DATE	May 17, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda - Rescheduled

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.	Resolution to Change Pension Trustee for 401(a) Plan from Charles Schwab to Nationwide Trust Company - ***Action Item (p. 3-5)***	Tracy Webster, Chief Financial Officer
b.	Adoption of Competency-Based Compensation Schedule with Proposed COLA - ***Action Item (p. 6-18)***	Tracy Webster, Chief Financial Officer Lisa McGranahan, Director of Human Resources
c.	Finance Department Salary Grade and Revised Job Descriptions – ***Action Item (p. 19-111)***	Tracy Webster, Chief Financial Officer Gabrielle Alexander, Director of Finance
d.	WIC Program Restructure - ***Action Item (p. 112-122)***	Susana Magana, Director of Health & Nutrition
e.	New Position for Family Child Care Program - ***Action Item (p. 123-129)***	Esperanza Contreras, Program Services Administrator
f.	Head Start Personnel Update – ***Info Item (p. 130-131)***	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
June 5, 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, May 14, 2024, by Margaret Frazier-Sanchez, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Date: May 17, 2024

Subject: *Agenda Item 4(a):* Resolution to Change Pension Trustee for 401(a) Plan from Charles Schwab to Nationwide Trust Company – **Action item**

In August 2023, the Board of Directors approved the transition of pension plans from The Standard to Nationwide. Since then, CAPK leadership has been actively collaborating with Nationwide to ensure a seamless transition. The completion of the pension plan switch is slated for the end of August 2024.

Accordingly, we are required to change pension trustees for the 401(a) plan from Charles Schwab to Nationwide Trust Company effective August 15, 2024. This action must be memorialized with a Board resolution.

The following represents the schedule for implementation:

January – July 2024	Weekly meetings with Nationwide
May 31, 2024	All governing documents completed
June 19, 2024	Transition letters and ERISA notices sent to all participants
August 6, 2024	Final payroll submitted to The Standard
August 8, 2024	Blackout period starts at 4 PM
August 15, 2024	Plan liquidation
August 16, 2024	Files sent to Nationwide
	Funds wired from The Standard to Nationwide
August 22, 2024	Final files received after liquidation and new plan goes live

Recommendation:

Staff recommends approving the switch of pension trustees for the 401(a) plan from Charles Schwab to Nationwide Trust Company, effective August 15, 2024, with resolution.

Attachment:

Resolution No. 2024-03

RESOLUTION # 2024-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Change of Trustee for the 401(a) Plan From Charles Schwab to Nationwide Trust Company Effective August 15, 2024

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on May 29, 2024, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the CAPK Board of Directors approved the change of pension plan providers for plans 401(a), 403(b), and 457(b) in August 2023.; and

WHEREAS, the trustee of the 401(a) pension plan must be changed from Charles Schwab to Nationwide Trust Company effective August 15, 2024, to facilitate a full transfer of the pension plan.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate the transfer of Charles Schwab as the 401(a) trustee to Nationwide Trust Company effective August 15, 2024.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 29th day of May 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

ADOPTING RESOLUTION

The undersigned authorized representative of Community Action Partnership of Kern (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on _____, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Plan and Trust effective _____, ___ 2024, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto are true copies of Community Action Partnership of Kern 403(b) Plan as amended and restated, and the Summary of Plan Provisions, which are hereby approved and adopted.

Date: _____

Signed: _____

_____
[print name/title]

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer
Lisa McGranahan, Director of Human Resources

Date: May 17, 2024

Subject: *Agenda Item 4(b):* Adoption of Competency-Based Compensation Schedule with Proposed COLA – **Action item**

Over the past several months, CAPK leadership has worked collaboratively with Human Resources, Finance, and Programs to develop a competency-based compensation schedule alongside proposed cost-of-living adjustments (COLA) of 2.35%. Utilizing CompEase, the team engaged in a process that involved assessing competencies, job responsibilities, and market trends aimed at ensuring fair and competitive compensation for employees. By leveraging CompEase to inform our decision-making, we ensure transparency and equity across our agency.

Summary of Proposed Changes

Over time, all departments will undergo evaluation through the CompEase system and transition to the proposed compensation schedule. Each evaluation will involve a review and update of job descriptions, competencies, and compensation, with all changes brought to the Personnel Committee. Collaboration with Finance will ensure alignment within budgetary constraints.

Fiscal Impact and Timeframe

The fiscal impact is expected to be minimal, as the majority of compensation falls within the designated grade levels, and budgets were planned with cost-of-living adjustments in consideration. In cases where positions fall outside the designated grades, collaboration with the Finance department is required, particularly if grade adjustments are necessary. The transition is anticipated to be finalized by the conclusion of the fourth quarter of 2024.

Recommendation:

Staff recommend approval of the proposed Competency-Based Compensation Schedule with a 2.35% COLA increase.

Attachments:
Current Comp Schedule
New Comp Schedule

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPETENCY-BASED COMPENSATION STRUCTURE

2024-25

Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Administrative Analyst	9	
Administrative Assistant - HS/SCD	6	
Adminstrative Coordinator	9	
Assistant Director - San Joaquin	14	X
Assistant Director of HS/SCD - Program	14	X
Attendance Specialist	8	
Attendance Supervisor	10	
Attendance Technician	6	
CACFP Monitor	9	
Center Based Administrator	14	X
Content Area Specialist - Inclusion	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist- Health	8	
Content Area Specialist- Wellness	8	
Data Analyst Supervisor	10	
Data Entry Clerk	5	
Early Head Start Education Manager	12	X
Early Head Start Partnership Supervisor	10	
Education Supervisor	10	
Enrollment and Attendance Manager	12	X
Enrollment Coordinator	9	
Enrollment Specialist	8	
Enrollment Supervisor	10	
Enrollment Technician	6	
Facility Manager	12	X
Family Engagement Specialist- CAS	8	
Family Engagement Supervisor	10	
Head Start Education Manager	12	X
Health and Nutrition Supervisor	10	
Home Base Manager	12	X
Home Base Supervisor	10	
Home Visiting Coordinator	10	
Home Visiting Initiative Liason	9	
Home Visiting Initiative Program Manager	12	X
Maintenance Manager	12	X
Mentor Coach	9	
Professional Development Coordinator	9	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPETENCY-BASED COMPENSATION STRUCTURE

2024-25

Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Professional Development Manager	12	X
Professional Development Technician	6	
Program Assistant	6	
Program Design and Management Administrator	14	X
Program Governance Coordinator	9	
Program Manager HS/SCD	12	X
Program Services Administrator	14	X
Quality Assurance Administrator	14	X
Quality Assurance Coordinator	9	
Quality Assurance Manager	12	X
Quality Assurance Specialist	8	
Quality Assurance Technician	6	
Site Supervisor I	11	
Site Supervisor II	11	
Support Services Manager	12	X
Wellness and Inclusion Supervisor	10	

Community Action Partnership of Kern
Competency-Based Compensation Schedule
2024-25 - PROPOSED 2.35% COLA

Board Approved: TBD

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
18	$159,785.60	$199,721.60	$221,900.00		$76.82	$96.02	$106.68
17	$137,155.20	$171,454.40	$205,753.60		$65.94	$82.43	$98.92
16	$119,475.20	$149,344.00	$179,212.80		$57.44	$71.80	$86.16
15	$105,643.20	$132,038.40	$158,433.60		$50.79	$63.48	$76.17
14	$94,910.40	$118,643.20	$142,355.20		$45.63	$57.04	$68.44
13	$83,137.60	$103,916.80	$124,696.00		$39.97	$49.96	$59.95
12	$74,006.40	$92,497.60	$111,009.60		$35.58	$44.47	$53.37
11	$66,019.20	$82,534.40	$102,336.00		$31.74	$39.68	$49.20
10	$59,051.20	$73,819.20	$88,587.20		$28.39	$35.49	$42.59
9	$52,936.00	$66,164.80	$79,414.40		$25.45	$31.81	$38.18
8	$47,548.80	$59,467.20	$71,344.00		$22.86	$28.59	$34.30
7	$42,868.80	$53,601.60	$64,313.60		$20.61	$25.77	$30.92
6	$39,291.20	$49,129.60	$58,947.20		$18.89	$23.62	$28.34
5	$35,131.20	$43,908.80	$52,707.20		$16.89	$21.11	$25.34
4	$33,280.00	$39,936.00	$47,923.20		$16.00	$19.20	$23.04
3	$33,280.00	$36,420.80	$43,700.80		$16.00	$17.51	$21.01
2	$33,280.00	$33,280.00	$39,977.60		$16.00	$16.00	$19.22
1	$33,280.00	$33,280.00	$33,280.00		$16.00	$16.00	$16.00

SEIU BARGAINING UNIT COMPENSATION SCHEDULE
2024-25 PROPOSED 2.35% COLA

Board Approved: TBD

UNIT A								
Head Start Teacher	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Teacher I (Permit)	22.23	22.57	22.91	23.24	23.59	-	-	-
Teacher I	26.11	26.50	26.90	27.31	27.72	-	-	-
Teacher II	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
EHS Teacher								
Teacher I (Permit)	22.23	22.57	22.91	23.24	23.59	-	-	-
Teacher I	26.11	26.50	26.90	27.31	27.72	-	-	-
Teacher II	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
Family Service Worker	23.24	25.64	23.95	24.31	24.68	-	-	-
Family Service Worker (AA/BA)	26.11	26.50	26.90	27.31	27.72	-	-	-
Assistant Teacher	18.64	18.91	19.20	-	-	-	-	-
Classroom Aide	16.75	-	-	-	-	-	-	-
Food Service Worker	17.40	-	-	-	-	-	-	-

UNIT B	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Food Production Driver	18.25	18.52	18.79	19.08	19.36	-	-	-
Lead Production Driver	19.34	19.63	19.93	20.23	20.52	-	-	-
Shift Leader	19.34	19.63	19.93	20.23	20.52	-	-	-
Cook	17.69	17.95	18.22	18.49	18.77	-	-	-
Custodian	16.75	-	-	-	-	-	-	-

UNIT C	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Maintenance Tech I	19.34	19.63	19.93	20.23	20.52	-	-	-
Maintenance Tech II	21.55	21.87	22.21	22.54	22.89	-	-	-

HEAD START DIVISION EDUCATION BASED COMPENSATION SCHEDULE
2024-25 PROPOSED 2.35% COLA

Board Approved: TBD

Head Start Teacher	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Teacher I (Permit)	22.23	22.57	22.91	23.24	23.59	-	-	-
Teacher I	26.11	26.50	26.90	27.31	27.72	-	-	-
Teacher II	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
EHS Teacher								
Teacher I (Permit)	22.23	22.57	22.91	23.24	23.59	-	-	-
Teacher I	26.11	26.50	26.90	27.31	27.72	-	-	-
Teacher II	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
Family Service Worker	23.24	25.64	23.95	24.31	24.68	-	-	-
Family Service Worker (AA/BA)	26.11	26.50	26.90	27.31	27.72	-	-	-
Assistant Teacher	18.64	18.91	19.20	-	-	-	-	-
Classroom Aide	16.75	-	-	-	-	-	-	-
Food Service Worker	17.40	-	-	-	-	-	-	-
Custodian	16.75	-	-	-	-	-	-	-
Early Childhood Educator (Permit)	22.23	22.57	22.91	23.24	23.59	-	-	-
Early Childhood Educator I	26.11	26.50	26.90	27.31	27.72	-	-	-
Early Childhood Educator II	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
Home Visitor - HVP Permit	22.23	22.57	22.91	23.24	23.59	-	-	-
Home Visitor - HVP AA	26.11	26.50	26.90	27.31	27.72	-	-	-
Home Visitor - HVP BA	30.19	30.64	31.10	31.57	32.05	32.53	33.02	33.51
Family Advocate	23.24	25.64	23.95	24.31	24.68	-	-	-
Family Advocate (AA/BA)	26.11	26.50	26.90	27.31	27.72	-	-	-

