 3-4)***	Jerry Meade, Assistant Director of Head Start, Program Robert Espinosa, Program Design and Management Administrator
b.	Human Resources Analytical Information CY 2023 - ***Info Item (p. 5-6)***	Lisa McGranahan, Director of Human Resources
c.	Open Enrollment Update – ***Info Item (p. 7)***	Lisa McGranahan, Director of Human Resources
d.	Reclassification of Director of Head Start/State Child Development Job Description – ***Action Item (p. 8-15)***	Louis Gill, Chief Program Officer
e.	Reclassification of the Fingerprint Clerk and Introduction of a Second Administrative Technician Position Under the Executive Division – ***Action Item (p. 16-21)***	Jeremy T. Tobias, Chief Executive Officer
f.	Reclassification of Warehouse Specialist Job Description – ***Action Item (p. 22-27)***	Kelly Lowery, Food Bank Administrator
g.	New Job Description of Cal-AIM Program Coordinator - ***Action Item (p. 28-33)***	Rebecca Moreno, Director of Housing & Supportive Services

5. **Committee Member Comments**

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
March 6, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA 93301, and online at www.capk.org by 12:00 pm, February 2, 2024, by Margaret Frazier-Sanchez, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

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

Date: February 7, 2024

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

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel challenges impacting the Head Start program.

For the month of January 2024, the following information is presented to the Personnel Committee:

- 594 staff currently employed.
- 107 vacant positions.
- Onboarding of nine (9) new staff members.
- Ten (10) resignations.
- Conducted 13 days of interviews for ten (10) open requisitions.

Job postings continue to be listed on the Head Start California website, and ongoing recruitment endeavors persist for our direct service roles. We are actively promoting recruitment incentives to attract qualified personnel. Additionally, efforts to retain staff include the promotion of retention incentives, addressed during New Hire Orientation and through our mentorship program, to ensure awareness of incentive requirements and encourage continued employment with the organization.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of January 30, 2024.

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	37	93%	9	8	1	89%
Alicante	20	19	95%	5	5	0	100%
Angela Martinez EHS	24	23	96%	9	6	3	67%
Angela Martinez HS	60	57	95%	19	11	8	58%
Bakersfield College	32	22	69%				
Blanton	16	15	94%				
Broadway (PY)	40	40	100%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	22	92%	14	14	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	14	93%	6	5	1	83%
Delano (PY)	76	64	84%	19	17	2	89%
E. Cal	40	33	83%	13	12	1	92%
E. Cal EHS	12	12	100%	6	3	3	50%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	32	82%	9	6	3	67%
Garden Pathways	11	11	100%				
Gianone	16	0	0%	8	2	6	25%
Harvey L. Hall EHS	60	41	68%	24	18	6	75%
Harvey L. Hall	80	38	48%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	13	81%	9	8	1	89%
Lamont (PY)	20	20	100%	4	4	0	100%
Lathrop	24	16	67%	14	12	2	86%
Lodi	24	16	67%	13	11	2	85%
M. Massei	16	0	0%	9	7	2	78%
MJM EHS	16	0	0%	6	4	2	67%
MJM HS	55	0	0%	14	9	5	64%
McFarland (PY)	20	12	60%	5	5	0	100%
Mojave (PY)	20	18	90%	4	4	0	100%
Oasis EHS (PY)	8	2	25%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	24	50%	18	10	8	56%
Pete Parra HS	80	52	65%	23	17	6	74%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	60	32	53%	15	11	4	73%
Rosamond (PY)	60	40	67%	16	13	3	81%
San Diego EHS	32	22	69%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	21	88%	12	10	2	83%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	23	96%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	39	61%	26	20	6	77%
Sterling HS	60	56	93%	18	16	2	89%
Sunrise Villa (PY)	20	20	100%	5	5	0	100%
Taft (PY)	60	53	88%	14	14	0	100%
Taft College	42	18	43%				
Tehachapi (PY)	34	29	85%	4	4	0	100%
Vineland (PY)	20	11	55%	5	4	1	80%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	36	60%	11	10	1	91%
Willow (PY)	40	40	100%	9	9	0	100%
Home Base Kern 152	152	109	72%	14	14	0	100%
SJC EHS HB 130	142	100	70%	12	10	2	83%
Total	**2083**	**1455**	**70%**	**546**	**436**	**110**	**80%**

