DATE	March 6, 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. WIC Program Restructure – ***Action Item (p. 2-52)***	Susan Magana, Director of Health & Nutrition
b. Updates to Bilingual Pay Policy - ***Action Item (p. 53-55)***	Lisa McGranahan, Director of Human Resources
c. Update to Employee Handbook Section 8.3: Non-Exempt Employee Time Records (Minute-to-Minute) - ***Action Item (p. 56-70)***	Lisa McGranahan, Director of Human Resources
d. Head Start Personnel Update – ***Info Item (p. 71-72)***	Jerry Meade, Assistant Director of Head Start, Program Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
April 3, 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, March 1, 2024, by Margaret Frazier-Sanchez, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: March 6, 2024

Subject: *Agenda Item 4(a)*: Women, Infants & Children (WIC) Program Restructure – **Action Item**

Over the past few months, WIC leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the department is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involves consolidating job descriptions to streamline operations and better align with our organizational goals.

By consolidating job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently, to effectively utilize our resources, to fulfill our contractual obligations. The restructuring will ensure that our department is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, we recognize the importance of fair and equitable compensation for all staff members. As part of the restructuring, the leadership team conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the goal of this restructuring is to enhance our ability to meet the evolving needs of our clients. By optimizing our operations, we can deliver higher-quality services in a timely manner.

Our leadership team will provide ongoing communication, resources, and assistance to help navigate these changes effectively.

Summary of Proposed Changes

There were three (3) positions that yielded a grade reduction. The Regional Breastfeeding Specialist and the Local Vendor Specialist included supervisory requirements that were not exercised. After reviewing the needs of the WIC program, the determination was made to permanently remove the Regional Breastfeeding Assistant position and the Local Vendor Specialist referenced in the prior job descriptions. The two assistant positions had never been filled. The third position that was reduced in grade was the Nutrition Education Coordinator. This position was changed from a supervisor to a coordinator to standardize the titles established by the scope of work at the WIC Program. This position is currently vacant and the old grade 11 falls in line with a grade 10 in the new compensation schedule approved by the Board

back in November 2023. Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Breastfeeding Education Coordinator	FSLA status change and supervisor exercised modified.	10 Min: $27.88 Mid: $34.83 Max: $41.80	-
Degreed Nutritionist	Grade, supervision received, supervision exercised, and education requirement modifications.	9 Min: $24.21 Mid: $30.30 Max: $36.36	10 Min: $27.88 Mid: $34.83 Max: $41.80
Local Vendor Specialist	Formerly Local Vendor Liaison. Grade change and supervision received modifications.	8 Min: $21.09 Mid: $26.34 Max: $31.61	7 Min: $19.46 Mid: $22.89 Max: $26.34
Nutrition Education Coordinator	Formerly Nutrition Education Supervisor. Grade, FLSA, supervisor exercised, and education requirement modifications.	11 Min: $32.05 Mid: $40.06 Max: $48.07	10 Min: $27.88 Mid: $34.83 Max: $41.80
Nutrition Education Specialist	Formerly the Nutrition Assistant I, II, III, IV, and Peer Counselor. Job descriptions were consolidated, education requirements modified, and grade increased to 7.	3 Min: $15.50 Mid: $17.15 Max: $19.74	7 Min: $19.46 Mid: $22.89 Max: $26.34
Nutrition Education Technician	Formerly the Clerk, Equipment Supply Clerk, and Receptionist. Job descriptions were consolidated, education requirement modified, and grade increased to 5.	2 Min: $15.50 Mid: $15.95 Max: $18.34	5 Min: $16.84 Mid: $19.82 Max: $22.78
Outreach Specialist	Formerly the Outreach & Public Relations Coordinator. Responsibilities and education requirement changes.	7 Min: $19.46 Mid: $22.89 Max: $26.34	-
Program Administrator	Grade, supervision exercised, and education requirement change.	12 Min: $36.85 Mid: $46.05 Max: $55.27	14 Min: $48.72 Mid: $60.91 Max: $73.10
Program Manager	Grade, supervision exercised, and education requirement change.	11 Min: $32.05 Mid: $40.06 Max: $48.07	12 Min: $36.85 Mid: $46.05 Max: $55.27
Quality Assurance Coordinator	Formerly the Operations Coordinator. Grade change, supervision received, supervision exercised, and education requirement change.	9 Min: $24.21 Mid: $30.30 Max: $36.36	10 Min: $27.88 Mid: $34.83 Max: $41.80
Regional Breastfeeding Specialist	Formerly Regional Breastfeeding Liaison. Grade change, responsibilities, and education requirement changes.	9 Min: $24.21 Mid: $30.30 Max: $36.36	7 Min: $19.46 Mid: $22.89 Max: $26.34
Training Coordinator	Supervision received, supervision exercised, and education requirement change.	10 Min: $27.88 Mid: $34.83 Max: $41.80	-

Fiscal Impact and Timeframe

Staff worked with Finance and the proposed grade increases are supported by the current contract budget. The grade changes allow our program to come up to market

level and be competitive in our recruitment efforts to fill current vacant positions, as well as improve retention for this current 2023/2024 fiscal year. Program staff will continue to analyze the program for efficiency and further restructure the organizational chart in the upcoming 2024/2025 fiscal year. The revised and new job descriptions have undergone review and approval by Human Resources.

Staff have been in communication with State WIC regarding the CompEase process. The timeframe for implementation would be pending approval from State WIC, but at the earliest it would be implemented starting with pay period April 1,2024 paid on April 19, 2024.