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	9	X
Accountant I - Finance	10	
Accountant II - Finance	11	
Accounting Administrator	12	X
Accounting Clerk - Finance	6	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Accounts Payable Supervisor	10	X
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - Executive	6	
Administrative Assistant - FHCC	6	
Administrative Assistant - VITA	1	
Administrative Assistant - Youth and Community Services	6	
Administrative Clerk	5	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator	9	
Advocacy & Public Relations Manager	11	X
Agency Relations Coordinator - Food Bank	8	
Assessor I - Energy	7	
Assessor II - Energy	8	
Assistant Director of Operations	13	X
Assistant Risk Manager	9	
Associate Director of Development	12	
Attendance Supervisor	9	
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	8	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
CalAIM Claims Analyst	10	
CalAIM Program Coordinator	8	
Cal Fresh Health Living Health Educator	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
CalVIP Outreach Worker	8	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Business Development Officer	16	X
Chief Facilities and Technology Officer	16	X
Chief Financial Officer	16	X
Chief Program Officer	16	X
Community Development Specialist - Comm. Development	8	
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Manager	10	X
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Data Analyst - HVP	8	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Finance	16	X
Director of Head Start / State Child Development	15	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Drafting GIS Specialist	10	
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFRC - Health & Nutrition	6	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Eligibility Specialist - Energy	8	
Eligibility Technician - Energy	5	
Energy Program Assistant	4	
Enrollment and Attendance Coordinator	8	
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Nutrition Education Technician - WIC	5	
Executive Assistant	10	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Facilities Specialist - Operations	9	X
Facility Manager - Operations	10	X
Family Advocate	5	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Finance Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	8	
Food Bank Administrative Supervisor	9	
Food Bank Pantry Technician	5	
Food Bank Volunteer Technician	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcer - Food Bank - Health & Nutrition	7	
Grant Administrator	12	X
Health & Safety Supervisor - HR	10	X
Health Educator - SYC - Community Development	8	
Homeless Food Prep Assistant	2	
Homeless Food Prep Coordinator	6	
Homeless Food Prep Lead	4	
Homeless Services Operations Manager	10	X
Homeless Program Coordinator	8	
Homeless Program Administrator	12	X
Homeless Program Supervisor	9	X
Homeless Shelter Worker	3	
Homeless Volunteer Coordinator	8	
Housing Navigator - CES	6	
Housing Services Navigator	6	
Housing Services Program Manager	10	X
Housing Services Program Specialist	7	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
HR Specialist - HR San Joaquin	9	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Human Resources Manager	11	X
Human Resources Technician - HR	6	
Information and Referral Coordinator - 211/Operations	7	
Information & Referral Specialist I - 211/Operations	4	
Information & Referral Specialist II - 211/Operations	5	
Information Systems Business Analyst I	10	X
Information Systems Business Analyst II	11	X
Information Systems Developer	10	
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Information Technology Administrator	12	X
Information Technology Infrastructure Manager	11	X
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Transport Driver	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Specialist - WIC	7	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	6	
Maintenance Technician II - Operations	7	
Migrant Childcare Family Services Manager	11	X
Migrant Childcare Outreach Coordinator	9	
Migrant Childcare Outreach Specialist	8	
Migrant Childcare Outreach Technician	6	
Migrant Childcare Subsidized Reimbursement Manager	11	X
Migrant Childcare Quality Assurance Coordinator	9	
Migrant Childcare Quality Assurance Specialist	8	
Migrant Childcare Quality Assurance Technician	5	
Multimedia Specialist	9	
Network Engineer	10	X
Nutrition Education Coordinator - WIC	10	X
Office Assistant - EKFRC - Health Nutrition	1	
Quality Assurance Coordinator - WIC	10	
Operations Supervisor - Food Bank - Health & Nutrition	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Operations Technician - Energy	6	
Outreach & Communications Supervisor	10	
Outreach Specialist - WIC	7	
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Outreach Specialist - VITA	6	
Outreach Specialist - CalFresh	8	
Outreach Specialist - Community Development	8	
Partnership Administrator	12	X
Payroll Specialist - Finance	8	
Payroll Supervisor - Finance	10	X
Payroll/HRIS Administrator - Finance	12	X
Process Improvement Manager	11	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - FHCC	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Administrator - WIC	14	X
Program Coordinator Coordinated Entry Systems	9	X
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	12	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Reviewer - VITA	4	
Receptionist - Administration	3	
Regional Breast Feeding Specialist - WIC	7	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Risk Manager	10	X
Senior Community Development Specialist I	10	X
Senior Community Development Specialist II	11	X
Service Desk Lead	10	
Services Clerk - MCAP - Health & Nutrition	1	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2024-25
Effective March 1, 2024

Job Classification/Position Title	Salary Grade	Exempt Status
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Utility Assistance & Outreach Manager - Energy	11	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	5	
Weatherization Assistant Manager - Energy	10	
Weatherization Inspector I - Energy	9	
Weatherization Inspector II - Energy	9	
Weatherization Installer I - Energy	6	
Weatherization Installer II - Energy	7	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	4	
WIC Administrative Coordinator	10	
WIC Degreed Nutritionist - WIC	10	
WIC Nutrition Specialist - WIC	7	
WIC Training Coordinator	10	

Community Action Partnership of Kern
2023-24 - 5.6% COLA

Board Approved: 5/31/2023

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17 ***	$154,148.80	$192,670.40	$221,900.00		$74.11	$92.63	$106.68
16	$134,056.00	$167,523.20	$201,052.80		$64.45	$80.54	$96.66
15	$116,563.20	$145,683.20	$174,844.80		$56.04	$70.04	$84.06
14	$101,337.60	$126,692.80	$152,048.00		$48.72	$60.91	$73.10
13	$88,129.60	$110,156.80	$132,184.00		$42.37	$52.96	$63.55
12	$76,648.00	$95,784.00	$114,961.60		$36.85	$46.05	$55.27
11	$66,664.00	$83,324.80	$99,985.60		$32.05	$40.06	$48.07
10	$57,990.40	$72,446.40	$86,944.00		$27.88	$34.83	$41.80
9 **	$50,356.80	$63,024.00	$75,628.80		$24.21	$30.30	$36.36
8	$43,867.20	$54,787.20	$65,748.80		$21.09	$26.34	$31.61
7	$40,476.80	$47,611.20	$54,787.20		$19.46	$22.89	$26.34
6	$37,648.00	$44,324.80	$50,960.00		$18.10	$21.31	$24.50
5	$35,027.20	$41,225.60	$47,382.40		$16.84	$19.82	$22.78
4	$33,280.00	$38,396.80	$44,137.60		$16.00	$18.46	$21.22
3	$33,280.00	$35,672.00	$41,059.20		$16.00	$17.15	$19.74
2	$33,280.00	$33,280.00	$38,147.20		$16.00	$16.00	$18.34
1	$33,280.00	$33,280.00	$35,464.00		$16.00	$16.00	$17.05

* Based on 2,080 annual hours

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

*** Maximum of grade may not exceed Level II of the Federal Executive Schedule (EX)

MEMORANDUM

To: Personnel Committee

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

Date: May 17, 2024

Subject: *Agenda Item 4(c)*: Finance Department Salary Grade and Revised Job Descriptions – **Action Item**

CAPK Human Resources has been meeting with departments over the past few months to review and update job descriptions. The job descriptions have been reviewed utilizing the CompEase salary grading tool to ensure that positions are paid market wages.

The Finance leadership team met with Human Resources in April and reviewed each job description within the department. The competency of each position was evaluated against the established competency matrix within CompEase. Fair and equitable compensation for all staff members based on competencies was prioritized.

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

Summary of Proposed Changes
Below is a description of the proposed position changes:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Accountant I	Grade change and supervision received.	10 Min: $28.54 Mid: $35.65 Max: $42.78	10 Min: $28.39 Mid: $35.49 Max: $42.59
Accountant II	Grade change and supervision received.	11 Min: $32.80 Mid: $41.00 Max: $49.20	11 Min: $31.74 Mid: $39.68 Max: $49.20
Accounting Administrator - Finance	Grade change and responsibilities updated.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44

Accounting Administrator - Energy	Grade change and responsibilities updated.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Accounting Clerk	No changes.	6 Min: $18.53 Mid: $21.81 Max: $25.08	6 Min: $18.89 Mid: $23.62 Max: $28.34
Accounting Specialist	Supervision received, language refined, and updated education requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Accounting Technician - Finance	Supervision received, language refined, and updated education requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Accounts Payable Supervisor	Updated education and experience requirements.	10 Min: $28.54 Mid: $35.65 Max: $42.78	10 Min: $28.39 Mid: $35.49 Max: $42.59
Administrative Coordinator	No changes.	9 Min: $24.78 Mid: $31.01 Max: $37.21	9 Min: $25.45 Mid: $31.81 Max: $38.18
Billing Technician - Energy	Supervision received, language refined, and updated education requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Procurement Manager	Formerly Business Manager, title change to Procurement Manager and language refined.	11 Min: $32.80 Mid: $41.00 Max: $49.20	12 Min: $35.58 Mid: $44.47 Max: $53.37
Procurement Contract Specialist	Formerly Business Contracts Specialist, title change to Procurement Contract Specialist, grade change and language refined.	9 Min: $24.78 Mid: $31.01 Max: $37.21	9 Min: $25.45 Mid: $31.81 Max: $38.18
Procurement Technician	Formerly Business Technician, title change to Procurement Technician, education updated and language refined.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Director of Finance	Grade change, supervision exercised, updated requirements, and updated responsibilities.	14 Min: $49.86 Mid: $62.34 Max: $74.82	16 Min: $57.44 Mid: $71.80 Max: $86.16
Finance Administrator	Grade and responsibilities updated.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Billing Supervisor – Energy	Formerly Fiscal Coordinator, title change to Billing Supervisor-Energy, grade change and updated supervision exercised.	9 Min: $24.78 Mid: $31.01 Max: $37.21	10 Min: $28.39 Mid: $35.49 Max: $42.59
Fiscal Technician – Energy	Updated supervision received, responsibilities, and education requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30

Operations Technician – Energy	Grade changed.	6 Min: $18.53 Mid: $21.81 Max: $25.08	7 Min: $20.61 Mid: $25.77 Max: $30.92
Payroll Specialist	Language refined.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Payroll Supervisor	Language refined.	10 Min: $28.54 Mid: $35.65 Max: $42.78	10 Min: $28.39 Mid: $35.49 Max: $42.59
Payroll/HRIS Administrator	Grade change, supervision exercised, updated requirements, and updated responsibilities.	12 Min: $37.72 Mid: $47.13 Max: $56.57	13 Min: $39.97 Mid: $49.96 Max: $59.95

Fiscal Impact and Timeframe

The updated job descriptions have been reviewed and approved by Human Resources. Employees whose positions have been re-evaluated are compensated within the salary range corresponding to the new grade. The budget for 2024-25 has been adopted and approved by the Board, including projected salary increases.