Funded Enrollment	2083	1455 70%

Active Enrollment	1682	1455 87%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 1	8	3
Class 2	8	3
Harvey Hall EHS ~ 60		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
*MJM EHS ~ 16		
Class 1	8	3
Class 2	8	3
MJM HS ~ 55		
*Class A- FD	20	3
Class B- FD	17	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	5	2
Oasis HS ~ 37		
Class B-SS	17	3
Class C- SS	20	2
Pete Parra EHS ~ 48		
Class 5	20	2
Class 6	20	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		
Class C- FD	20	3
Rosamond ~ 60		
Class A-PD	20	2
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Lathrop 3	11	1
Stockton 6	12	1

Classrooms Closed	Total Slots	Staff Vac.
31	**401**	**66**

	Slots	Staff Vac.
Closed Enrollment	**19%**	**60.00%**
Open Enrollment	**81%**	**40.00%**

* MJM slots moved to Angela Martinez and Sterling

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

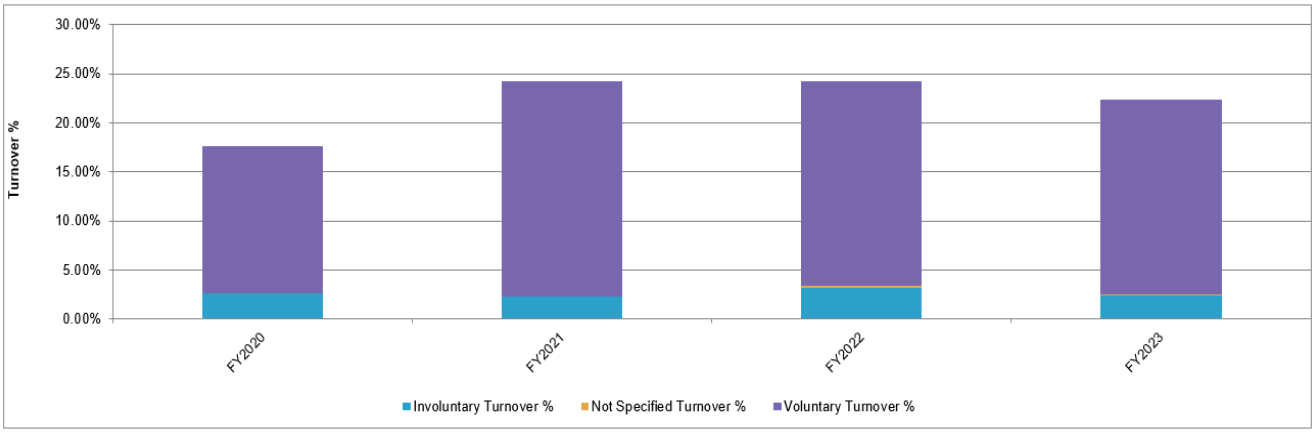
Date: February 7, 2024

Subject: *Agenda Item 4(b):* Human Resources Analytical Information CY 2023 – **Info Item**

The Board of Directors has requested information regarding the agency's employee retention rates. Consequently, we have compiled data for the period spanning January through December 2023.

High turnover can be attributed to various internal and external factors. A misalignment between compensation and industry standards, or insufficient benefits, can lead to dissatisfaction and higher turnover. External factors like changes in family circumstances, or personal priorities can influence an employee's decision to leave.

The overall turnover rate for the agency was 22.31% for calendar year 2023. Involuntary turnover amounted to 2.50% and voluntary turnover amounted to 19.70%.



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2020	2.74%	14.81%	17.56%
2021	2.41%	21.78%	24.18%
2022	3.25%	20.70%	24.17%
2023	2.50%	19.70%	22.31%

The primary factors consistently cited for ongoing turnover include compensation, benefits, limited growth prospects, relocation, and a lack of childcare support. To tackle these challenges, a holistic strategy is necessary, encompassing strategic HR initiatives and a dedicated effort to foster a positive workplace culture. This rationale underscores the establishment of the Benefits Ad Hoc Committee, aimed at scrutinizing the factors influencing turnover.