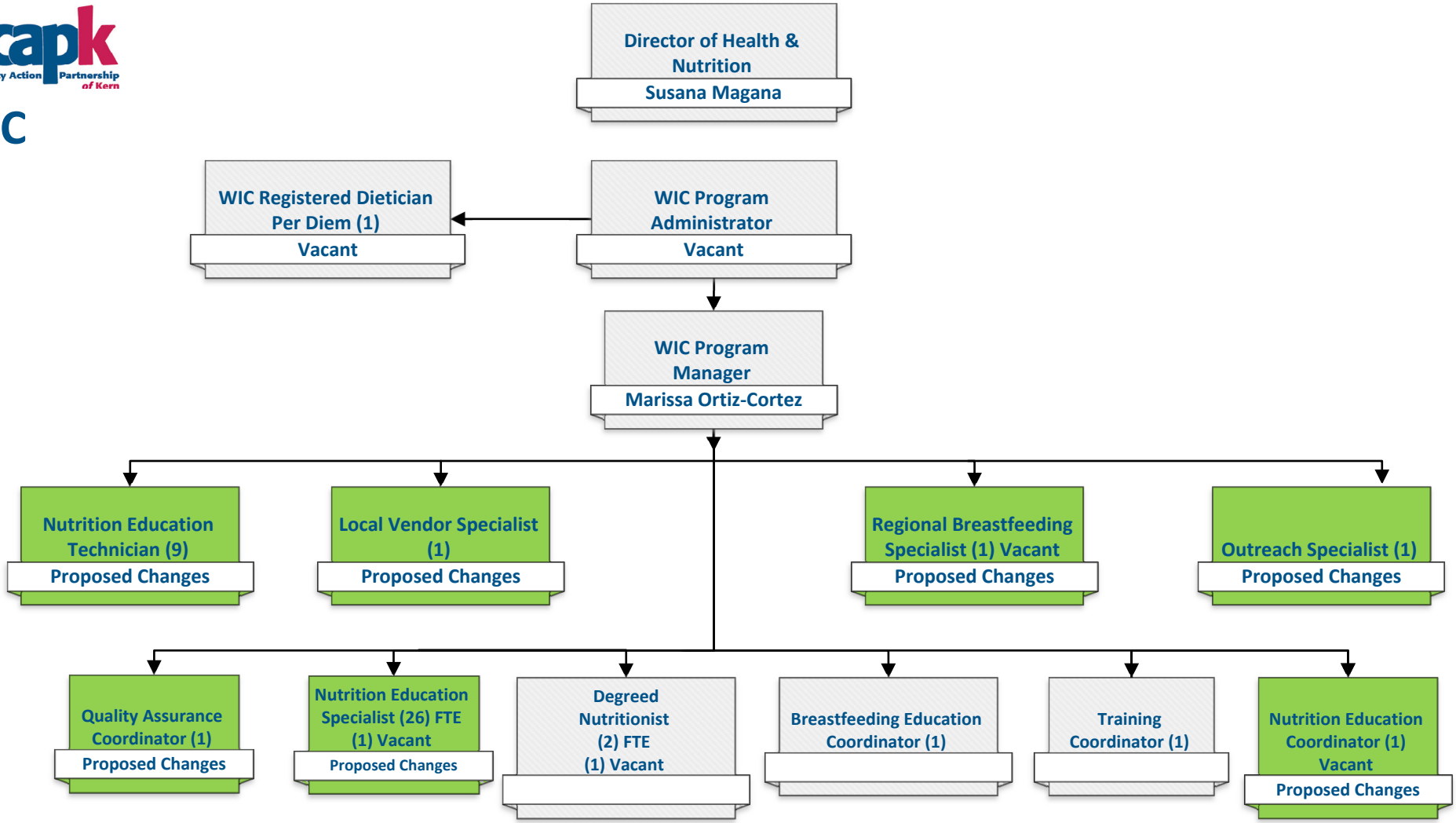
Strategic Plan Impact
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: 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 WIC Program restructuring and reclassification of job descriptions described therein.

Attachments:
WIC Organizational Chart
Breastfeeding Education Coordinator Job Description
Degreed Nutritionist Job Description
Local Vendor Specialist Job Description
Nutrition Education Coordinator Job Description
Nutrition Education Specialist Job Description
Nutrition Education Technician Job Description
Outreach Specialist Job Description
Program administrator Job Description
Program Manager Job Description Job Description
Quality Assurance Coordinator Job Description
Regional Breastfeeding Specialist Job Description
Training Coordinator Job Description

WIC



Legend

New Title
Proposed Changes

WIC Breastfeeding Education 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 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The WIC Breastfeeding Education Coordinator develops and implements the Community Action Partnership of Kern WIC policy and plan for the promotion and support of breastfeeding. Develops the breastfeeding education plan for staff. Provides nutrition assessment and counseling for high-risk WIC and high-risk Peer Counselor (PC) participants. Provides overall management and supervision to the WIC Breastfeeding Education and Peer Counselor program.

SUPERVISION RECEIVED:
Receives supervision from WIC Program Manager.

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists, WIC Nutrition Education Technicians, and Degreed Nutritionists.

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 development of the policy and plan for breastfeeding support and promotion:
  - Develops the lesson plans for breastfeeding classes for WIC participants and instructs staff in their use.
  - Provides 20 hours of breastfeeding instruction to all new counseling staff.
  - Provides breastfeeding in-services for staff and hub meetings.
  - Oversees the breast pump inventory and distribution.
  - Oversees the inventory of breastfeeding supplies.
  - Develops and implements breastfeeding support activities.
  - Prepares and presents breastfeeding information to community organizations.
  - Attends/participates in meetings/conferences pertinent to WIC and/or breastfeeding support.
- International Board-Certified Lactation Consultant (IBCLC) for the Peer Counselor (PC) program:
  - Works with Program Manager to provide overall management for the PC program.
  - Provides peer counselors with basic and current information on breastfeeding.
  - Provides breastfeeding counseling for high-risk PC participants.
  - Prepares the records and reports required by State WIC Branch Peer Counselor program.
- Provides oversight and assistance to the Regional Breastfeeding Specialist (RBS):
  - Assists with the development of the RBS action plan.

- Acts as a resource for the RBS
- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provides nutritional counseling, and assists participant in setting priorities.
  - Documents counseling session to provide an inventory of problems, recommendations, and follow-up.
  - At appropriate intervals, re-evaluates the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Maintains regular contact with health care providers.
- Understands the function of each WIC position and performs the function, if necessary, to deliver WIC services.
- Stays abreast of high-risk criteria and other federal and state regulations used in determining eligibility of WIC sites.
- Attends/participates in meetings/conferences pertinent to the WIC Program.
- Prepares and presents WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Assists with internal compliance protocols and special projects.

Other Job Specific Duties:

- Transports WIC equipment, and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Attends meetings and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- The benefits and physiology of breastfeeding.
- 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.
- Regulations governing the administration federal and state programs.

Ability to:

- Develop interactive lesson plans.
- 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 nutrition, dietetics, public health, marketing, communication, nursing, health education, health care administration, psychology, or related field required.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience staff supervising.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of current certification as a Registered Dietitian.
- Possession of current certification as International Board-Certified Lactation Consultant (IBCLC).
- 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) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE WIC Breastfeeding Education 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			x		

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WIC Degreed Nutritionist

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:
The WIC Degreed Nutritionist is responsible for providing nutrition assessment, nutrition education and breastfeeding support, in accordance with state regulations and program policies and procedures. The Degreed Nutritionist is responsible for providing high-risk nutrition counseling and provides management and supervision of staff of assigned WIC sites. The Degreed Nutritionist is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Manager

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians

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

Essential Job Specific Duties:

- Responsible for the management of designated WIC sites including:
  - Site (clinic) management.
  - Monitoring clinic flow and schedule.
  - Maintain a customer friendly atmosphere.
  - Maintaining voucher security and confidentiality.
- Supervision of staff:
  - Develop staff schedules and assist with the daily rescheduling of staff as needed.
  - Observe and review job performance of WIC staff, as assigned, per CQI protocol.
  - Assure that CQI requirements are completed and monitor results.
  - Assist with staff development and training.
  - Completes performance evaluations.
- Provide services to high-risk and non-high-risk participants.
- Determine eligibility of participants for the WIC Program.
- Develop individualized care plans for high-risk and non-high-risk participants and provide required follow-up according to State WIC and CAPK WIC policies.
- Record summary of pertinent information in participant's chart to provide a record of problems, recommendations, and follow up.
- Provide breastfeeding support according to WIC breastfeeding education protocol.
- Maintain regular contact with care providers.