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:

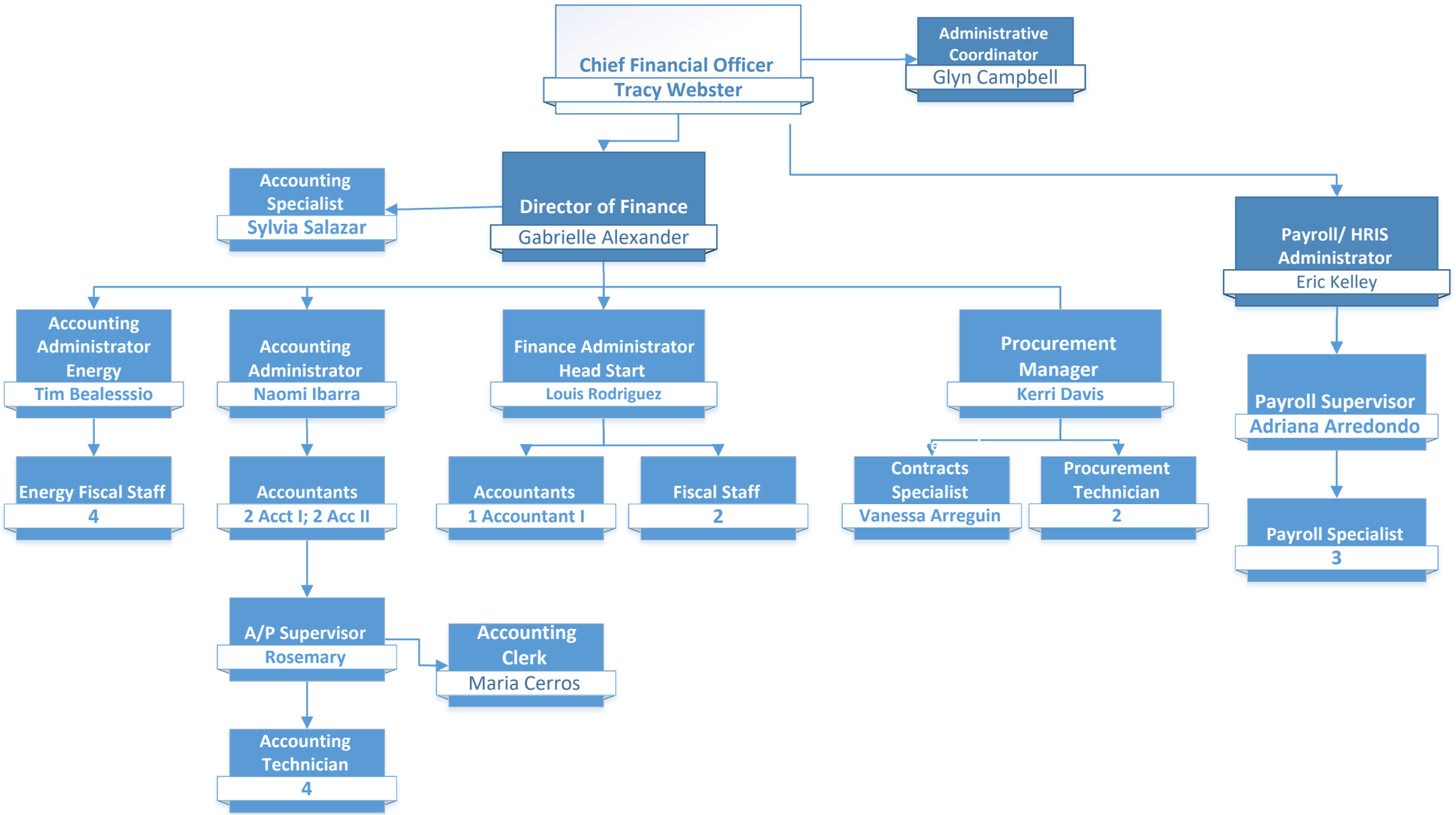
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommends the Personnel Committee approve the revisions to the Finance Department job descriptions and proposed salary grades assigned to each position.

Attachments:

Organizational Chart
Accountant I Job Description
Accountant II Job Description
Accounting Administrator - Finance Job Description
Accounting Administrator - Energy Job Description
Accounting Clerk Job Description
Accounting Specialist Job Description
Accounting Technician - Finance Job Description
Accounts Payable Supervisor Job Description
Administrative Coordinator Job Description
Billing Technician - Energy Job Description
Procurement Manager Job Description
Procurement Contract Specialist Job Description
Procurement Technician Job Description
Director of Finance Job Description
Finance Administrator Job Description
Billing Supervisor - Energy Job Description
Fiscal Technician - Energy Job Description
Operations Technician – Energy Job Description
Payroll Specialist Job Description
Payroll Supervisor Job Description
Payroll/HRIS Administrator Job Description



Revised 04.30.24

Administrative 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 09 **FLSA Status:** Non-Exempt **Date Approved:** 09/27/2023

SUMMARY:
Under the direction of the Chief and/or Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Chief and/or Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from Chief and/or Division Director.

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:
- Performs a wide variety of duties for the Chief and/or Director that are complex, detailed, and highly confidential.
- Maintains official records system for the division.
- Coordinates, plans, and serves as the primary point of contact for Chief and/or Director's management team meetings.
- Manages and coordinates the Chief's and/or Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Chief and/or Director.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.
- Monitors budget for department managed by the Chief and/or Director.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.

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- Schedules and organizes activities such as meetings, training, and travel for the Chief and/or Director and staff.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and equipment, including computers.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- 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.

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.

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- Any combination of education and or experience that demonstrates a high degree of competency.

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.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Administrative 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	

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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					

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Chief Financial Officer

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

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:** 04/20/2020

SUMMARY:
The Chief Financial Officer is responsible coordinating the activities of the Finance department to include, but not limited to, planning, organizing, and guiding efficiencies and compliance of the financial and accounting functions of the organization, efficient and accountable procurement, and general business operations of the agency.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer (CEO).

SUPERVISION EXERCISED:
Director of Finance, HRIS/Payroll Administrator, and Administrative Coordinator. Indirect supervision of all subordinate Finance staff.

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:

- Plan, organize, coordinate, guide, and control the overall financial and accounting functions of the organization.
- Drives best financial practices within the agency by publicizing standard operating procedures, keeping the senior leadership team, board, and staff up to date on agency financial status, and by generally serving as a point of reference for all growth plans and projects within the agency.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, government regulations, and guidelines.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the finance department; directs the preparation and administration of the agency's budget. Provides oversight for and manages all budgets, forecasts and internal financial plans and processes.
- Design and implement financial reporting systems and human resource information systems (HRIS).
- Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances.
- Make decisions to ensure a vibrant workforce in compliance with state and federal law.
- Align resources to ensure operations meet the needs of Agency programs.
- Prepare and present monthly, quarterly, and annual financial reports that accurately reflect the financial position of the organization.
- Provide technical support in developing and preparing budgets, budget modifications and

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amendments, and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.

- Identify and present financial issues. Make recommendations on appropriate action for resolution.
- Identify and present matters concerning employee relations and changing employment law.
- Explores and suggests how the agency can invest its reserves and resources to generate passive income.
- Reviews short and long-term goals considering existing and projected financial resources available.
- Creates data-based long- and short-term goals, budgets, and forecasts.
- Participates in all internal planning regarding agency's proposed program expansion, to ensure alignment of program, outreach, and training plans with financial projections.
- Establishes annual priorities and benchmarks and conducts regular reporting, measuring projections against actual performance.
- Generates weekly, monthly, quarterly, and annual reports as needed to monitor, evaluate, and optimize cash-flow and liquidity.
- Act as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Oversee and facilitate the annual organization-wide audit as well as funding source fiscal monitoring visits.
- Provide general business, financial, and operational advice to the CEO, board, executive team, and other stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep the agency on track.
- Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
- Maintain effective working relationships and communications with senior management, the Board of Directors, funding source representatives, banks, auditors, and others as needed to keep close to agency's major expenditures and sources of revenue.
- Utilizes technology to optimize all reporting and analytical functions. Directs the conducting of analytical studies, develops and review reports of findings, alternatives, and recommendations.
- Represents the interests of the agency in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public. Monitors developments and legislation related to financial matters, evaluates their impact upon agency operations, and recommends and implements policy and procedural improvements.
- Serve as primary support staff contact to the Budget & Finance and Audit & Pension Committees of the Board of Directors.
- Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
- Train staff on effective use of the accounting software applications/modules.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

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- Builds top-tier internal finance team by actively recruiting, training, and developing talented accountants, analysts, technicians, and payroll staff, as needed.
- Selects assigned staff and provides for their training and professional development; is responsible for morale, productivity, review, and discipline of department staff.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:

- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Work under frequent time pressures or deadlines.
- Supervise and motivate a diverse group of individuals.
- Research and resolve financial issues and problems.
- Analyze financial data with successful results.
- Prepare accurate and concise financial statements, reports, and budgets.
- Establish and maintain good working relationships, internally and externally, with funding sources, banks, board of directors, and auditors.
- Exercise good and independent judgment.
- Demonstrate initiative and ingenuity.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) or master's degree preferred.
- Minimum of 15 years of progressive financial accounting experience, including seven (7) years of supervisory experience.
- Experienced in integrating IT systems to improve accounting productivity and accuracy.
- Experienced at working with external auditors, compliance, and regulatory oversight; commitment to results; "can-do" mindset; outstanding problem-solving ability.
- Experience in change leadership and change management.
- Knowledge of principles, practices, and techniques of non-profit fiscal administration, including recruitment and selection, equal employment, financial analysis, and employee development; knowledge of Office Suite and Excel and familiarity with accounting software platforms.
- Knowledge and understanding of OMB requirements for non-profits.

- Experience in making public presentations clearly and concisely before large stakeholder groups.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Credit check with satisfactory history.
- 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 Chief Financial Officer			
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

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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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Director of Finance

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

SUMMARY:
Responsible for assisting the Chief Financial Officer (CFO) in overseeing and directing the coordination and implementation of financial management systems that ensure efficiencies and compliance on an organization-wide basis, including planning, organizing, guiding, and monitoring the overall financial and accounting functions of the organization.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer.

SUPERVISION EXERCISED:
Direct supervision of the Accounting Administrators, Finance Administrator-Head Start, Procurement Manager, and Accounting Specialist. Indirect supervision of all subordinate Finance staff.

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:

- Assist with the financial management and accounting functions of the Finance division.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, governmental regulations, and guidelines.
- Act as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Assist the CFO in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
- Assist the CFO in designing and implementing financial reporting systems.
- Assist in the preparation of monthly financial reports that accurately reflect the financial status of the organization for presentation to the Board of Directors.
- Design and recommend the use of financial dashboards for management decisions.
- Assist in developing and establishing budgeting standards to evaluate expenditures for all grants/contracts and programs.
- Identify and present financial issues and recommend appropriate action to strengthen and enhance the financial environment.
- Assist in the approval of expenditures within grant/program budget limits.
- Assist in the development and preparation of budgets, budget modifications, amendments, and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding.
- Assist in establishing and maintaining all banking relationships.
- Provide general business and financial advice to the CFO on the overall operations and

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financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
- Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
- Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives, banks, and auditors.
- Train staff on effective use of the accounting software applications/modules.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

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

Knowledge of:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Maintain and organize a variety of files, records, and logs.
- Work under frequent time pressures or deadlines.
- Supervise and motivate a diverse group of individuals.
- Research and resolve financial issues and problems.
- Analyze financial data with successful results.
- Prepare accurate and concise financial statements, reports, and budgets.
- Exercise good and independent judgment.

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

- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) preferred.
- Eight (8) years of progressive financial accounting experience, including four (4) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is

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desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Credit check with acceptable history.
- 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 Director of Finance			
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			x		

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Billing Supervisor – Energy

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for assisting the Energy Accounting Administrator with fiscal requirements of the Energy program, including monitoring, and analyzing general ledger accounts, particularly regarding inventory and contracts. Coordinates the work of the billing department to ensure that reports are accurate and submitted in a timely manner to the finance department. Assists management with the day-to-day operations of the program, including participation in and review of all regulations and reporting, funding source requirements, and procedures.

SUPERVISION RECEIVED:
Receives direct supervision from the Energy Accounting Administrator.