We have made significant strides in enhancing our employee benefits package, reflecting our commitment to fostering a supportive workplace environment. Our recent successful initiatives included a comprehensive pay equity analysis across multiple departments to ensure fair compensation. Furthermore, we have revamped our medical plans to provide better coverage and support for our employees' healthcare needs. Additionally, we introduced a retention incentive program designed to recognize and reward the dedication and loyalty of our valued team members. These initiatives collectively underscore our focus on employee retention and recruitment, as we strive to attract top talent and cultivate a thriving workforce dedicated to our shared success.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 7, 2023

Subject: *Agenda Item 4(c)*: Open Enrollment Update – **Info Item**

Executive Summary

The Human Resources team effectively facilitated the engagement of 882 benefit-eligible employees, offering them the opportunity to explore and choose their benefit options during the Open Enrollment period in November 2023. This year, we introduced a comprehensive new medical plan featuring additional cost-effective options and tier structures.

	2021	2022	2023	2024
Benefit-Eligible Employees	875	853	858	882
EE Medical Plan Enrollment	517	499	461	500

A total of 382 employees declined medical coverage, a reduction of 15 from 2023. A summary of the reasons for declining are as follows:

Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	40	10%
I am participating in a state exchange plan or Medi-Cal plan	115	30%
I am participating in my parent's medical plan	17	4%
I am participating in my spouse's medical plan	86	23%
I am participating in Medicare or other retirement coverage	28	7%
Did not answer/unknown	96	25%
TOTAL	**382**	**100%**

MEMORANDUM

To: Personnel Committee

From: Louis Gill, Chief Program Officer

Date: February 7, 2024

Subject: *Agenda Item 4(d)*: Reclassification of Director of Head Start/State Child Development Job Description – **Action Item**

The Head Start/State Child Development Division stands as the cornerstone program within Community Action Partnership of Kern, representing our largest service area with a budget of $54.5 million. Governed by intricate Federal and State regulations, this division encompasses much of our workforce, totaling 637 employees. The Director of Head Start/State Child Development position demands an individual with extensive experience and expertise to adeptly navigate contractual obligations and ensure the welfare of the children under our care.

Summary of Proposed Changes

Following a thorough assessment of CAPK's Head Start/State Child Development operations and consultations with the CEO and the Director of Human Resources, it was collectively determined that the breadth and magnitude of responsibilities associated with this role warranted a reclassification from grade 14 to grade 15.

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	New Grade
Director of Head Start/State Child Development	Reclassified from grade 14 to grade 15.	14 Min: $48.72 Mid: $60.91 Max: $73.10	15 Min: $56.04 Mid: $70.04 Max: $84.06

Fiscal Impact and Timeframe

The reclassification of the above-mentioned position would result in no fiscal impact on the budget since there are no changes to the rate of pay, but rather the grade changes will allow for growth opportunities. The funds available have been budgeted and will not require budget amendments.

Strategic Plan Impact

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 senior staff development, continued growth, and retention:

Recommendation:

Staff recommends the Personnel Committee approve the reclassification of the Director of Head Start/State Child Development.

Attachments:
Director of Head Start/State Child Development Job Description
Head Start Leadership Organizational Chart

Director of Head Start/State Child Development

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 15 **FLSA Status:** Exempt **Date Approved:** 03/25/2020

SUMMARY:
Under the general direction of the Chief Program Officer (CPO), the Director of Head Start/State Child Development plans, organizes, controls, and directs the operation, management, and administration of Head Start, Early Head Start, Early Head Start San Joaquin, Early Head Start Childcare Partnerships, Home Visiting Initiative (Cal Works), state programs, and collaborates with the Director of Health and Nutrition on Central Kitchen operations. The Director develops, monitors, implements, and evaluates programs policies and procedures, develops, administers, and monitors program budgets, assures Head Start and Early Head Start comply with and implement state, local, and federal regulations, and supervises and evaluates the performance of assigned personnel. The Director ensures adherence and is subject to applicable federal and state laws, policies, and regulations as determined by the Board of Directors and Policy Council (including leadership and technical expertise for program staff, assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, federal and state regulations, funding source requirements, and policies/practices).