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- Stay abreast of high-risk criteria and federal and state regulations used in determining eligibility for the WIC sites.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Assists with internal compliance protocols and special projects.

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 evenings and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency 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.

Ability to:

- Solve problems.
- Demonstrate leadership capabilities.
- Address conceptual issues.
- Plan, organize, and manage projects.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, community groups, and WIC participants.
- Fairly gauge performance against objective criteria.
- Effectively supervise staff and enforce rules and regulations.
- Complete tasks with minimal supervision.

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 nutrition, dietetics, or related field.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.

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- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable. RD eligible, preferred.
- 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) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE WIC Degreed Nutritionist			
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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WIC Local Vendor 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Local Vendor Specialist (LVS) will establish on-going communication with WIC authorized store managers, as specified by the State WIC Program. The LVS is responsible for providing vendors technical assistance and monitoring compliance in accordance with state regulations and program policies and procedures. The LVS resolves WIC specific shopping and customer service issues between WIC authorized vendors, WIC sites, and WIC participants. The LVS will assist with nutrition assessments, nutrition education and breastfeeding support. The LVS is proactive in the efforts to recruit families that qualify for the WIC Program and other CAPK programs.

SUPERVISION RECEIVED:

Receives supervision from the WIC 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:

- Develop a relationship with managers of assigned stores and assist them in understanding and complying with state regulations.
- Drive throughout CAPK WIC service area to visit assigned vendors.
- Using State WIC provided forms, monitor vendor compliance to the Minimum Stocking Requirements (MSR).
- Discuss outcomes with store managers.
- Record the findings and submit them to State WIC, as required.
- Act as liaison between vendors and participants.
- Attend and participate in vendor trainings.
- Remain current on WIC vendor issues by attending California WIC Association meetings and other appropriate workshops and monitoring other modes of communication.
- Compose reports and other documents.
- Perform general clerical support duties to meet the needs of the program.
- Performs WIC Nutrition Education Specialist Duties, as assigned.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.

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- Maintain a safe and functional work environment.
- Work alternative hours, including evening and weekends, as required.
- Is proactive in the effort to recruit and enroll families that qualify for the WIC 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:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Customer service best practices.
- WIC program policies and procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Work independently and with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and recommendations.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health/nutrition, journalism, marketing, communications, social work or related field.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in an administrative field with emphasis on customer service, outreach, advocacy, and marketing functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant Certification or obtain certification within first 12 months of employment.
- 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) preferred.
- Must be fingerprinted and pass pre-employment background check.

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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WIC Nutrition Education 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 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for developing, implementing, and monitoring the training process for all WIC staff. Develops and implements Community Action Partnership of Kern WIC Program's Nutrition Education plan. Provides oversight and supervision for staff training. Provides nutrition assessment and counseling for high-risk WIC participants. Supports various WIC sites as needed.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Manager.

SUPERVISION EXERCISED:
Quality Assurance Coordinator, assigned WIC Nutrition Education Specialists, and WIC Nutrition Education Technicians.

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

Essential Job Specific Duties:

- Responsible for the development and implementation of the Nutrition Services Plan (NSP) as required by California Department of Public Health, WIC Division.
  - Review plan with WIC Program Administrator.
  - Successfully complete the NSP Plan and implement activities.
  - Maintain documentation of NSP activities.
- Responsible for the development and oversight of the Nutrition Education training plan for WIC staff:
  - Responsible for assisting in the development of individual training plans for new hire WNAs that facilitate certification within a year of hire.
  - Works with the Program Manager to develop and present in-services and workshops for staff development.
  - Coordinate activity with quantitative outcome of WIC CQI as reported by the Quality Assurance Coordinator.
- Develop the lesson plans for WIC participant classes and teach staff how to present the class.
  - Develop and maintain a system of objective observation to ensure that class material is being presented correctly and effectively by staff.
- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provide nutritional counseling and assist participants in setting priorities.
  - Records to provide an inventory of problems, recommendations, and follow-up.

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- At appropriate intervals, re-evaluate the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Understand the function of each WIC position and perform the function, if necessary, to deliver WIC services.
- Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility of the WIC sites.
- Prepare and present WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Responsible for the supervision of direct reports

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Provides transportation for herself, WIC equipment and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- 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 CAPK programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency 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:

- Develop interactive lesson plans.
- 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 nutrition or a related field.
- Possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Five (5) years of working with various socio-economic populations, families with infants

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and children, social services, health/nutrition education, or related field.

- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Minimum of two (2) years supervisory experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual Fluency (English/Spanish) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Nutrition Education 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

DRAFT

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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WIC Nutrition Education 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The WIC Nutrition Education Specialist is responsible for determining participant eligibility, enrollment authorization, and case management. The specialist provides nutrition assessments, nutrition education, and breastfeeding support in accordance with state regulations and program policies and procedures. The specialist is proactive in the efforts to recruit families that qualify for the WIC program and other CAPK programs. Work both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives direct supervision from the Degreed Nutritionist and or Program Manager as necessary.

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:

- Responsible to:
  - Maintain and enter accurate client data into the CDPH WIC database.
  - Maintain confidentiality of participants information.
  - Perform certification and recertification of participants according to state policies and procedures.
  - Perform nutrition assessment and counseling in person or virtually.
  - Provide nutrition education for participants per approved Nutrition Education protocol.
  - Communicate, inform, and educate WIC participants during the WIC appointment using information learned during the appointment. Participant Centered Education techniques are used when counseling a participant (explore, offer, and educate).
  - Conduct CQI audit reviews on WIC database for participants electronic files.
  - Provides breastfeeding education and support to WIC participants per breastfeeding protocol.
  - Monitor and manage participant appointments.
- Perform general clerical duties, accurately issue food benefits and CA WIC Card to participants.
- Assist with voucher security.
- Assist with monitoring supply needs and ordering.
- Demonstrate competency in the following task areas as outlined in the California WIC Nutrition Assistant (WNA) Certification Training Manual.
  - Communication and Cultural Competence