SUPERVISION EXERCISED:
Energy Billing 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 managing the program's inventory, including working with various inventory vendors, and ensuring that the inventory policies and procedures are being implemented.
- Responsible for ensuring all inventory purchases are entered into energy billing software and the Perpetual Inventory.
- Responsible for review of monthly activity to ensure that Perpetual Inventory and Real Time Inventory are accurately tracked.
- Supervises the billing technicians, including planning, coordinating, and monitoring their work to ensure there are no discrepancies in billing reports.
- Reviews monthly Material Usage Reports prior to submission to the Program Administrator for submission to the Finance department.
- Ensures all subcontractor invoices and materials used are entered and coded to the appropriate funding source for each dwelling.
- Evaluates billing technicians' performance, provides mentoring, coaching, and necessary disciplinary action when warranted.
- Provides training and technical assistance to billing technicians.
- Reviews, maintains, and enforces internal control procedures for inventory, fiscal, and billing departments.
- Responsible for reviewing and/or maintaining a review system for all documents, e.g., check requests, purchase orders, timesheets (for payroll allocation), mileage reports, and

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other fiscal documentation for accuracy, completeness, and reasonableness of purchases to ensure that Energy contracts are appropriately allocated and billed.
- Responds to and implements changes in procedures consistent with Weatherization Installations Standards, state, federal, and local regulations.
- Assists with reconciliation of various program accounts, including but not limited to, inventory and sub-contractors monthly.
- Assists with the procurement of goods and services, as needed.
- Assists with audits and state reviews.
- Prepares responses to inquiries from the finance department.

Other Job Specific Duties:
- Works on special projects as assigned.
- Maintains a safe and functional work environment.
- Conducts and attends meetings, training, and professional growth activities, as required.
- Performs other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Procurement policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office procedures and equipment.
- Word processing and related software applications.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Research and resolve accounting issues.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Gather and analyze data and prepare clear and concise reports.
- Meet and interview individuals and groups to provide accurate reports.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.

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 accounting, finance, or related field from any accredited college or university.

DRAFT

- Four (4) years of accounting/finance experience, including inventory experience.
- Any equivalent combination of education and/or experience may be accepted.

OTHER REQUIREMENTS:

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

DRAFT

	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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Billing Supervisor – Energy

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for assisting the Energy Accounting Administrator with fiscal requirements of the Energy program, including monitoring, and analyzing general ledger accounts, particularly regarding inventory and contracts. Coordinates the work of the billing department to ensure that reports are accurate and submitted in a timely manner to the finance department. Assists management with the day-to-day operations of the program, including participation in and review of all regulations and reporting, funding source requirements, and procedures.

SUPERVISION RECEIVED:
Receives direct supervision from the Energy Accounting Administrator.

SUPERVISION EXERCISED:
Energy Billing 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 managing the program's inventory, including working with various inventory vendors, and ensuring that the inventory policies and procedures are being implemented.
- Responsible for ensuring all inventory purchases are entered into energy billing software and the Perpetual Inventory.
- Responsible for review of monthly activity to ensure that Perpetual Inventory and Real Time Inventory are accurately tracked.
- Supervises the billing technicians, including planning, coordinating, and monitoring their work to ensure there are no discrepancies in billing reports.
- Reviews monthly Material Usage Reports prior to submission to the Program Administrator for submission to the Finance department.
- Ensures all subcontractor invoices and materials used are entered and coded to the appropriate funding source for each dwelling.
- Evaluates billing technicians' performance, provides mentoring, coaching, and necessary disciplinary action when warranted.
- Provides training and technical assistance to billing technicians.
- Reviews, maintains, and enforces internal control procedures for inventory, fiscal, and billing departments.
- Responsible for reviewing and/or maintaining a review system for all documents, e.g., check requests, purchase orders, timesheets (for payroll allocation), mileage reports, and

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other fiscal documentation for accuracy, completeness, and reasonableness of purchases to ensure that Energy contracts are appropriately allocated and billed.
- Responds to and implements changes in procedures consistent with Weatherization Installations Standards, state, federal, and local regulations.
- Assists with reconciliation of various program accounts, including but not limited to, inventory and sub-contractors monthly.
- Assists with the procurement of goods and services, as needed.
- Assists with audits and state reviews.
- Prepares responses to inquiries from the finance department.

Other Job Specific Duties:
- Works on special projects as assigned.
- Maintains a safe and functional work environment.
- Conducts and attends meetings, training, and professional growth activities, as required.
- Performs other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Procurement policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office procedures and equipment.
- Word processing and related software applications.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Research and resolve accounting issues.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Gather and analyze data and prepare clear and concise reports.
- Meet and interview individuals and groups to provide accurate reports.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.

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 accounting, finance, or related field from any accredited college or university.

DRAFT

- Four (4) years of accounting/finance experience, including inventory experience.
- Any equivalent combination of education and/or experience may be accepted.

OTHER REQUIREMENTS:

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

DRAFT

	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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Billing Technician - Energy

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 02/22/2023

SUMMARY:
Performs appropriate billing activities to ensure that reports are accurate and submitted to the Billing supervisor in a timely manner for review.

SUPERVISION RECEIVED:
Fiscal Coordinator-Weatherization

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:
- Checks client file to determine if an appliance was installed and coded correctly.
- Reviews inspection form to ensure all data was collected and all appropriate documents are attached to the file.
- Reviews job material list to ensure all materials installed are listed in CSD 540 form.
- Enters all inventory material installed in the dwelling onto the in-house billing sheet.
- Calculates and enters all hours worked for the assessors, installers, and inspectors onto the in-house billing sheet.
- Calculates the hours per measure for installers and enters onto the in-house billing sheet.
- Enters inventory material onto the Material Usage Report.
- Enter all data into energy billing software.
- Prints summary report and compares it to in-house summary sheet to ensure accuracy.
- Attends staff development activities, training, meetings, seminars, conferences, etc., as deemed necessary by supervisor.
- Maintains effective communications with supervisor, co-workers, and funding sources, as necessary.
- Participates in a cooperative team environment.
- Meets assigned contractual productivity goals monthly.
- Submits accurate and detailed files and records in a timely manner to supervisor.
- Manages time effectively for maximum productivity.

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.

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- Performs other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:
- Successfully complete energy billing software database training.
- Capable of multitasking and tracking multiple projects.
- Analyze problems and identify alternative solutions.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including ten-key calculator.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.
- Attend evening and weekend meetings.
- Communicate effectively, verbally and in writing.

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 business studies or related field.
- Two (2) years of billing and data entry experience.
- Two (2) years of experience working in a social service environment.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

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.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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

- Work is primarily performed indoors.

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

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

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Billing Technician - Energy

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 02/22/2023

SUMMARY:
Performs appropriate billing activities to ensure that reports are accurate and submitted to the Billing supervisor in a timely manner for review.

SUPERVISION RECEIVED:
Fiscal Coordinator-Weatherization

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:
- Checks client file to determine if an appliance was installed and coded correctly.
- Reviews inspection form to ensure all data was collected and all appropriate documents are attached to the file.
- Reviews job material list to ensure all materials installed are listed in CSD 540 form.
- Enters all inventory material installed in the dwelling onto the in-house billing sheet.
- Calculates and enters all hours worked for the assessors, installers, and inspectors onto the in-house billing sheet.
- Calculates the hours per measure for installers and enters onto the in-house billing sheet.
- Enters inventory material onto the Material Usage Report.
- Enter all data into energy billing software.
- Prints summary report and compares it to in-house summary sheet to ensure accuracy.
- Attends staff development activities, training, meetings, seminars, conferences, etc., as deemed necessary by supervisor.
- Maintains effective communications with supervisor, co-workers, and funding sources, as necessary.
- Participates in a cooperative team environment.
- Meets assigned contractual productivity goals monthly.
- Submits accurate and detailed files and records in a timely manner to supervisor.
- Manages time effectively for maximum productivity.

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.

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- Performs other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:
- Successfully complete energy billing software database training.
- Capable of multitasking and tracking multiple projects.
- Analyze problems and identify alternative solutions.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including ten-key calculator.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.
- Attend evening and weekend meetings.
- Communicate effectively, verbally and in writing.

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 business studies or related field.
- Two (2) years of billing and data entry experience.
- Two (2) years of experience working in a social service environment.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

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.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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

- Work is primarily performed indoors.

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

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

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Operations Technician

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

Salary Range: Grade 08 **FLSA Status:** Non-exempt **Date Approved:** 02/22/2023

SUMMARY:
Under the direction of the Accounting Administrator-Energy, responsible for inventory control and distribution, building, warehouse, diagnostic equipment, and fleet maintenance.

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator-Energy.

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:

- Ensures compliance with inventory control standards per Agency and grant specifications.
- Ensures that proper procedures are followed in the warehouse with respect to receiving, stocking, distributing inventory, and maintaining adequate stock levels, as determined by the Accounting Administrator-Energy.
- Conducts physical inventory of weatherization materials, supplies, and equipment monthly or as requested.
- Retrieves and distributes weatherization materials and supplies from crews daily.
- Following Agency procurement procedures, purchases materials from local vendors and obtains pricing for new materials when needed.
- Receives and stocks incoming weatherization materials and supplies.
- Reconciles daily inventory control sheets, enters the information into the RTI spreadsheet, Dwelling/Job Summary Report, and uploads to weatherization software.
- Research material discrepancies and coordinate with billing, as needed.
- Responsible for preparing and sizing materials into distribution portions.
- Handles disposal of damaged inventory following standard procedures.
- Assists Accounting Administrator-Energy with maintaining monthly perpetual inventory control report.
- Maintains calibration of diagnostic equipment, including updating the calibration logs, per procedures.
- Maintains the upkeep of the energy fleet vehicles, including updating the vehicle maintenance logs.
- Monitors upkeep and maintenance of the energy building under the guidance of the Accounting Administrator-Energy.

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- Maintains a clean and safe work environment.
- Maintains effective communication with program staff and funding sources, as necessary.
- Performs other 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.
- Departmental policies and procedures.
- Applicable state, federal and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications **(**Windows, MS Office, MS Access, MS Excel, and the Internet)**.**

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present Energy program information to the public.
- Establish professional working relationships with staff, outside vendors, and other agencies.

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 GED certificate required.
- Two (2) years' responsible experience in inventory control and database management preferred.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.

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- 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 provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Operations 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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Accountant II

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

Salary Range: Grade 11 **FLSA Status:** Non-Exempt **Date Approved:** 11/30/2022

SUMMARY:
Responsible for the high level and complex accounting and financial reporting functions of the organization, including preparing financial statements, preparing budget to actual reports, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenue, and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator or Finance Administrator (Head Start).

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

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

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- Manage position control data to ensure that positions are appropriately budgeted by funding source.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

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

Knowledge of:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment, Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:
- Prepare financial statements and reports.
- Analyze financial data.
- Research and resolve accounting issues.
- Work independently.
- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

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

- Bachelor's degree in accounting, business administration, or related field.
- Minimum of five (5+) years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

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

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WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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100+ lbs	x					

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Accountant I

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** 11/30/2022

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

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator or Finance Administrator (Head Start).

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

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

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- Maintain safe and functional work environment.

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

Knowledge of:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment,
- Word processing, advanced spreadsheet, general ledger database, and other related software applications.

Ability to:
- Prepare financial statements and reports.
- Analyze financial data.
- Research and resolve accounting issues.
- Work independently.
- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

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

- Bachelor's degree in accounting, business administration or related field.
- 3-5 years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.

OTHER REQUIREMENTS:
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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.

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

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

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Accounting 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:** 01/26/2022

SUMMARY:
Maintains and enhances the organization's finance department by planning, implementing directing, and coordinating the day-to-day accounting operations of the organization. Assists the Director of Finance with strategic leadership, implementation, and coordination of Finance activities and internal communications to ensure a positive culture and work environment, as well as appropriate fiscal compliance and accountability. Additionally, responsible for specialized accounting, auditing, and monitoring tasks.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance or Chief Financial Officer (CFO) in the absence of the Director of Finance.

SUPERVISION EXERCISED:
Directly supervises Accountant II's, Accountants I's, and Accounts Payable Supervisor.