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:
Assistant Director of Head Start/State Child Development-Program, Assistant Director of Head Start-San Joaquin, Head Start Education Manager, Center Based Administrator, Quality Assurance Administrator, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Program Planning and Operational Management
  - Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services:
  - Ensures all required assessments are completed per grant regulations e.g., community needs assessment and school readiness.
  - Supervises design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
  - Develops written procedures for program planning, which includes a process for the formulation of program service objectives, a budget, and work plan based on identified 5-year program goals.
  - Develops and prepares annual preliminary program budgets, analyzes and reviews

budgetary and financial data, controls and authorizes expenditures in accordance with established limitations, monitors fiscal systems to assure and sustain program alignment, administers grants, and develops and negotiates service contracts with subscribing educational systems, partnerships, and consultants.

- Directs and evaluates the performance of assigned staff, interviews, and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions, determines the need for, monitors, and evaluates staff development programs, and provides information to staff regarding professional development activities.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visits classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
- Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
- Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
- Provides systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
- Maintains an internal communication system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council, and the Community Action Partnership of Kern Board of Directors.
- Ensures annual self-assessment and process for program and management improvement plans are conducted with the Policy Council.
- Directs public relations and community interface activities.
- Advocates for Programmatic needs at the County, State and Federal level.

- Personnel Management
  - Oversees the identification of work to be done as related to the Performance Standards, administrative requirements, and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management:
  - Provides leadership in establishing and maintaining quality work standards throughout the Division.
  - Ensures that staff positions meet or exceed State of California Department of Education, Head Start, and/or Community Care Licensing staffing requirements.
  - Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
  - Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
  - Works with the Human Resources Department to implement timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching, and counseling in accordance with applicable federal and state laws and regulations.
  - Oversees the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.

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- Makes recommendation to the Chief Program Officer regarding hiring and terminations in accordance with Agency policy, applicable laws/regulations, and Appendix A, Governance and Management Responsibilities.
- Responsible for the development and implementation of training plans for staff, Policy Council, parents, volunteers, and others involved in the operation of the Head Start, Early Head Start, Early Head Start San Joaquin, Early Head Start Childcare Partnership, Home Visiting Initiative and State of California Department of Education programs.

- Financial Management:
  - In conjunction with the CPO and CFO, oversees the grantee's responsibility in conducting the financial affairs of the Division, including Head Start, Early Head Start, and Fatherhood.
  - In conjunction with the Agency's CFO and the Fiscal Administrator, develops and maintains an effective system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
  - Oversees the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
  - Manages funds to achieve the maximum benefit from a limited number of resources.
  - Ensures that timely, accurate financial reports presented in an understandable format are provided to the Policy Council and Board of Directors to ensure adequate information to make decisions necessary to operate successful Child Development programs.

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 Partnership 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:

- Principles and practices of administration, budgeting, fiscal oversight, project management, and personnel practices.
- Federal, state, and local programs, laws, and regulations pertaining to the program's operation.
- 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.

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Ability to:

- Work independently while managing competing demands.
- Find solutions for 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.

- Bachelor's degree in education, child development, public administration, education administration, or related field with:
  - 24 units ECE/CD, child/human growth and development, child, family and community, or child and family relations, programs, or curriculum.
  - Six (6) units in administration.
  - Six (6) units in adult supervision.
- Minimum five (5) years' senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.
- Five (5) years of direct experience in managing government funded programs desirable.
- Must have strong supervisory skills.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- 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.