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    - Certification and Recertification
    - Nutrition and Health
    - Individual Education
    - Food Packages, Benefits, and WIC Card
    - Group Education
    - Baby Behavior
- Breastfeeding support includes:
    - Maintain the breast pump inventory both physically and in WIC database.
    - Participate in CAPK WIC Program Breastfeeding support and promotional activities.
    - Responsible for providing breastfeeding information to pregnant and new mothers, including the benefits of breastfeeding, preventing, and overcoming common barriers and concerns, and getting a good start with breastfeeding.
    - Responsible to contact WIC Peer Counseling Program (PCP) postpartum participants 2-3 times the first (1st) week, weekly for rest of the month, at least monthly while breastfeeding and before returning to work.
- Breastfeeding peer counseling support:
    - Responsible for monitoring participants who are issued hospital grade electric breast pump.
    - Required to attend monthly meetings and training relating to PCP.
    - Responsible for conducting monthly CQI audit reviews and providing feedback.
    - Responsible to identify and refer PCP participants beyond their scope of practice to the International Board of Lactation Consultant (IBCLC).
    - Responsible for maintaining accurate records of all contacts made with WIC PCP clients and documenting all interactions in the PCP database and WIC database.
    - Responsible to recruit pregnant women who intend to breastfeed and would like to have PCP support.
- Other related duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required including evenings and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Drive to other CAPK WIC offices in WIC vehicles or in a personal vehicle as assigned.
- Performs any other duties and special projects as assigned.
- Performs janitorial 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.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, database, and related software applications.
- Basic nutrition practices.
- Basic computer knowledge.
- Knowledge of regulations governing state programs desirable.

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Ability to:

- Handle conceptual matters.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings and or events.
- Ability to communicate effectively with staff and WIC participants both orally and in writing.
- Work independently without direct supervision.
- Effectively present program to the public.
- Establish and maintain professional working relationships with staff, agencies, and participants.
- Fluent in English and Spanish (read, write, and speak), preferred.
- Ability to effectively communicate with people of diverse socio-economic and educational backgrounds.
- Must have ability to develop nutrition care plans; analyze diets.
- Plan, organize, allocate, and control substantial resources.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or the equivalent.
- AA degree in health/nutrition, business, social work, or closely related field.
- Possession of a WNA certification or obtain within 12 months of hire.
- Possession of three (3) units of college level courses in general nutrition.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in direct services, emphasis on case management/ administrative functions.
- Completion of peer counselor training.
- Successfully complete 20 hours of breastfeeding education per new WNA training protocol within 12 months of hire.
- Meets criteria as established in the Peer Counselors Requirements and Responsibilities.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Must be fingerprinted and pass pre-employment background check.
- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.

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

POSITION TITLE Nutrition Education Specialist			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100 lbs+	x			x		

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WIC Nutrition Education 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: 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
WIC Nutrition Education Technician performs duties related to eligibility, screening, and enrollment for the WIC Program in accordance with state regulations and program policies and procedures. Once certified, the technician will assist with nutrition assessments, nutrition education and breastfeeding support. The technician is responsible for reception and general clerical support services for the program. The technician is proactive in the efforts to recruit families that qualify for the WIC program and other CAPK programs. The WIC Nutrition Education Technician will work both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives direct supervision from the Degreed Nutritionist and/or Program Manager as necessary.

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:

- Learn and become proficient in the CDPH WIC database.
- Responsible for determining eligibility of participants in the WIC program according to CDPH WIC Policies and Procedures.
    - Responsible for accurately entering participants data (proof of income, proof of residency, proof of ID, etc.) into the CDPH WIC database.
    - Responsible for maintaining confidentiality of participant information.
    - Responsible for voucher distribution and record keeping; verify participants name on (voucher) food instrument (FI) prior to distribution.
    - Responsible for maintaining the CA WIC Card security, issuance and record keeping.
    - Maintain and follow up on WIC Card issued report.
- Communicate with WIC participants and potential WIC participants via email, phone, text messages, and telehealth.
- Responsible for receiving confidential documentation and destruction when data input is completed.
- Send program information via multiple methods to participants.
- Conduct data entry audits to ensure accuracy.

- Answer WIC participant questions regarding use of the CA WIC card, WICHealth.org, food packages, and WIC policies and regulations.
- Provides breastfeeding education information to WIC participants within the CAPK WIC protocols.
- Answer the telephone, route calls, and take messages in a tactful, courteous manner in accordance with WIC's customer service policy.
- Manage and access electronic versions of WIC materials as needed.
- Responsible for completing WIC orientation to new enrollees per CAPK WIC policy.
- Responsible for setting up appointments for applicants both walk-in's and telephone calls. Makes referrals as necessary.
- Perform clerical duties and manage mailroom functions.
- Responsible for providing information to prospective participants about the WIC Program.
- Participate in staff meetings and in-service training.
- Manages transfer information and other information requests.
- Assist with maintaining the clinics including but not limited to cleaning the office, restrooms and taking out the trash.
- Assists with clinic set up of mobile clinics.
- Assist with collecting and transporting office and education supplies as needed.
- Responsible for maintaining the front office neat and well organized.
- Assist with monitoring and maintaining office supplies and equipment. Ensure that equipment is available and in good condition. Assist with maintaining accurate inventories for both the State WIC Branch and Agency.
- Assist with maintaining the bulletin boards and other informational displays.
- Transports staff and equipment as assigned.
- Performs nutrition assessments, nutrition education and breastfeeding support duties, as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, events, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required including evenings and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Have a clear understanding of WIC services and be able to communicate effectively with WIC participants and potential WIC participants.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, database, and related software applications.

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- CAPK WIC Policies and Procedures.
- Basic computer knowledge.

Ability to:

- Ability to communicate effectively with staff and WIC participants both orally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present the program to the public and WIC participants.
- Work independently without direct supervision.
- Establish and maintain professional working relationships with staff and WIC participants.
- Fluent in English and Spanish (read, write, and speak), preferred.

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 the equivalent.
- Three (3) college level units in nutrition.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- One (1) years' experience in a customer service position.
- One (1) year of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years of working in an administrative field with emphasis on case management, administrative functions/clerical, receptionist experience.
- Knowledge of regulations governing state programs, desirable.
- Ability to perform general office duties: telephone, texting, and email.
- Basic computer equipment knowledge.
- One (1) years' experience in Microsoft Office.
- Three (3) years of customer service experience.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and state automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Must be fingerprinted and pass pre-employment background check.
- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.

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 WIC Nutrition Education 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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WIC Outreach 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Outreach Specialist is responsible for developing and implementing a strategic outreach plan to identify, reach, and enroll eligible participants into the WIC Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with other agencies, to increase recruitment of eligible families and their engagement and participation. Once certified, the Outreach Specialist will assist with nutrition assessments, nutrition education, and breastfeeding support to meet the needs of the program.