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

Essential Job Specific Duties:

- Assist Director in strategic planning and implementation of best practices and processes with respect to Generally Accepted Accounting Principles, policies and procedures, and funding guidelines. Position is a hands-on leadership role.
- Train key management staff and division staff on effective use of the accounting and project management software modules/applications.
- Manage, plan, and coordinate the day-to-day accounting operations of the organization to include cash disbursements, cash receipts, and recording of all accounting transactions to the general ledger.
- Ensure the accuracy of the financial records of the organization.
- Review and analyze general ledger accounts to ensure reliability and accuracy.
- Review voucher packages to ensure completeness and accuracy, including proper authorizations and proper coding of transactions in accordance with the established chart of accounts.
- Assist with cash flow analysis to determine vendor payments to be processed in conjunction with cash availability.
- Maintain effective working relationships and communication with vendors of the organization.
- Ensure the timely depositing and recording of all cash and cash equivalents.
- Prepare audit schedules and financial schedules and reports as assigned.

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- Assist with facilitating the annual organization-wide audits and funding source financial onsite monitoring reviews.
- Provide technical support to program managers on use of the chart of accounts and maximizing use of grant/program funds.
- Direct the work of accountants charged with managing and monitoring program grant/contract spending.
- Coordinate with the Procurement on purchase orders and contract services agreements.
- Coordinate with Payroll on the recording of payroll related transactions.
- Ensure that the established general ledger, cash receipts, accounts payable and payroll accounting procedures and processes are followed.
- Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
- Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
- Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
- Supervise and evaluate Finance staff in performance of duties.
- Keep the Director of Finance and Chief Financial Officer informed on all issues affecting the accounting activities of the organization in a timely manner.
- Provide divisional oversight on all areas of the Finance Division in the absence of the CFO and/or Director of Finance.
- Stays current with relevant federal and state regulations and policies.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Organization and Finance Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles, methods, practices, and procedures concerning financial record management and reporting systems.
- Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment.
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems.
- Advanced accounting concepts: cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis.

Ability to:

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- Work under frequent time pressures or deadlines.
- Research and resolve accounting issues.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Use good organizational methods and procedures.
- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships, both internally and externally.
- Exercise good and independent judgment.
- Demonstrate initiative and ingenuity.
- Prepare fiscal, statistical, and written reports in a clear and concise manner.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in accounting, business administration or related field with at least 24 units in accounting and accounting related courses.
- Master's degree preferred but not required.
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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 Accounting 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			x		

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Accounting Administrator - Energy

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** 01/26/2022

SUMMARY:
Responsible for financial monitoring and reporting functions of program budgets/grants, including monitoring and analyzing assets, liabilities, revenue, and expenditures accounts, reviewing financial data, preparing budget to actual reports, and using findings to assist management with the day-to-day operations of the program.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance, or Chief Financial Officer (CFO) in the absence of the Director of Finance.

SUPERVISION EXERCISED:
Fiscal Coordinator-Energy, Operations Technicians, and indirect supervision of Fiscal Technician, Billing Supervisor, and Billing 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 and provides guidance to the Energy Program Administrator and Division Director responsible for Energy programs for all fiscal issues affecting grants/programs.
- Assist Director of Finance in strategic planning and implementation of best practices and processes with respect to Generally Accepted Accounting Principles, policies and procedures, and funding guidelines. Position is a hands-on leadership role.
- Manages the preparation and finalization of budgets and budget revisions.
- Train key management staff and division staff on effective use of the accounting and project management software modules/applications.
- Creates, maintains, and monitors a budget to actual report for each funding source along with an overall program budget and provides proposed budget modifications if expenditures are projected to exceed or underspend the budget.
- Establishes, maintains, and enforces internal control procedures for inventory, fiscal, and billing departments.
- Prepares a monthly financial/statistical report for use by the Energy Program Administrator and Division Director responsible for Energy programs.
- Prepares annual program audit schedules.
- Monitors inventory policies and procedures including review of monthly inventory reports for accuracy.
- Reconciles various program accounts, including but not limited to, inventory and sub-contractors monthly.

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- Review data entered in program software, state database(s), and the general ledger.
- Responsible for entering data into the State of California Department of Community Services and Development Expenditure Activity Reporting System.
- Provides recommendations for improving and/or streamlining processes.
- Prepares financial reports for grants/contracts in accordance with funding source requirements.
- Analyzes general ledger accounts for propriety and accuracy.
- Keeps Division Director of Energy Programs and Energy Program Administrator informed on all financial issues affecting grants/programs and recommends solutions for improvement.
- Provides support to key program management staff on the effective use of the accounting software applications/modules.
- Provides technical support to staff in resolving budget, financial, and reporting issues.
- Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
- Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
- Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
- Keep the Director of Finance and Chief Financial Officer informed on all issues affecting the accounting activities of the organization in a timely manner.
- Stays current with relevant federal and state regulations and policies.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Performs any 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:

- Generally accepted accounting principles.
- Applicable state, federal, and local laws, codes, and regulations.
- Organization and division policies and procedures.
- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, general ledger database, and related software applications.
- Department policies and procedures.

Ability to:

- Analyze financial data and prepare financial statements and reports.
- Research and resolve accounting issues.
- Work independently.

- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in accounting, business administration, or related field with at least 24 units in accounting and accounting related courses.
- Master's degree preferred but not required.
- Five (5) years of progressive financial accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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 Accounting Administrator - Energy			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	

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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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Accounting Clerk

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 06 **FLSA Status:** Non-Exempt **Date Approved:** 10/25/2023

SUMMARY:
Responsible for the overall clerical accounting duties of the Finance Division including regular communication with vendors, inventory, file maintenance, and overall administrative support of the department.

SUPERVISION RECEIVED:
Receives supervision from the Accounts Payable Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Receive, sort, and distribute to appropriate division personnel all incoming correspondence, including but not limited to mail, packages, and internal communications.
- Call vendors and communicate with leadership on various financial matters.
- Transport all bank deposits to the bank and run other deliveries as needed.
- Order and maintain division supplies keeping adequate inventory of office supplies to meet the needs of the division.
- Maintain all vendor files and assist with all other division files such as payroll and organizational documents.
- Assist in the accounts payable and general ledger areas of the division as needed.
- Assist in compiling supporting documentation for funding source monitors and auditors.
- Scan documents and file them appropriately in the electronic file systems.
- File and organize any paper documents.
- Coordinate year end document transportation to long term storage offsite.
- Perform other accounting clerical duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, general ledger database, and other related software applications.

Ability to:

- Work under frequent time pressures or deadlines.
- Use good organizational methods and procedures.
- Communicate effectively both orally and in writing.
- Follow instructions given by supervisor.
- Demonstrate strong organizational skills.
- Maintain effective working relationships with co-workers.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent
- Two (2) years of clerical experience, preferably in an accounting environment

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Be fingerprinted and pass the 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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Accounting Clerk				
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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Accounting 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 08 **FLSA Status:** Non-Exempt **Date Approved:** 08/03/2018

SUMMARY:
Under supervision, coordinates and performs duties related to preparing, processing, maintaining and reviewing financial, statistical, and accounting documents and records. Work is performed under general supervision but requires considerable independent judgment on technical matters.

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator and/or Director of Finance.

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:
- Reconciles general ledger accounts.
- Verifies accuracy of coding for disbursement transactions using the established chart of accounts.
- Serves as point of contact for program staff regarding the status of program transactions and facilitates closure of fiscal transactions as requested by the programs.
- Processes cash receipts to record in the general ledger.
- Prepares documents to support bank transactions.
- Compiles cash receipts and general ledger supporting documentation for funding source monitors and external auditors.
- Monitors and follows up on stale dated checks.
- Performs transaction allocations and prepares allocation journal entries.
- Maintains filing system for grants, contract service agreements, leases, cash receipts, journal entries and other financial documents.
- Prepares audit schedules as needed.
- Monitors compliance for internal controls.
- Assists in the preparation of financial schedules and reports.
- Provides technical support to staff in related fiscal areas.
- Performs Accounting Technician duties as needed during absences.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Works on 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.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- Accounts payable, accounts receivable and general ledger functions.
- Proper grammar, punctuation, and spelling.

Ability to:

- Effectively manage multiple tasks and deadlines.
- Maintain accurate fiscal and administrative records and reports.
- Review fiscal and related documents quickly and accurately.
- Make computations and tabulations quickly and accurately.
- Work with attention to detail.
- Read and interpret rules, policies, and procedures.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with internal and external customers.

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 business administration, accounting, or related field.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties.
- Accounting experience in a non-profit or governmental entity is desirable.

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.

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- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Accounting 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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Accounting 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 Grade: Grade 08 **FLSA Status:** Non-exempt **Date approved:** 08/21/2019

SUMMARY:
Responsible for the accounting activities to include, but not limited to, accounts payable and accounts receivable.

SUPERVISION RECEIVED:
Receives supervision from the Accounts Payable Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports.
- Process a variety of documents pertaining to financial transactions.
- Prepare documents to support bank transactions.
- Process general ledger data entry transaction into the accounting system.
- Analyze travel advances and liquidations for compliance with organization policies and procedures.
- Allocate transactions and prepare journal entries as needed.
- Maintain filing system for grants, contract service agreements, leases, journal entries, and other financial documents.
- Prepare audit schedules as needed.
- Assist in the preparation of financial schedules and reports.
- Make complex arithmetical calculations and verify computations.
- Aid in compiling cash receipts and general ledger supporting documentation for funding source monitors and auditors.
- May perform accounts payable and/or accounts receivable functions.
- Match purchase requisitions, purchase orders, receiving documents, and vendor invoices.
- Receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines.
- Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.

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- Prepare checks and disbursement packages.
- Ensure that the aging of accounts payable is within the organization guidelines.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Maintain a filing system for all unpaid invoices.
- Research and resolve any problems or inquiries associated with disbursement transactions.
- Assist in compiling cash disbursement supporting documentation for funding source monitors and auditors.

Other Job Specific Duties

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Methods, practices, and procedures of accounting and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, general ledger database, and other related software applications.

Ability to:

- Perform detailed accounting functions.
- Audit, review, and prepare financial reports, records, and related summaries.
- Make mathematical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Follow instructions given by supervisor.
- Maintain effective working relationships with co-workers.

EDUCATION AND EXPERIENCE

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

- High school diploma or equivalent and six (6) semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated experience working with spreadsheet applications.

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- Accounting experience in a non-profit or governmental entity is desirable.

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 the job.

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Accounting 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	

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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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Accounts Payable Supervisor

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

Salary Grade: 10 **FLSA Status:** Exempt **Date Approved:** 11/30/2022

SUMMARY:

Under the direction of the Accounting Administrator, the Accounts Payable Supervisor will be responsible for the accounting activities to include, but not limited to, the approval and organization of accounts payable activities and the execution of weekly payables tasks. Responsible for processing and general supervision of accounts payable tasks. Responsible for general guidance and training of Accounts Payable staff and processes.

SUPERVISION RECEIVED:

Receives supervision from the Accounting Administrator or Director of Finance.

SUPERVISION EXERCISED:

Accounting Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to 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:

- Train and supervise accounts payable accounting technicians in agency policies and procedures addressing expenditures.
- Monitor requests for payment to ensure that expenditures are approved and allowable.
- Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports.
- Process a variety of documents pertaining to fiscally related transactions.
- Prepare documents to support bank transactions.
- Process general ledger data entry transaction into the accounting system.
- Analyze travel advances and liquidations for compliance with organization policies and procedures.
- Allocate transactions and prepare journal entries as needed.
- Maintain filing system for grants, contract service agreements, leases, journal entries, and other financial documents.
- Prepare audit schedules as needed.
- Assist in the preparation of financial schedules and reports.
- Make complex arithmetical calculations and verify computations.
- Aid in compiling cash receipts and general ledger supporting documentation for funding source monitors and auditors.
- May perform accounts payable and accounts receivable functions.
- Match purchase requisitions, purchase orders, receiving documents, and vendor invoices.

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- Receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines.
- Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.
- Prepare checks and disbursement packages.
- Monitor and ensure that the aging of accounts payable is within the organization guidelines.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Maintain a filing system for all unpaid invoices.
- Research and resolve any problems or inquiries associated with disbursement transactions.
- Assist in compiling cash disbursement supporting documentation for funding source monitors and auditors.