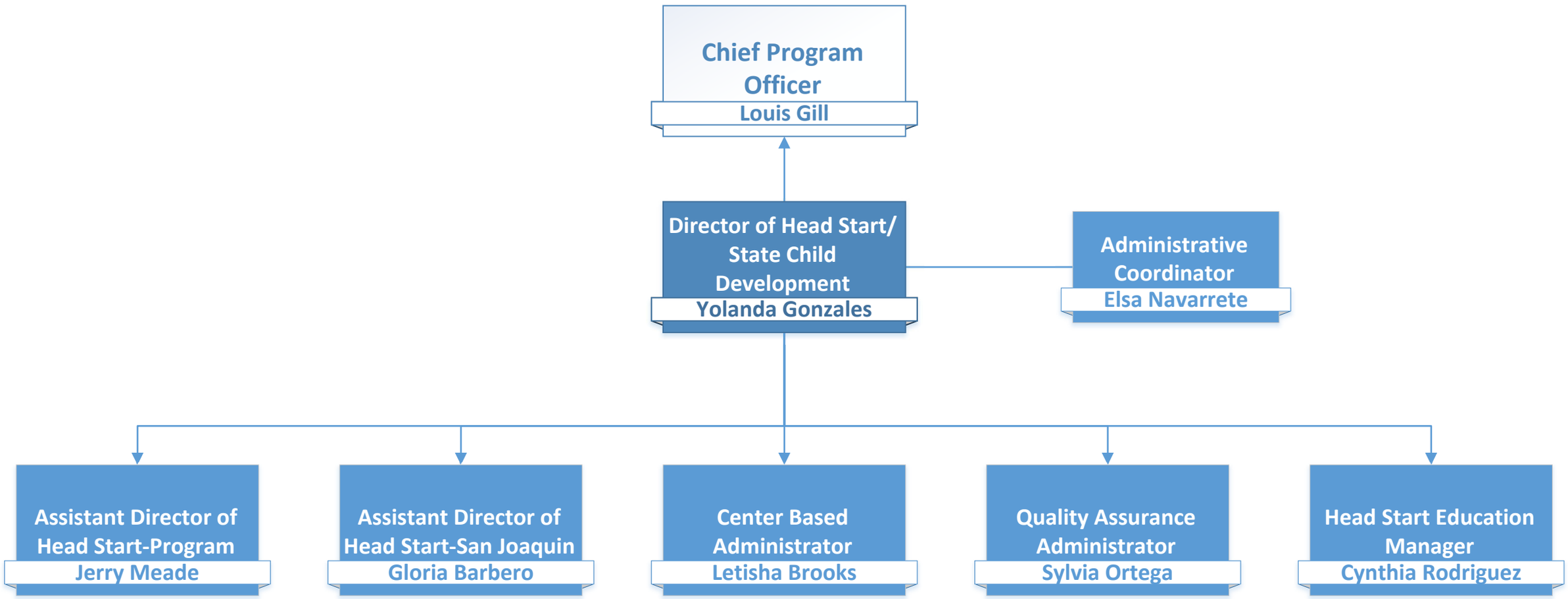
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POSITION TITLE Director of Head Start/State Child Development			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		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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Head Start / State Child Development Division



Revised 01/24

MEMORANDUM

To: Personnel Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: February 7, 2024

Subject: *Agenda Item 4(e)*: Reclassification of the Fingerprint Clerk and Introduction of a Second Administrative Technician Position Under the Executive Division – **Action Item**

The Fingerprint Clerk currently serves a dual function, acting as the Receptionist for CAPK's main administrative office while also conducting live scan fingerprints for new employees. This role presently falls under the purview of the Human Resources Division.

With the acquisition of CAPK's new Administrative Office at 1300 18th Street, multiple programs will be accommodated on floors 2 and 3 of the building. Recognizing the increased demands, staff have identified the necessity to introduce a second position and transfer both roles to the Executive Division, with oversight provided by the Executive Assistant. The scope of responsibilities has been broadened to include dual coverage at the reception desk and to offer additional administrative support for the Executive Division, while continuing to meet the ongoing needs of all staff and visitors. Both positions are structured to facilitate professional development, thereby fostering opportunities for future advancement within CAPK.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade
Administrative Clerk	Formerly the Fingerprint Clerk. Both position titles are graded at level 5. This position will continue to perform receptionist functions with the opportunity for professional development by adding a wide scope of administrative responsibilities.	5 Min: $16.84 Mid: $19.82 Max: $22.78
Administrative Clerk	This is a new position which was added to provide additional coverage at the reception desk for CAPK's Administrative Office, with the opportunity for professional development by adding a wide scope of administrative responsibilities.	5 Min: $16.84 Mid: $19.82 Max: $22.78

Fiscal Impact and Timeframe

Subject to approval, the proposed positions will begin reporting to the Executive Division starting March 4, 2024, and both roles have been incorporated into the 2024-2025 budget.