SUPERVISION RECEIVED:
Receives supervision from the WIC 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:
- In collaboration with WIC Program Manager and CAPK Outreach Department, develop and implement a comprehensive outreach and growth plan for the CAPK WIC Program in compliance with program regulations.
- Direct the development and use of outreach materials, including public service announcements for radio, TV, print media, and other social media in compliance with WIC regulations.
- Assess outreach and marketing tools and communicate with the WIC Program Manager as to their benefits and use.
- Represent the CAPK WIC program to other CAPK and community organizations through written and oral means.
- Monitor effectiveness of outreach activities and redirect efforts based on results.
- Develop and conduct surveys to assess the needs of the WIC program.
- Perform general clerical support duties to meet the needs of the program.
- Performs WIC Nutrition Education Specialist duties, as assigned.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

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

- Accompany Local Vendor Specialist (LVS) on site visits and support the LVS as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, evening, and weekends, as required.
- Is proactive in the effort to recruit and enroll families that qualify for WIC programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Customer service best practices.
- WIC Program services and benefits.

Ability to:

- Work with other departments within CAPK.
- Ability to communicate effectively, verbally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and recommendations.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health/nutrition, journalism, marketing, communications, social work or related field.
- A minimum of one (1) years' experience working with news media organizations.
- Experience with community collaboratives and other community organizations.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in an administrative field with emphasis on customer service, outreach, advocacy, and marketing functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.
- 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) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Outreach 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	

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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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WIC Program Administrator

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Director of Health and Nutrition, responsible for the administration and management of the CAPK Women, Infants, and Children (WIC) Program that provides supplemental food benefits and nutrition education for women, infants, and children. Ensures that the CAPK WIC program is fully compliant with all state and federal regulations, contract requirements, and CAPK policies. Monitor contract compliance, assuring all reporting and budgetary functions are completed with quality in a timely manner. Lead the department in short-term and long-term planning including staffing, supply and equipment needs, location of offices, and the interpretation and implementation of WIC standards and procedures. Prepare and administer the WIC budget with funds allocation by CDPH WIC. Performs all duties of a nutritionist when necessary.

SUPERVISION RECEIVED:
Receives supervision from the Director of Health and Nutrition.

SUPERVISION EXERCISED:
Outreach Specialist, Regional Breastfeeding Specialist, Local Vendor Specialist, Degreed Nutritionist, Breastfeeding Education Supervisor, and Nutrition Education 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:

- Responsible for participating in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
- Maintains and oversees a management system that ensures proper planning, efficient operation, and ensures full compliance of the program requirements of the CAPK WIC Program.
- Responsible for the implementation of the policies and procedures regarding determination of eligibility and nutritional risk of applicants applying for the WIC Supplemental Food Program in accordance with federal and state guidelines.
- Maintains liaison with the State WIC Program and with the health care/community partners of Kern County and other counties.
- Coordinate services with other health organizations, state and federal agencies, and citizen groups.
- Coordinate activity with the outreach team to review activity and review achievements in increasing CAPK WIC participation.
- Responsible for the procurement and maintenance of CAPK WIC equipment.

- Prepare and submit reports as follows:
  - Responsible for long-range program planning for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
  - Responsible for nutrition education and budget expenditures.
  - Responsible for developing the WIC budget for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
  - Responsible for monitoring annual budgets and fiscal control reports throughout the year.
  - Monthly reports for program activities as required by the agency.
  - Inventory reports as required by the agency and funding source.
- Provide leadership by example, establishing, and maintaining quality work standards throughout Agency components areas.
- Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
- Monitor in-service training, ensuring that all personnel have adequate training.
- Offers support, counsel, and leadership to program personnel.
- Assists the WIC Program Manager with directing WIC staff regarding the nutrition and administrative component of WIC in accordance with the federal and state guidelines.
- Provide direct client services when necessary.
- Oversees the overall development and implementation of the Breastfeeding Plan, the Nutrition Services Plan, the Quality Assurance Plan, and any other plans required by CDPH WIC.
- Responsible for the overall development and monitoring of projects with the WIC program, such as the Regional Breastfeeding Liaison, Breastfeeding Peer Counselor Program, Farmers' Market Nutrition Program, and the Local Vendor Liaison Program.
- Works closely with the Director of Health and Nutrition and the Chief Program Officer to review achievements and discuss required changes in goals, objectives, or program emphasis.
- Responsible for hiring staff and maintaining appropriate staffing levels.
- Responsible for maintaining WIC facilities included but not limited to the security of the WIC offices and ensures that adequate safeguards are utilized for the protection of employees and WIC property.
- Ensures compliance with all contractual requirements prescribed by CDPH WIC including fiscal, program, and operations.
- Comply with labor laws and CAPK Human Resources policies.

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 duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency 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:

- Manage multiple priorities with strong skills in planning and problem solving.
- Address conceptual issues.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively with people of diverse socioeconomic backgrounds.
- Supervise and motivate people.
- Work cooperatively with government and private sectors.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and participants.
- Bilingual fluency (English/ Spanish) preferred.

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 nutrition or a related field.
- Minimum of five (5) years' experience in the administration of a health or related program.
- Minimum of five (5) years of management/supervisory experience.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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 WIC Program Administrator			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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WIC Program Manager

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under direction of the WIC Program Administrator, assists with the overall administration of the WIC Program. Acts as WIC Program Administrator as needed. Provides oversight and support to the CAPK WIC Program. Assists in the management of the day-to-day operation of the program. Provides supervision, leadership, training, and technical expertise for WIC program staff. Performs all duties of a nutritionist when necessary.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Administrator.

SUPERVISION EXERCISED:
Supervises the Nutrition Education Coordinator, Breastfeeding Education Supervisor, Quality Assurance Coordinator, Training Coordinator, Degreed Nutritionist, Outreach Specialist, Local Vendor Specialist, and assigned Nutrition Education Technicians.

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

Essential Job Specific Duties:

- Assists in the daily operation of the WIC clinics including supervision of staff and client schedule.
- Assists with overseeing a management system that ensures proper planning and efficient operation of the CAPK WIC Program.
- Responsible for the daily operations of the CAPK WIC program.
- Responsible for developing weekly schedules and other reports necessary for WIC operations.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations.
- Completes on-going reports based on measurable and objective criteria. Develops reports required by California Department of Public Health WIC Division (CDPH WIC) and used by CDPH WIC to evaluate caseload, funding need, and compliance with program requirements.
- Prepares assigned reports based on accurate, detailed data and submits them to CDPH WIC.
- Assist as requested in the collection of accurate, detailed data used by the Program Administrator for the development of required reports and documents.
- Collects and compiles information from monthly State Timesheets to determine budget allocations.

- Manages the everyday operations of the CAPK WIC program.
  - Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
  - Ensure all staff have a clear understanding of their job responsibilities and are provided with technical guidance and support and required.
  - Ensures that in-service training is conducted, ensuring that all personnel have adequate training.
  - Assist with coordinating clinic schedules and staffing needs.
  - Performs supervisory duties as assigned.
- Provide direct participant services.
  - Determine eligibility and/or nutrition risk of participants for the WIC program.
  - Assess nutrition status of high-risk participants and develop individualized care plan.
  - Assist participant in selecting nutrition priorities and goals.
  - Provide follow-up for high-risk participants as needed.
  - Provides direct services as needed.
  - Perform other related duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Provides transportation for WIC equipment and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Maintains safe and functional work environment.
- Work alternative hours as required.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- WIC program policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Customer service best practices.