Other Job Specific Duties

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Methods, practices, and procedures of accounting and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- MS Office Suite, specifically MS Excel.

Ability to:

- Perform detailed accounting functions.
- Audit, review, and prepare financial reports, records, and related summaries.
- Make mathematical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Follow instructions given by supervisor.
- Maintain effective working relationships with co-workers.

EDUCATION AND EXPERIENCE

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

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- High school diploma or equivalent; AA degree in business, accounting, or equivalent work experience highly preferred.
- Minimum of two (2) years supervisory experience or progressive responsibilities.
- Five (5) years of accounts payable or related experience.
- Experience working at a non-profit agency to include budgets, grants, detailed statistical reports, and position control desirable.

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 the job.

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Accounts Payable Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	

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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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Finance 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:** 06/30/2021

SUMMARY:
Maintains and enhances the organization's Finance department by planning, implementing directing, and coordinating the day-to-day accounting operations of the organization as it pertains to the Head Start programs. Assists the Director of Finance with strategic leadership, implementation, and coordination of Finance activities and internal communications to ensure a positive culture and work environment, as well as appropriate fiscal compliance and accountability. Additionally, responsible for specialized accounting, auditing, and monitoring tasks.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance or Chief Financial Officer in the absence of the Director of Finance.

SUPERVISION EXERCISED:
Directly supervises Accountant I and Accounting 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:

- Maintains an effective working relationship with the Head Start/State Child Development Division in implementing agency accounting policies, procedures, and controls within the program division; facilitates communication and coordination between the program division and Finance Division; in conjunction with the Director of Finance, acts as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Supervises, monitors, directs, and reviews performance of subordinate staff.
- Trains key management staff and division staff on effective use of the accounting software modules/applications.
- Prepares financial reports for grants/contracts in accordance with funding source requirements.
- Prepares and analyzes budget to actual reports monthly.
- Reviews and analyzes general ledger accounts to ensure reliability and accuracy.
- Analyze organization cash balances daily by grant and program.
- Prepares U.S. Treasury cash drawdown supporting schedules.
- Monitor revenues and expenditures of a diverse variety of grants, awards, and contracts under the program division, including Head Start, Early Head Start (Kern County and San Joaquin County), Childcare Partnerships, California Department of Education, County of Kern Home Visit Program, and Child and Adult Care Food Program.

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- Prepares periodic and special reports for financial, statistical, and other purposes for use by management staff.
- Prepares annual audit schedules, special purpose audit, and year-end adjustments.
- Provides technical support to program staff in resolving budget, financial, and reporting issues.
- Prepares and presents various reports of financial status to advise the Board of Directors, Policy Council, and staff of program progress; works with the Board of Directors and Policy Council in addressing the program division's budget and financial concerns; provides staff support to the Finance Committee.
- Stays current with relevant federal and state regulations and policies.
- Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
- Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
- Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
- Supervise and evaluate subordinate Finance staff in performance of duties.
- Keeps Chief Financial Officer and Director of Finance informed on all accounting and financial issues affecting grants/programs and recommends solutions for improvement.
- Performs other financial and accounting duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- 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:

- Organization and Finance Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles, methods, practices, and procedures concerning financial record management and reporting systems.
- Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs, and data processing related equipment.
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems.
- Advance accounting concepts, cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis.

Ability to:

- Prepare financial statements and reports.
- Analyze financial data.

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- Research and resolve accounting issues.
- Work independently.
- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, both internally and externally.
- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Exercise good and independent judgment.
- Demonstrate initiative and ingenuity.
- Prepare fiscal, statistical, and written reports in a clear and concise manner.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in accounting, business administration or related field with at least 24 units in accounting and accounting related courses.
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of 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 Finance 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			x		

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Fiscal Technician - Energy

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 02/22/2023

SUMMARY:
Under supervision, performs duties related to preparing, processing, maintaining, and reviewing financial, statistical, or fiscal documents and records.

SUPERVISION RECEIVED:
Receives supervision from Accounting Administrator-Energy.

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:
- Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports.
- Process a variety of documents pertaining to financial transactions.
- Reviews various fiscal documents, reports, and payments for accuracy and completeness.
- Compiles periodic, monthly, and quarterly fiscal and statistical reports.
- Provides technical support to staff in related fiscal and administrative areas.
- Maintains records and files.
- Makes travel arrangements and prepares travel advances and liquidations.
- Responsible for Energy procurement and the tabulation of allocated payroll for all Energy staff
- Match purchase requisitions, purchase orders, receiving documents, and vendor invoices.
- Receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines.
- Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Performs Clerk duties as needed.

Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Performs any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, database, and related software applications.
- Accounts payable, general ledger, and payroll functions.
- Proper grammar, punctuation, and spelling.

Ability to:

- Effectively manage multiple tasks and deadlines.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent and six (6) semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated experience working with spreadsheet applications.
- Accounting experience in a non-profit or governmental entity is desirable.

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.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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POSITION TITLE Fiscal 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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Payroll Specialist

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 11/30/2022

SUMMARY:
Under the supervision of the Payroll Supervisor, the Payroll Specialist is responsible for preparing and disbursement of the Agency's bi-weekly payroll using payroll and time and attendance software. The Payroll Specialist works in a team to perform detailed administrative support work establishing and maintaining the Agency's position control system, maintains electronic and hardcopy employee demographic and pay data, and calculates and submits manual check payment requests. The Payroll Specialist reviews and tracks position incumbencies and vacancies and ensures they are correctly related to current and former employees as appropriate. The Payroll Specialist routinely interfaces with Agency employees and managers regarding payroll and time and attendance activities and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Payroll Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Functions and Duties:

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

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

Other Job Specific Duties:

- Attend all meetings, training, and conferences as assigned.
- Maintain a safe and functional work environment.
- Perform any other like duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Organization and Human Resource Division policies and procedures.
- General payroll practices.
- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, and human resources and payroll processing systems (ADP or other).

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Ability to:

- Work independently, under frequent time pressures or deadlines and manage work time effectively.
- Use good organizational methods and procedures.
- Communicate effectively, verbally, and in writing.
- Maintain effective working relationships with co-workers.
- Listen and communicate (written and verbal) with excellent grammar, spelling, and proofreading skills to all levels of Agency.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent; AA degree in business, accounting, or equivalent work experience highly preferred.
- Three (3) years of payroll or related experience.
- Experience with HRIS and position control systems.
- Certified Payroll Professional certification desired.
- Experience with agency adopted payroll systems (any version), or e-Time Professional desired.
- Experience working at a not-for-profit agency to include budgets, grants, detailed statistical reports, and position control.
- Proficient in MS Office Suite, specifically MS Excel.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion, 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 moderate.
- Work is in an open office environment with persistent conversation and interruption.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE	Payroll Specialist			
Activity	**Hours Per Day**	**NEVER**	**OCCASIONALLY**	**FREQUENTLY**

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	0 HOURS	UP TO 4 HOURS	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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Payroll Supervisor

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

Salary Grade: Grade 10 **FLSA Status:** Exempt **Date Approved:** 11/30/2022

SUMMARY:

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

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Payroll Specialists

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to 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:

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

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

Other Job Specific Duties

- Attend all meetings, training, and conferences as assigned.
- Maintain a safe and functional work environment.
- 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.

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Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE

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

- High school diploma or equivalent; AA degree in business, accounting, or equivalent work experience highly preferred.
- Minimum of two (2) years supervisory experience or progressive responsibilities
- Five (5) years of payroll or related experience.
- Certified Payroll Professional Certification is required within one year of assuming the position.
- Experience with payroll and agency systems (any version), or e-Time Professional desired.
- Experience working at a not-for-profit agency to include budgets, grants, detailed statistical reports, and position control desirable.
- Proficient in MS Office Suite, specifically MS Excel

OTHER REQUIREMENTS:

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

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

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Payroll/HRIS 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 13 **FLSA Status:** Exempt **Date Approved:** 11/20/2019

SUMMARY:

Manages the Payroll function for the CAPK bi-weekly payroll, which includes timely and accurate payments to CAPK employees. Ensure proper time recording procedures are in place. Manages the time and attendance system and transfer of data to payroll. Responsible for proper accrual tracking and pay-outs of vacation time, sick leave, and/or floating holidays when required. Manage payroll adjustments. Acts as primary Administrator for all agency Payroll and Human Resources (HRIS) systems. This position is the primary point of contact and subject matter expert, ensuring data integrity, testing of payroll system changes/upgrades, testing, report writing, and analyzing data flows for process improvement opportunities. Prepares various reports and reviews system specifications and data interfaces to identify irregularities and troubleshoot issues. Acts as systems/technical point-of-contact for the Human Resources (HR) and Payroll team. Focuses on initiatives to automate and streamline system analysis, data integration, and reporting capabilities. Responsible for being current on Payroll and HR law.

SUPERVISION RECEIVED:

Receives supervision from the Chief Financial Officer.

SUPERVISION EXERCISED:

Payroll Supervisor and Payroll Specialists.

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: Payroll/HRIS Responsibilities

- Manages the Payroll function for the CAPK bi-weekly payroll, which includes timely and accurate payments to CAPK employees. Ensure proper time recording procedures are in place. Controls the time and attendance system and transfers data to payroll. Manage payroll adjustments.
- Responsible for proper accrual tracking and pay-outs of vacation time, sick leave, and/or floating holidays when required. Ensures timely processing of termination checks. Ensures accurate payroll deductions, including state and federal taxes, benefit deductions, garnishments, etc.
- Ensures that all local, state, and government laws relating to the payment of employees are followed. Responsible for payroll tax reports and paying the employer's share of applicable taxes.
- Acts as primary Administrator for all HR software systems and is the primary point of contact for the HRIS/payroll systems.
- Responsible for all payroll/HR software integration of the HRIS system: Benefits, Time & Attendance, Recruitment, Background Checks, Compensation, Performance

Evaluations, Organizational Structure in payroll system, and other applications that may be added.
- Administers reviewing, testing, and implementing HRIS/payroll system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of connections, upgrades, or fixes. Maintain HRIS/payroll system validation tables.
- Researches and resolves HRIS/payroll problems, unexpected results, or process flaws; performs scheduled activities; recommends solutions or alternate methods to meet requirements.
- Guides and trains staff in tasks, data entry, and HRIS/payroll system functions. Trains and guides users in utilizing HRIS/payroll and Time & Attendance. Documents processes/procedures for department use. Creates training documents for payroll system Time & Attendance, Performance Evaluation tool, and other documentation.
- Liaison with third parties and other stakeholders (e.g., payroll, benefit vendors, etc.). Works with HR to resolve billing issues regarding benefit carriers. Maintains awareness of current trends in HRIS/payroll system with a focus on product and service development, delivery, and support, and applying key technologies.
- Ensure confidentiality of employees, business, HRIS, and other sensitive data. Represents CAPK at required trainings/meetings as needed.
- Administers retirement plan eligibility determination, enrollment, and employee and employer plan contributions.
- Special projects as assigned.

Other Job-Specific Duties: Payroll HRIS
- Ensures that high-quality key metric reports are developed and implemented in a timely manner and data is presented in a logical and understandable format for the user via HRIS interface, MS Office tools, or Power BI/SharePoint/Tableau.
- Manages day-to-day reporting requests while maintaining various tables/codes in the system.
- Ensures data integrity and identifies opportunities for improvement.
- Detects, troubleshoots, and resolves data anomalies in a time-critical environment.
- Identifies issues and initiates resolution. Generates reports from HRIS/Payroll and/or other systems to assist in compensation analysis.
- Supports the annual performance management program, including annual merit increases and performance review tracking.
- Recommends process/customer service improvements, innovative solutions, policy changes, and/or major variations from established policy that must be approved by appropriate leadership before implementation.
- Assists with various surveys by retrieving the appropriate data, completing questionnaires, and coordinating with survey vendors.
- 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:

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- HRIS/payroll system database, design, structure, functions, and processes, such as ADP or other platform, talent acquisition management, background check software, and HRIS/payroll system/payroll time management systems.
- MS, Excel, Word, and PowerPoint (Advanced).
- Demonstrated knowledge of mathematical/statistical methods to develop reports and design presentations and graphs utilizing Microsoft Excel and Microsoft PowerPoint.
- HRIS software, including integrations of HR data between multiple systems such as HR and Payroll.
- Previous exposure to project-related activities through active participation in system-related projects.
- Payroll processing standards and state and federal laws.