The revised and new job descriptions have undergone review and approval by the Human Resources and Finance Divisions, respectively.

Strategic Plan Impact

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.

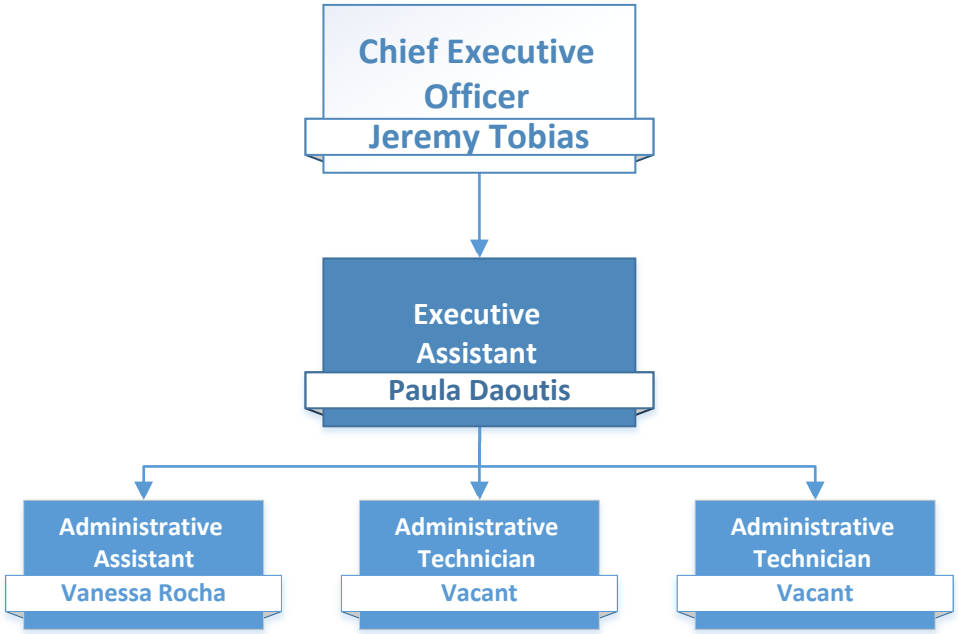
Recommendation:

Staff recommends the Personnel Committee approve the reclassification of the Fingerprint Clerk position to the Administrative Technician position, and the addition of a second Administrative Technician position, both reporting to the Executive Division.

Attachments:

Organizational Chart
Administrative Technician Job Description

Executive Administrative Team



Administrative 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 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the Executive Assistant, the Administrative Technician is responsible for performing a variety of technical and clerical duties including front line customer service, reception, operating multi-line telephone systems, distributing mail, filing documents, pulling case records, and maintaining and buying supplies.

SUPERVISION RECEIVED:
Receives direct supervision from the Executive Assistant.

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:
- Answer multi-line telephone, route calls, and take messages.
- Furnish general information to the public.
- Responsible for keeping front desk area in a clean, organized, and professional manner.
- Responsible for sorting incoming USPS and inter-office mail and ensuring that all mail is placed in correct mail slots for staff pick-up.
- Responsible for posting all outgoing USPS mail using postage machine.
- Responsible for incoming package delivery notification and maintain delivery logs.
- Responsible for visitor sign-in/sign-out and maintain visitor logs.
- Receive Request for Proposals (RFP) bids from outside vendors, date, time stamp, and promptly notify Business Services Department.
- Responsible for maintaining and ordering coffee supplies for 2nd (second) and 3rd (third) floor breakrooms.
- Responsible for maintaining and ordering supplies for copier, facsimile, mail services, FedEx, and postage machine.
- Submit purchase orders and/or check requests as required.
- Enter board volunteer hours in Volunteer Management System.
- Compile accurate and complete monthly reports for copier, facsimile, and postage machine to be submitted to the Accounting Department.
- Assist with bulk mailings, sorting, and special projects on an as needed basis.
- Faxing, photocopying, and form completion as needed.

Other Job Specific Duties:
- Attend meetings, trainings, and professional growth activities.
- Work alternative hours as required, including nights and weekends.