Ability to:

- Communicate effectively, verbally and in writing.
- Ability to manage multiple priorities with strong skills in planning and problem solving.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Ability to supervise and motivate people.
- Establish professional working relationships with staff, vendors, participants, and the public.

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- Plan and organize work; compose clear, concise reports and recommendations.
- Bilingual Fluency (English/Spanish), preferred.

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 nutrition or a related field.
- Minimum of four (4) years' experience in the administration of a health or related program.
- Four (4) years of management/supervisory experience may be substituted by additional education or experience.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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 WIC Program Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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WIC Quality Assurance 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 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The WIC Quality Assurance Coordinator is responsible for the general development and implementation of WIC's quality assurance and monitoring compliance activities. This includes monthly program compliance reviews, annual auditing, staff training, and ongoing program self-assessments. The ongoing quality and compliance monitoring process must maintain compliance with applicable federal and state regulations, program policies, procedures, and best practices. The Quality Assurance Coordinator is also responsible for providing high-risk counseling, supervision, and management of WIC sites as assigned. The Quality Assurance Coordinator is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:

Receives supervision from WIC Program Manager.

SUPERVISION EXERCISED:

Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible for recording and monitoring CQI data:
  - Receives CQI monitoring data from supervisors and records it in the appropriate charts.
  - Monitors CQI data to ensure it is completed as required.
  - Provides Program Manager with monthly charts of the CQI results.
  - Reminds supervisors of required follow up.
- Clinic management:
  - Monitors clinic flow and schedule.
  - Maintains a customer friendly atmosphere.
  - Identifies appropriate locations and assists with the development of new clinic sites.
- Supervision of staff:
  - Maintains voucher security and confidentiality.
  - Develops staff schedules and assists with the daily rescheduling of staff, as required.
  - Assures that CQI requirements are completed for assigned clinics and monitors results.
  - Assists with staff development and training.
- Provide services to high risk and non-high-risk participants:
  - Determines eligibility of participants for the WIC Program.

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- Develops individualized care plans for high-risk and non-high-risk participants and provides required follow up according to State WIC and CAPK WIC policies.
- Records summary of pertinent information in participant's chart to provide a record of problems, recommendations, and follow up.

- Maintains regular contact with care providers.
- Understands the function of each position and performs the function, if necessary.
- Stays abreast of high-risk criteria and federal and state regulations used in determining eligibility for the WIC sites.
- Prepares and presents WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.

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

Ability to:

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

- Graduation from a four-year college or university with a degree in nutrition, dietetics, or food science.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.

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- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Minimum of two (2) years' WIC program experience, preferred.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable.
- Registered Dietitian eligible, preferred.
- 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) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE WIC Quality Assurance 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

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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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WIC Regional Breastfeeding 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Regional Breastfeeding Specialist (RBS) is responsible for promoting breastfeeding-friendly practices with WIC health care providers, local hospitals, and other community partners including, but not limited to, strengthening the support for breastfeeding mothers following hospital discharge. Once certified, the RBS will assist with nutrition assessments, nutrition education, and breastfeeding support. The RBS works regionally within the Central Valley but concentrates on Kern and any other counties that the program serves.

SUPERVISION RECEIVED:

Receives supervision from the WIC 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:

- Develops a collaborative relationship with local hospitals, health care providers, and Public Health nurses to improve support for breastfeeding moms.
- Develops and implements outreach and education plans to promote the role of WIC in providing breastfeeding support services.
- Keeps current on state and federal legislative actions affecting breastfeeding and provides advocacy when needed.
- Participates in the breastfeeding collaborative and works to develop it as needed.
- Develops a method of communicating with and reporting to WIC agencies in the region.
- Attends and participates in regional meetings, RBL Meetings, and other appropriate groups.
- Uses a variety of tools to monitor local, statewide, and national breastfeeding rates.
- Performs WIC Nutrition Education Specialist Duties, as assigned.
- Assists with general clerical support duties to meet the needs of the program.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

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 evenings and weekends.
- Performs any other duties and special projects 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:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- WIC Program services and goals, including breastfeeding support.

Ability to:

- Develop and give presentations and conduct meetings.
- Communicate effectively, verbally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and make recommendations.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in nutrition, dietetics, public health, marketing, communication, nursing, health education, health care administration, psychology, or related field.
- One (1) year of outreach, advocacy, and/or marketing experience.
- One (1) year of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the duties described.

OTHER REQUIREMENTS:

- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.
- 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.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x	x		x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Training 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 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Training Coordinator is responsible for mentoring new program hires through the certification process as well as ongoing staff development coordination. The Training Coordinator is a degreed nutritionist that is responsible for providing nutrition assessment and nutrition education and breastfeeding support, in accordance with state regulations and program policies and procedures. The Training Coordinator is also responsible for providing high-risk nutrition counseling and provides WIC site management and supervision of staff as assigned The Training Coordinator is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:
Receives supervision from Nutrition Education Coordinator.

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

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

Essential Job Specific Duties:

- Under the direction of the Program Manager, mentor new hire WNAs through certification:
  - Assure that study sheets are completed correctly and that WNA candidates understand the material.
  - Assure that all clinic paperwork is reviewed.
  - Assure that necessary observations are completed.
- Report progress of new hire WNAs to the Program Manager.
- Understand the function of each position and perform the function, if necessary, to deliver WIC services.
  - Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility and providing nutrition services to WIC participants.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations as assigned.
- Assists with internal compliance protocols and special projects.
- Responsible for the daily operations of designated WIC sites as assigned:
  - Supervision of staff during the clinic day.
  - Maintaining WIC Card security.
  - Performance evaluations of staff direct reports.
  - Assist with the setting up of the clinic as needed.

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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 CAPK programs.
- Performs any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency 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:

- 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.
- Effectively supervise staff and enforce rules and regulations.

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 nutrition, dietetics, or food science.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable
- Registered Dietitian eligible, preferred.
- 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 (English/Spanish), preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Training 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	

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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: Lisa McGranahan, Director of Human Resources

Date: March 6, 2024

Subject: *Agenda Item 4(b)*: Updates to Bilingual Pay Policy – **Action Item**

As part of our ongoing commitment to attracting and retaining a high-quality workforce, we are bringing forth enhanced updates to the Bilingual Pay Policy. These changes, reviewed and recommended by the leadership, aim to provide clarity and fairness in the distribution of stipends for bilingual positions.

Policy Changes

To provide clearer guidance on eligibility and positions, the criteria for positions eligible for bilingual stipends have been refined to ensure alignment with department needs and responsibilities. The policy was modified to reflect that employees seeking to receive a bilingual stipend must meet the criteria outlined for their respective positions and obtain the appropriate levels of certification.