Ability to:

- Manage multiple projects simultaneously.
- Adhere to strict confidentiality standards.
- Detect, troubleshoot, and foresee anomalies in data.
- Manage a heavy workload, prioritize work, and meet deadlines.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business, information systems, human resources, or related field or equivalent combination of education and experience.
- Three (3) to five (5) years of payroll experience.
- A minimum of three (3) years of functional experience in Human Resources HRIS software and/or three (3) years of experience with an agency-wide payroll system HRIS system is required.
- Two (2) to three (3) years of benefits management experience.
- Five (5) years' experience with progressive responsibility, including personnel functions and supervision.
- Certified Payroll Professional (CPP) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver 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.

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- 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 Payroll/HRIS 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			x		

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Procurement Contract 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 09 **FLSA Status:** Non-Exempt **Date Approved:** 08/08/2016

SUMMARY:
Under the supervision of the Procurement Manager, the Procurement Contract Specialist is responsible for preparing and reviewing basic contracts for services, contracts for goods, professional consultant agreements, and leases and memorandums of understanding, in addition to recurring business activities.

SUPERVISION RECEIVED:
Receives supervision from the Procurement Manager.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list of meant to be representative, not exhaustive. Some incumbents may not perform all of 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:

- Prepares and reviews basic contracts for services, contracts for goods, professional consultant agreements, leases, and memorandums of understanding (MOUs) based on recommended awards.
- Monitors contract terms/performance for renewal or expirations and renews as appropriate.
- Coordinates and is responsible for all activities related to leases for all buildings and/or land space agreements.
- Ensures all contracts and leases comply with federal and state regulations.
- Works with management to finalize lease agreements for new locations, renewals, or terminations and coordinates lease activity with the Facilities Manager and program staff.
- Manages and coordinates the purchase of a widely varied and diverse selection of commodities, including but not limited to, heavy equipment, vehicles, instructional items, office supplies, food service items, janitorial supplies, and many other supplies and equipment for purchases.
- Communicates effectively with coworkers, suppliers, salespersons, and the public to establish and maintain effective working relationships.
- Participates in cross-functional teams assigned to develop or evaluate contracts and proposals.

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- Assists in developing a variety of purchasing-related documents, which may include contract terms, conditions, specifications, and other contractual agreements.
- Prepares bid specifications and other required documents (including requests for quotations and requests for proposals) to solicit price quotations.
- Research/investigates vendor sources for product information to include evaluation and quality/suitability of supplies.
- Maintains electronic files on vendors, purchase orders, check requests, contracts, packing slips, and receipts for transactions.
- Contacts vendors to discuss products and resolve any delivery or order problems on orders.
- Assists the Procurement Manager in gathering, updating, and maintaining Agency inventory database and reports.
- Performs other duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings and conferences as assigned.
- Maintains a safe and functional work environment.

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:

- Contracts/business law.
- Applicable federal, state, and local laws, codes, and regulations.
- Administration, insurance, types of insurance, leases, and risk management.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications

Ability to:

- Analyze and interpret Agency and department policies and procedures and applicable federal, state, and local laws, codes, and regulations.
- Communicate effectively, verbally, and in writing to employees at all levels of the organization.
- Deal with conceptual matters.
- Demonstrate good interpersonal skills.
- Effectively present Agency program information to the public.
- Establish professional working relationships with staff, other 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.

- Associate or bachelor's degree in business administration, public administration, legal or paralegal studies, planning, finance, or a closely related field.

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- Three (3) years of administrative experience in purchasing and contracts, preferably with a non-profit organization, public agency, government funded agency, or similar type program.
- Experience as a paralegal preparing and reviewing contracts in a law firm or corporate legal department may be substituted.

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 provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Procurement Contracts 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	

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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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Procurement Manager

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

Salary Range: Grade 11 **FSLA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Director of Finance, the Procurement Manager coordinates all aspects of procurement, contracts, leases, inventory and assets, memorandum of understandings (MOUs), and risk management in accordance with funding source regulations and internal policies and procedures. This position is responsible for the continuity of service to support CAPK programs and to ensure the purchase of goods and services are at the lowest cost consistent with quality needed. The Procurement Manager ensures compliance with Code of Federal Regulations 2 CFR 200 – Uniform Administrative requirements, Cost Principles and Audit Requirement for federal awards.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance.

SUPERVISION EXERCISED:
Directly supervises the Procurement Contracts Specialist and Procurement Technician.

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

Essential Job Specific Duties:

- Identify, control, and develop purchasing processes and practices to ensure the best value for expenditure on goods and services. Procurement procedures must reflect the applicable state and local laws and regulations, as well as conform to applicable federal law.
- Communicate effectively with coworkers, suppliers, salespersons, and the public to establish and maintain effective working relationships.
- Participate in or lead cross-functional teams assigned to develop or evaluate contracts and proposals.
- Assist in developing a variety of purchasing-related documents including contract terms, conditions, specifications, and contractual agreements.
- Manage and coordinate preparation of bid proposals and construction and service contracts. Preside over public bid openings and analyzes and recommends award of contracts.
- Analyze requisitions for new service contracts and evaluate the efficiency of existing service contracts. Perform research to assist in determining the best method for procuring a wide variety of services. Evaluate proposals and assist other employees with proposal evaluation.
- Coordinate, monitor, track, and process all activities related to liability insurance policies for general liability, fire, automobile, and other insurance coverage. Process any required

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policy changes. Communicate with insurance carriers regarding insurance coverage and ensuring that proper insurance requirements are met.

- Coordinate and handle all activities related to Agency leases for all buildings and/or land space agreements. Ensure leases comply with federal, state, and local regulations. Assist Directors and/or Program Managers in negotiation or re-negotiation of leases, space agreements, contracts, or MOUs. Serve as liaison between tenants and landlords concerning complaints or problems. Track, update, and coordinate renewal of leases, space agreements, contracts, or MOUs.
- Gather, update, and maintain Agency inventory database and reports. Train staff on inventory policies and procedures. Assist program management staff with the disposition of state and federal assets.
- Process DMV transactions, including renewals, stolen or lost tag replacement, and smog notification.
- Mentor and supervise Procurement Contracts Specialist and Procurement Technicians.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned, including evenings and weekends.
- Maintain a safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Plan, organize, allocate, and control substantial resources.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Use computer software programs, such as Microsoft Office.
- Capable of conducting agency-wide training to improve procurement processes and procedures.

EDUCATION AND EXPERIENCE:

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

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- Bachelor's degree with a major in business administration, public administration, planning, finance, or a closely related field.
- Four (4) years' procurement experience in purchasing, contracts, and budgets, administering and managing employees, preferably in a non-profit organization, public agency, government funded agency, or similar program.
- Experience may be substituted for the education requirement on a year for year basis.
- Certification from the Universal Public Purchasing Council as a Certified Public Purchasing Buyer (CPPB) within one (1) year of hire is required.

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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Procurement 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					

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Procurement Technician

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 08/26/2020

SUMMARY:
Under the supervision of the Procurement Manager, the Procurement Technician is responsible for day-to-day recurring procurement activities, including review of purchase order requests to ensure that Agency procurement guidelines are followed and issuing purchase orders using accounting software, as well as performing other recurring business activities.

SUPERVISION RECEIVED:
Receives supervision from the Procurement 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:

- Research and/or investigate vendor sources for product information, including evaluation and quality/suitability of supplies.
- Contact vendors to discuss products and resolve any delivery or order problems.
- Helps coordinate the purchase of a varied and diverse selection of commodities, including, but not limited to, instructional items, heavy equipment, vehicles, office supplies, food service items, janitorial supplies, and many other supplies and equipment.
- Reviews purchase order requests and inputs data into the purchasing module of the accounting system.
- With final review provided by the Procurement Manager, finalizes and issues purchase orders to requestors.
- Maintains titles and licenses on all Agency vehicles, renewing licenses with DMV as appropriate.
- Maintains log of all Agency contracts and maintains electronic files of contracts.
- Monitors insurance renewal or expirations for contracts and leases and requests renewal policies as appropriate.
- Maintains business licenses for all Agency locations, renewing as appropriate.
- Assists the Procurement Contract Specialist, Procurement Manager, and Director of Finance, as needed.
- Maintains electronic files on vendors, purchase orders, check requests, contracts, titles, licenses, packing slips, receipts, inventory, etc.

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Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Performs any other 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,
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Demonstrate good interpersonal skills.
- Effectively present Agency program information to the public.
- Establish professional working relationships with staff, other agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent and six (6) semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated experience working with spreadsheet applications.
- Accounting experience in a non-profit or governmental entity is desirable.

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.

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

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

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health &

Date: Nutrition May 17, 2024

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

As you may recall, over the past few months, WIC leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it became evident that restructuring the department was necessary to optimize our performance and ensure compliance with contractual obligations.

As the program administration staff initiated the implementation process for the WIC restructuring changes approved by the Board on March 27, 2024, an error was found in the grade for the Breastfeeding Education Coordinator and the Nutrition Education Coordinator positions. The position competencies in CompEase were reviewed by the Director of Human Resources and program administration staff and it was concluded that these roles should be supervisor positions rather than coordinator positions. This determination was made due to the supervisory responsibilities exercised and the FLSA exempt status of these positions.

Summary of Proposed Changes

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Breastfeeding Education Supervisor	Formerly the Breastfeeding Education Coordinator. Grade change due to supervisory responsibilities exercised and FSLA status change.	10 Min: $27.88 Mid: $34.83 Max: $41.80	11 Min: $31.01 Mid: $38.77 Max: $46.54
Nutrition Education Supervisor	Formerly the Nutrition Education Coordinator. Grade change due to supervisory responsibilities exercised and FSLA status change.	10 Min: $27.88 Mid: $34.83 Max: $41.80	11 Min: $31.01 Mid: $38.77 Max: $46.54

Fiscal Impact and Timeframe

The adjustments in title and grade enable our program to align with market standards, enhancing our competitiveness in recruitment to fill existing vacancies and enhance retention efforts for the current fiscal year of 2023-2024. These modifications to the supervisor positions are endorsed by the WIC budget, which was thoroughly reviewed by the Chief Financial Officer. The restructuring proposal was presented to the Personnel

Committee on March 6, 2024, and subsequently approved by the Board on March 27, 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) Complete development and consolidation of revised job descriptions.