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- Takes initiative to prevent any project delays.
- Perform any other like duties as assigned.
- 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.

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 Administrative 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			x		

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MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator

Date: February 7, 2024

Subject: *Agenda Item 4(f)*: Reclassification of Warehouse Specialist Job Description – **Action Item**

Following the expansion of the CAPK Food Bank warehouse in Fall 2023, our staff has conducted a thorough assessment of the modifications to processes, procedures, structure, and the workload of our Operations team. Subsequently, adjustments have been implemented in the job description to accurately mirror the present structure and workload of our Warehouse Specialists.

Summary of Proposed Changes

Following a thorough assessment of the role and responsibilities, it was determined that the breadth and magnitude of responsibilities associated with this role warranted a reclassification from grade 3 to grade 5.

Position Title	Proposed Changes	Current Grade	New Grade
Warehouse Specialist	Reclassified from grade 3 to grade 5.	3 Min: $15.50 Mid: $17.15 Max: $19.74	5 Min: $16.84 Mid: $19.82 Max: $22.78

Fiscal Impact and Timeframe

Due to the grade overlap, this adjustment will not result in an immediate budgetary impact. The position is currently budgeted to accommodate regular merit and cost-of-living adjustments.

Strategic Plan Impact

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*, this proposal supports staff development, growth, and retention by matching the job description to current operational realities creating a pathway for accurate compensation.

Recommendation:
Staff recommends the Personnel Committee approve the updated Food Bank Warehouse Specialist job description.

Attachments:
Warehouse Specialist Food Bank Job Description

Food Bank Warehouse 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 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Operations Supervisor, the Warehouse Specialist is responsible for food pick-up and delivery to distribution sites, conducting and maintaining inventory control for the Food Bank, and the operation and maintenance of refrigerators, freezer, forklifts, vehicles, and other equipment.

SUPERVISION RECEIVED:
Receives supervision from the Operations Supervisor and Warehouse Coordinator.

SUPERVISION EXERCISED:
Volunteers.

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:

- Deliver and pick up commodities, donated and purchased foods/produce, and emergency food boxes to and from the Food Bank.
- Maintain vehicles in good operating condition, including their cleanliness and safety.
- Notify the Warehouse Coordinator of vehicles and equipment in need of repairs.
- Receive, inspect, and organize incoming shipments, ensure proper documentation and receiving process, labeling, and storage.
- Accept deliveries, verify the accuracy of deliveries, and verify completed documentation.
- Accurately identify products for storage and distribution.
- Rotate food storage and conduct routine quality inspections that meet established food handling standards and ensure a first-in, first-out system.
- Manage and maintain accurate inventory records through cycle counts and physical inventory checks and reconciliation.
- Record transfer of food to different programs.
- Ensure accurate warehouse releases in a timely manner for pick-up and delivery and for the documentation of any changes made to the warehouse release.
- Conduct and maintain inventory control, ensuring checks and balances are in place.
- Load and off-load products with the use of a forklift and/or pallet jack.
- Receive and follow work assignments as given by Warehouse Coordinators and the Operations Supervisor and as written on the assignment board.
- Responsible for documenting accurate weights and quality of products that are offloaded.
- At pick up sites, check in with designated staff to receive and load product.

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- Responsible for keeping the warehouse in a clean and safe condition, removing trash, recyclables, and operating floor scrubbers.
- Use Warehouse Management System (WMS) for documentation and traceability.
- Operate PIT (Powered Industrial Trucks), forklifts (sit and stand), pallet jacks, bailer, and other powered equipment.
- Use personal protective equipment (PPE), as necessary, for health and safety precautions.
- Provide training and supervision to volunteers and dual employees on warehouse SOP's and safety.
- Adhere to agency policies, procedures, and program dress code.

Other Job Specific Duties:

- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Attend and participate in staff meetings and training 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:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Urban and rural streets and highways.

Ability to:

- Maintain positive working relationships with volunteers and other employees.
- Maintain vehicles and equipment.
- Complete reports as needed.
- Work cooperatively with staff to carry out program goals and objectives.
- Drive manual and automatic transmission vehicles.
- Effectively present program information to 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.