These changes reflect our commitment to recognizing and rewarding the valuable contribution of bilingual employees. We believe that by refining the criteria and eligibility requirements, we can ensure that the distribution of stipends is fair, transparent, and aligned with organizational objectives.

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 4.2: 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 updated Bilingual Pay Policy described therein.

Attachments:

Bilingual Pay Policy

POLICY AND PROCEDURE

TITLE:	Bilingual Pay
APPROVED:	October 26, 2022
APPLIES TO:	Community Action Partnership of Kern Employees

PURPOSE:
The purpose for the Bilingual Pay Policy is to recognize a diverse skillset that adds value to the organization and helps attract and retain employees. Upon approval by the CAPK Board of Directors, this Policy will be permanently established for pre-selected agency roles.

OBJECTIVE:
The primary goal of the Bilingual Pay Policy is to provide additional compensation for employees who demonstrate position-required language competencies that will improve how the agency delivers services to our targeted communities. Secondary goals for the Bilingual Pay Policy would be to attract more candidates for agency positions, reduce employee turnover rates, and lengthen bilingual employee's service time with CAPK. The Bilingual Pay Policy applies to all employees including full-time, part-time, temporary, and emergency hires that are retained by the organization.

POSITION CRITERIA:
The position must be in a CAPK work setting with a demonstrated flow/intake of clients, phone calls, or correspondence where bilingual skills are regularly needed to meet the language needs of clients. The two types of bilingual positions are defined below:

- **Level 1 ($50 bi-weekly) Verbal Proficiency – Bilingual Stipend Positions:** Some positions may not require bilingual skills, but the agency recognizes that bilingual skills add value (i.e., taking frequent calls in a second language, providing frequent translation services, or regularly using bilingual skills for other work-related duties).
- **Level 2 ($3.00/hour) Reading, Writing, and Verbal Proficiency – Bilingual Stipend Positions:** Some positions wherein the majority of client interactions are conducted in another language and wherein bilingual skills are a requirement as stated in the job description.

For bilingual positions, employees in those defined roles must demonstrate proficiency by passing the certified bilingual examination. For positions wherein bilingual skills may add value but are not required, employees may voluntarily test to receive the Level 1 stipend.

ELIGIBILITY PROCEDURES:
Employees who frequently utilize bilingual skills in their job are eligible to receive bilingual pay subject to the following provisions. To be eligible, employees must pass a certified test demonstrating their bilingual conversational fluency. Scoring for the proficiency test will be pass/fail, and that score will remain in place while the employee remains in a position requiring bilingual proficiency. When first requesting bilingual pay, an employee's certificate must be dated within five

(5) years of stipend request date.

Bilingual pay will cease when an employee is transferred, promoted, demoted, or otherwise moved into a position that is not designated as bilingual or eligible for a bilingual stipend. **Additionally, the stipend may end in the case that any program and/or department/division no longer has funding to sustain the stipend, and thus is not guaranteed.**

BILINGUAL PAY:

1. Employees who qualify for a bilingual stipend (Level 1) will receive $50 bi-weekly for their certificated skills.
2. Employees in bilingual positions (Level 2) will receive an additional $3/hour as premium pay.
3. Compensation will be effective during the payroll period following certification entry into the employee record.
4. Bilingual pay will be processed through Payroll and will be considered taxable wages.
5. Retroactive pay for bilingual skills will not be authorized unless at the agency's error.
6. Bilingual pay will be expensed to the program(s) or project(s) that receive the benefit of the employee's bilingual skills.

PROGRAM GUIDELINES:

For the purpose of this policy, English is considered to be the primary language, and any other language used under this program will be considered as a secondary language.

The Director of Human Resources shall designate qualifying languages and authorize the full number of positions to receive bilingual pay based on the needs of the agency. For newly developed positions in the organization, the determination of whether the job description should indicate bilingual skills are required or preferred will be made in partnership with Program Directors or Chiefs and the Director of Human Resources, and all such positions must be approved by the Personnel Committee. Directors and Chiefs alone retain the authority to determine if a position should no longer be designated as a bilingual position or offer a bilingual stipend.

During the time of any leave of absence without pay, employees will not be eligible for bilingual pay.

The Bilingual Pay Policy can be suspended or canceled at any time as determined by the Chief Executive Officer, at their discretion. Any modification of this policy will require prior approval by the CAPK Board of Directors.

EXAMINATIONS:

Candidates for bilingual designated positions may select Bakersfield College, or any certificated location to conduct the test.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 6, 2024

Subject: *Agenda Item 4(c)*: Update to Employee Handbook Section 8.3: Non-Exempt Employee Time Records (Minute-to-Minute) – **Action Item**

Summary

As part of our ongoing commitment to valuing our employees, we are bringing forth enhanced updates to Section 8.3: Non-Exempt Employee Time Records with Minute-to-Minute timekeeping. These changes, reviewed and recommended by both leadership and KDG legal counsel, aim to enhance precision and accountability in tracking employees' work hours, which will facilitate more accurate payroll management.

According to the State of California's Labor Code, every minute an employee works must be compensated. Rounding is permitted if it has a de minimus effect and favors the employee. However, due to the 2023 case *Camp v. Home Depot (pending CA Supreme Court review)*, companies that have precise timekeeping methods should capture exact time.

Policy Changes

Effective April 1, 2024, we will be implementing minute-to-minute timekeeping for all non-exempt employees. This decision has been made to ensure greater accuracy and accountability in recording work hours. By tracking time in this manner, we aim to streamline our payroll processes and pay employees for every minute worked.

Minute-to-minute timekeeping will provide a more precise record of the time spent on work tasks and projects. Employees will be accountable for accurately logging their work hours, ensuring transparency and fairness. This initiative promotes a culture of punctuality and time management within our organization, emphasizing the importance of adhering to scheduled work hours while simultaneously allowing flexibility for those employees who need it and who work in an environment that allows schedule adjustments.

To facilitate this transition, training sessions will be provided to familiarize supervisors, managers, and those impacted with the new timekeeping system.

Recommendation:

Staff recommends the Personnel Committee approve the updated Section 8.3 Policy described therein.

Attachments:

Section 8.3 Policy

8.3 Non-Exempt Employee Time Records

An employee's time record is their bill to CAPK for services rendered and is a legal document. All employees are expected to use CAPK's electronic timekeeping system. To be sure work time is paid in full, timestamp "In" at the beginning of the day, timestamp "Out" and "In" for lunch, and "Out" again at the completion of the day. Do not timestamp "In" or "Out" for the ten-minute rest periods since these breaks are on CAPK paid time. All time worked must be accurately reported on your time record accurately and to the minute. Failure to use the electronic timekeeping system will result in employee discipline.