- High school diploma or equivalent.
- Must have or ability to obtain current Forklift Certification within first 60 days of employment.
- Must have or ability to obtain current CA Food Handler Certificate within first 60 days of employment.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must be over the age of 21

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with a minimum of three (3) years of driving experience.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate.
- 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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Food Bank Warehouse 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	

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	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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MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: February 7, 2024

Subject: *Agenda Item 4(g)*: New Job Description of Cal-AIM Program Coordinator - **Action Item**

In collaboration with Kern Health System, CAPK's Day Habilitation program will extend its services beyond a traditional facility setting. For clients experiencing homelessness and receiving Community Support Services, day habilitation offers a dedicated physical space for client-staff interactions. To enhance coordination and management efficiency, it is recommended that these services be administered by the same Managed Care Plans (MCPs) to minimize the number of case managers involved. CAPK's Day Habilitation will operate at 1631 30th Street, leveraging existing CAPK services such as VITA, CalFresh, Weatherization, and CES to deliver educational sessions in a classroom environment. Additional offerings will include financial literacy classes, Renter's Rights education, and other self-help programs..

Summary of Proposed Changes

The Cal-AIM team is requesting approval of the new job description for the Cal-AIM Services Program Coordinator.

Position Title	Proposed Changes	Current Grade	New Grade
Cal-AIM Program Coordinator	New position	-	8 Min: $21.09 Mid: $26.34 Max: $31.61

Fiscal Impact and Timeframe

The projected additional revenue for our services, given the minimum encounters, is $376,320. The implementation phase will commence with the existing Cal-AIM staff, ensuring no adverse effects on the current budget. As referrals increase and the demand for additional services grows, we plan to incorporate one (1) FTE to sustain the program's expansion. Anticipated operating expenses at that juncture are expected to be $134,247, resulting in a revenue of $242,073 with minimal encounters. The strategic addition of the FTE is aimed at achieving maximum encounters, aligning with our overarching goal. Additionally, it's worth noting that this program received approval from the Board of Directors during the January 31, 2024, meeting.

Strategic Plan Impact
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*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:
Staff recommends the Personnel Committee approve the Cal-AIM Program Coordinator job description.

Attachments:
Cal-AIM Program Coordinator Job Description

Cal-AIM Program Coordinator

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

SUMMARY:
Under the general direction of the CES Program Manager, the Program Coordinator provides a wide variety of administrative and clerical duties. Assists with budgets, preparing reports, conducting inventory, and organization and implementation of special projects. Assist the CES Program Manager with a wide variety of administrative tasks. Will interact with external and internal contacts requiring specialized knowledge of services and expertise in business administration, information systems, and personnel management. This includes the application and interpretation of federal, state, and local laws related to these subject areas.

SUPERVISION RECEIVED:
CES 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:

- Maintain program records and files.
- Interacts with and supports the Cal-AIM staff, CES staff, partners, volunteers, and clients.
- Develop and provide specialized training to support staff.
- Acquire and apply knowledge of program guidelines and policies.
- Provide the public with general information.
- Provide clerical and administrative assistance to the CES Program Manager.
- Communicate information, advice, and instructions as an agent for assigned administrator.
- Prioritize workflow, including handling routine matters such as business mail, faxing, and photocopying.
- Perform internal tracking of various budget line items and expenditures.
- Order, monitor, and maintain department stock, including office supplies and other materials.
- Efficient planning, organizing, and scheduling of work priorities.
- Support the CES Program Supervisor and the Housing Program Manager with program implementation.
- Ensures ongoing communication with Cal-AIM leadership and the CAPK Communications Team.
- Work in collaboration with Cal-AIM staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.
- Aid and support internal and external stakeholders.

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Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Perform 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.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- The contributions of clients 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:

- Address conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present Homeless Shelter 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.
- Associate degree in social services or related field preferred.
- Three (3) years of clerical experience preferred.
- Up to one (1) year working with the unsheltered population and/or any duration of lived experience preferred.

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 able to obtain Agency wide certification, including, but not limited to, CPR and ServSafe certification.

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- 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 employees' encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to the 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Cal-AIM Program Coordinator			
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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