Time worked is all the time that an employee is required to be performing duties for the company, which includes, but is not limited to, time spent performing your work duties, pre and post-shift work, preparatory paperwork, clean-up, set-up, donning and doffing, mandatory travel, or any other tasks performed in furtherance of work for CAPK. The following provisions are also included as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A non-exempt employee will not be permitted to perform work away from the premises, job site, or at home unless approved in advance in writing by the Director of Human Resources.
- **Break time.** Rest breaks of ten (10) minutes are counted as time worked and is paid time even though employees are relieved of all duty during rest breaks. Non-exempt employees do not clock out for rest breaks.

Each employee is responsible for recording all overtime worked, and reporting all missed breaks. It is the employee's responsibility to clock in and clock out for every shift worked (and all meal periods and other unpaid absences) accurately and to the minute. Employees may not begin work before they have clocked in. Non-exempt employees working "off the clock" for any reason is prohibited, and a serious violation of CAPK policy.

No one has the authority to require, allow or ask, directly or indirectly, any non-exempt employee to perform any work for CAPK "off the clock". If an employee forgets to clock in or out, or if an employee believes the timestamps are not accurate, they must notify their supervisor immediately, so the time can be accurately recorded for payroll purposes. Remember to record all time worked, even if it is during what should have been non-work time.

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

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

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

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Minute to Minute Pay

PRESENTED BY,

LISA MCGRANAHAN, DIRECTOR OF HUMAN RESOURCES

TRACY WEBSTER, CHIEF FINANCIAL OFFICER

Round is a great shape for balls, oranges, watches and even tires. “Round” should not be anything associated with employee wages. Employees should be paid for every minute they work.



Pay for Every Minute Worked

According to the State of California's Labor Code, every single minute an employee works must be compensated. Rounding is permitted if it has a de minimus effect. However, due to the 2023 case *Camp v. Home Depot*, companies that have precise timekeeping methods should capture exact time. (Case is pending CA Supreme Court review.)



Benefit to the Employee

- Rounding to the nearest quarter hour typically has a neutral effect on the employee. There are instances where time is rounded up and when it is rounded down.
  - For example, if a shift is 6 hours and 3 minutes, it is rounded down to 6 hours. However, a shift that is 6 hours and 8 minutes is rounded to 6.25 hours.
- When an employer has the ability to record actual time, the employee should be paid for every minute worked.
- CAPK values all staff. Plus, CAPK desires to follow the best legal guidance and pay employees for every minute they work.



California 30-Minute Minimum Lunch Requirement



Additionally….

- California specifically prohibits applying rounding to the 30-minute minimum lunch requirement, both in length of time of the break and the start time.
- CAPK's state of the art timekeeping system cannot ensure 100% compliance with this requirement while concurrently applying a rounding policy for the start and end of the workday.
- Currently, the review of the required 30-minute lunch periods are being manually reviewed. The application of minute-to-minute pay will allow the agency to improve the recording of time for employees and streamline the payroll process.



Does this Change Result in Increased Discipline?

Answer: Absolutely No!

- Intent of the change is to be compliant with changing guidance from agencies such as the California Employers Association.
- CAPK has the ability to pay employees for every minute they work with current technology in place. Therefore, CAPK employees should no longer have “rounding” applied to pay calculations.
- CAPK historically rounds in the favor of the employee.
- There is no intent for this policy to trigger attendance points or disciplinary action. However, employees who intentionally punch in early to accumulate overtime will be coached against this practice.



Other Questions

More Questions

- What if the timeclock does not capture my time or doesn’t work?
  - Contact your supervisor to coordinate timecard edits by email.
- If I am short minutes, how do make my time whole?
  - You will not be required to request minutes of time. However, you may request vacation time through ADP.


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MEMORANDUM

To: Personnel Committee

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

Date: March 6, 2024

Subject: *Agenda Item 4(d):* 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 February 2024, the following information is presented to the Personnel Committee:

- 604 staff currently employed.
- 97 vacant positions.
- Onboarding of 11 new staff members.
- Three (3) resignations.
- Conducted nine (9) days of interviews for eight (8) 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.

Grand Canyon University is extending a special opportunity to CAPK staff with a 35% reduction in tuition fees for those pursuing a bachelor's degree in education along with a credential, specifically for the March cohort. Concurrently, a digital flyer is prominently displayed at the F. St. DMV facility, spotlighting employment prospects within the Head Start program.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of February 28, 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	40	100%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	20	83%	9	6	3	67%
Angela Martinez HS	60	59	98%	19	11	8	58%
Bakersfield College	32	23	72%				
Blanton	16	14	88%				
Broadway (PY)	40	40	100%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	21	88%	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	68	89%	19	17	2	89%
E. Cal	40	36	90%	13	12	1	92%
E. Cal EHS	12	10	83%	6	3	3	50%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	31	79%	9	6	3	67%
Garden Pathways	11	11	100%				
Gianone	16	0	0%	8	2	6	25%
Harvey L. Hall EHS	60	44	73%	24	18	6	75%
Harvey L. Hall	80	40	50%	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	19	79%	13	11	2	85%
M. Massei	16	13	81%	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	16	80%	5	5	0	100%
Mojave (PY)	20	16	80%	4	4	0	100%
Oasis EHS (PY)	8	4	50%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	24	50%	20	11	9	55%
Pete Parra HS	80	51	64%	23	16	7	70%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	60	34	57%	15	11	4	73%
Rosamond (PY)	60	40	67%	16	13	3	81%
San Diego EHS	32	24	75%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	18	75%	12	10	2	83%
Shafter	20	19	95%	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	41	64%	26	20	6	77%
Sterling HS	60	58	97%	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	17	40%				
Tehachapi (PY)	34	29	85%	4	4	0	100%
Vineland (PY)	20	12	60%	5	4	1	80%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	37	62%	17	13	4	76%
Willow (PY)	40	39	98%	9	9	0	100%
Home Base Kern 152	152	107	70%	14	14	0	100%
SJC EHS HB 130	142	88	62%	12	9	3	75%
Total	**2083**	**1478**	**71%**	**554**	**438**	**116**	**79%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Fairfax ~ 19		
Class A	7	2
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)	4	2
Oasis HS ~ 37		
Class B-SS	17	3
Class C- SS	20	2
Pete Parra EHS ~ 48		
Class 3	5	2
Class 4	3	2
Class 5	20	2
Class 6	20	2
Pete Parra HS ~ 80		
Class B-FD	8	1
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-D-PD	60	11
Sterling EHS ~ 64		
Class 3	4	1
Class 7	8	1
Class 8	8	3
Vineland ~20		
Class A	8	1
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Lathrop 3	11	1
Stockton 6	12	1
Wesley ~60		
Class A-D	12	4

Classrooms Fully Closed	Total Slots	Staff Vac.
40	**447**	**79**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**21%**	**68.10%**
Open Enrollment	**79%**	**31.90%**

Funded Enrollment	2083	1478 71%

Active Enrollment	1636	1478 90%

Enrollment Data Run Date 2/28/2024 Staffing Data Run Date