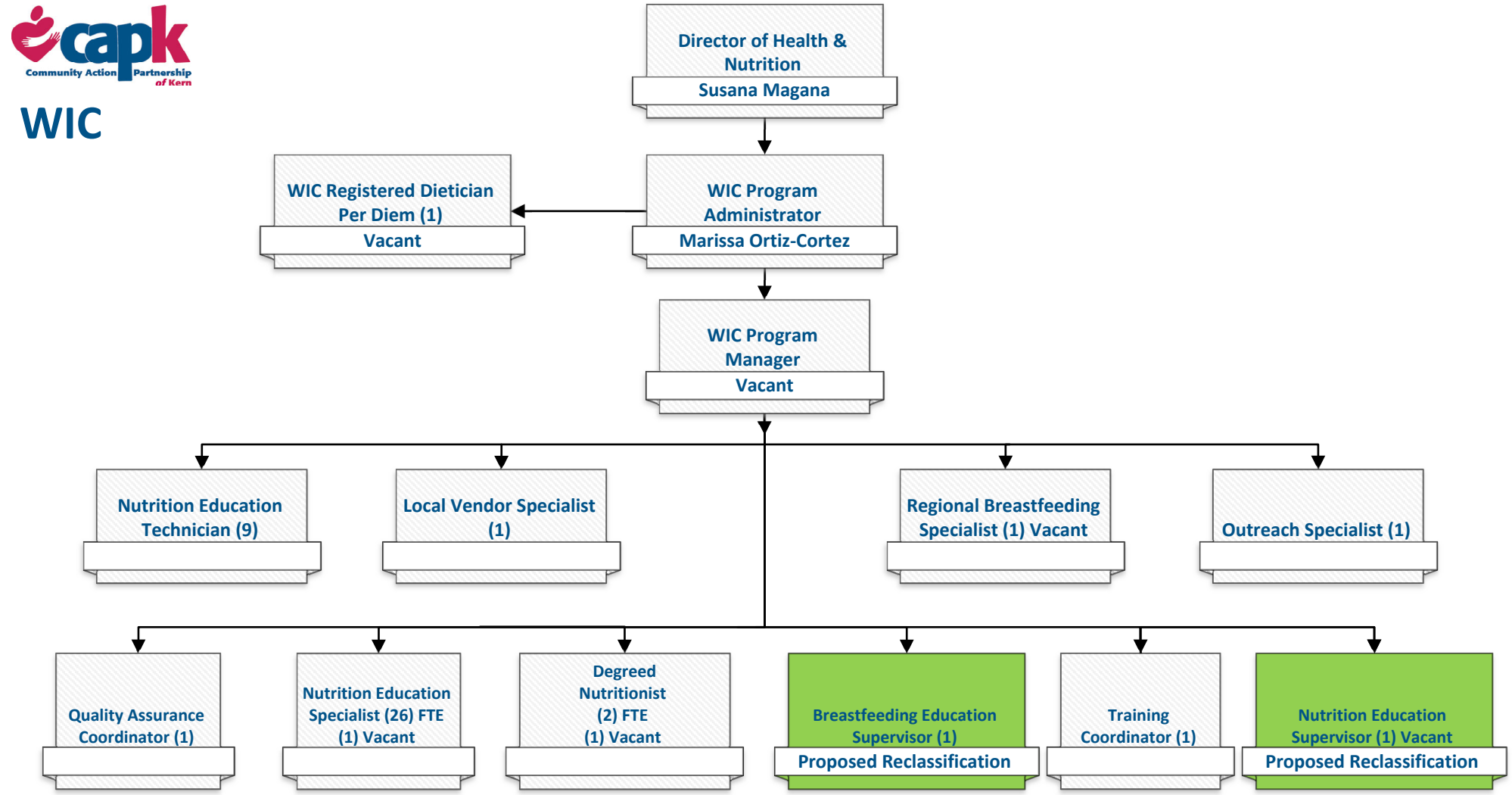
Recommendation:

Staff recommends the Personnel Committee approve the WIC Program reclassification of the Breastfeeding Education Supervisor and the Nutrition Education Supervisor job descriptions.

Attachments:

Organizational Chart
Breastfeeding Education Supervisor Job Description
Nutrition Education Supervisor Job Description

WIC


Director of Health & Nutrition
Susana Magana
WIC Registered Dietician Per Diem (1)
Vacant
WIC Program Administrator
Marissa Ortiz-Cortez
WIC Program Manager
Vacant
Nutrition Education Technician (9)
Local Vendor Specialist (1)
Regional Breastfeeding Specialist (1) Vacant
Outreach Specialist (1)
Quality Assurance Coordinator (1)
Nutrition Education Specialist (26) FTE (1) Vacant
Degreed Nutritionist (2) FTE (1) Vacant
Breastfeeding Education Supervisor (1)
Proposed Reclassification
Training Coordinator (1)
Nutrition Education Supervisor (1) Vacant
Proposed Reclassification

Legend


New Title
Proposed Reclassification

WIC Breastfeeding Education Supervisor

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The WIC Breastfeeding Education Supervisor 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.

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- 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.

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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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Breastfeeding Education Supervisor			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x

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

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

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WIC Nutrition Education Supervisor

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

Salary Range: Grade 11 **FLSA Status:** 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:
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

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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Nutrition Education Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x

Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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MEMORANDUM

To: Personnel Committee

From: Esperanza Contreras, Program Services

Date: Administrator May 17, 2024

Subject: *Agenda Item 4(e)*: New Position for Family Child Care Program – **Action Item**

In 2023, the Board of Directors approved the addition of a new position within our Head Start Division. This position will play a crucial role in the addition of the Family Child Care program operations and ensuring the highest standards of service delivery.

The Family Child Care Coordinator will be responsible for monitoring, training, and ensuring compliance among our in-home child care providers. This role will involve working closely with our providers to uphold the quality of care and adherence to our organization's standards. The position will be reporting directly to the Program Manager.

This new position is a direct result of additional funding allocated to support our Family Child Care (FCC) program. By bolstering our resources in this area, we aim to further enhance our services and ensure the well-being of those we serve. We believe that the addition of this position will significantly contribute to the effectiveness and efficiency of our operations.

Summary of Proposed Changes
Below is a description of the proposed new position and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Family Child Care (FCC) Coordinator	New Position	-	09 Min: $31.01 Mid: $38.77 Max: $46.54

Fiscal Impact and Timeframe
This position has been budgeted in the Head Start FY 2024 and is expected to be filled by July 1, 2024.

Strategic Plan Impact
As part of the 2021-25 Strategic Plan, specifically under Goal 2 and 4:

Goal 2: All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs. 2.1 Expand access to services and resources for health and safety of children and youth by providing a safe environment.

- Objective: 2.1.1 Identify and leverage emerging funding opportunities to expand services for both early childcare and youth services.
  a) Assess needed investment required to increase opportunities for all families needing extended hours of service for children ages 0-17 years of age.
  b) Increase capacity to provide slots by taking advantage of emerging

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 new Family Child Care Coordinator position at a grade 9.

Attachment:
Family Child Care (FCC) Coordinator Job Description

Family Child Care (FCC) 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 09 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the FCC Program Manager, the Family Child Care (FCC) Coordinator implements the Family Child Care program, aimed at enhancing knowledge, skill sets, and ongoing learning opportunities for licensed child care providers to share with families. This role supports performance standards, the School Readiness agency plan, and Community Care Licensing requirements. The FCC Coordinator conducts regular site visits, coordinates training/workshops, maintains and builds relationships with community resource and referral agencies to assist licensed child care providers and families. Additionally, they oversee the involvement of Head Start/Early Head Start parents in governance activities.

SUPERVISION RECEIVED:
Receives supervision from the Family Child Care (FCC) 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 enableindividuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide ongoing professional development through child development, role modeling, mentoring, and training that supports Parent, Family and Community Engagement Framework and School Readiness Agency Plan for staff and parents.
- Identify and provide training to parents, licensed child care providers and community partners,
- Analysis of a variety of data sources to facilitate consistent comprehensive quality program operations.
- Collaborate with management to ensure regulations are being followed and create and implement appropriate monitoring systems and reports to include service area plans, and goals and objectives.
- Collaborate with community agencies to ensure services to families are met.
- Assist with facilitating Policy Council and parent committees in communicating with parents to ensure that they understand their rights, responsibilities, and opportunities in the program and to encourage their participation in the program and volunteer their services for in-kind.
- Responsible for assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start (HS/EHS) Performance Standards, state and federal regulations, funding source requirements, and policies and procedures.

- Model communication and interactions that respects all individuals and their languages, abilities, religions, and cultures.
- Recruits, enrolls and re-certifies children in the Family Child Care Program in each service area according to the EHS and HS eligibility criteria. Conducts family intakes to enroll or refer as appropriate.
- Promotes parent involvement and provides program orientation to all parents.
- Supports EHS and/or HS families by helping identify problems and concerns. Meets with parents to fill out the Family Survey or Family Partnership Agreements and helps them to locate and connect with community resources. Engages with the families to determine strengths and areas for growth. Works on goal setting with the families.
- Assists in identifying special needs children and referring for assessment and appropriate services. Obtains pertinent medical and educational information needed for documentation for special needs children.
- Assures all child and provider files and records are in compliance with Head Start performance standards.
- Provides training and support for licensed child care providers to complete the Desired Results Developmental Profile (DRDP) assessment and develops educational goals for each child enrolled.
- Assists families in obtaining a medical home and resources for health, nutrition, and dental care. Participates with special health screenings and assists the Health Specialist with medical and dental data gathering and entry.
- Works closely with the Program Manager, coordinators and specialists on day-to-day operations as needed.
- Conducts home visits and conferences with parents as required and needed in service areas.

Work with licensed child care providers:

- Conducts site visits to monitor providers in the assigned areas using a monitoring tool at least twice monthly.
- Recruits and contracts licensed child care providers to provide child care services for eligible children in the EHS and/or HS Program.
- Provides technical assistance for all child care providers in the assigned areas.
- Develops and provides educational materials and curriculum activities for all child care providers which includes; child nutrition, child abuse reporting procedures, health and safety information in collaboration with the Content Area Specialists.
- Completes the Family Child Care Rating Scale and develops improvement goals for each contracted provider.
- Distributes supplies and equipment during the program year. Maintains a log of all equipment lent out and picks up all equipment at the end of the program year.
- Assists in conducting a regular program self-assessment as it pertains to the Family Child Care option.
- Ensures that providers are trained on program standards requirements.
- Supports providers in obtaining a Child Development Associate Credential (CDA) and/or other state educational requirements.
- Reviews child attendance monthly.

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Other Job Specific Duties:

- Performs a variety of administrative and clerical tasks, including data entry, creating documents and spreadsheets, running reports from ChildPlus or other databases, etc.
- Assists Administrators, Program Manager and Content Area teams with updating and implementing related program policies and procedures.
- Maintains funded enrollment for the Family Child Care program.
- Ensures parents and community meet the non-federal match (in-kind). Collects and records incoming in-kind documentation.
- Conducts monthly parent meetings and monthly provider meetings.
- Maintains knowledge of various agency child care programs and requirements.
- 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 Head Start 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.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Work with conceptual matters.
- Plan, organize, allocate and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present Head Start program to the public.
- Establish and maintain professional working relationships with staff, agencies, parents, and both internal and external stakeholders.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university with a major in one of the following disciplines is desired: human development, family development, or related field required.
- Must have a minimum of twelve (12) ECE/CD core units.
- Must have three (3) infant/toddler development units.

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- Two (2) years of case management experience in family services with Head Start, Early Head Start, social service program, or related group work and community organizations highly desirable.
- Previous experience in public relations is highly desirable, including public contact and liaison activity, giving presentations, training, and workshops.
- Experience working with young children and their families is highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current First Aid/CPR Certificate or will obtain one within 90 days of employment.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency in English/Spanish required.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Family Child Care Coordinator			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x

Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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MEMORANDUM

To: Personnel Committee

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

Date: May 17, 2024

Subject: *Agenda Item 4(f):* 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 April 2024, the following information is provided to the Personnel Committee:

- 599 staff currently employed.
- 102 vacant positions.
- Onboarded seven (7) new staff members.
- Twelve (12) resignations
- Conducted five (5) days of interviews for six (6) 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.

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

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	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	37	93%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	24	100%	14	14	0	100%
Cleo Foran EHS	8	8	100%	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	34	85%	13	12	1	92%
E. Cal EHS	12	10	83%	6	3	3	50%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	39	33	85%	9	6	3	67%
Garden Pathways	11	11	100%				
Gianone	16	0	0%	8	2	6	25%
Harvey L. Hall EHS	60	42	70%	24	18	6	75%
Harvey L. Hall	80	40	50%	25	19	6	76%
Heritage (PY)	20	19	95%	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	24	100%	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	17	85%	5	5	0	100%
Mojave (PY)	20	16	80%	4	4	0	100%
Oasis EHS (PY)	8	6	75%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	23	48%	20	11	9	55%
Pete Parra HS	80	50	63%	23	16	7	70%
Primeros Pasos EHS	16	14	88%	6	6	0	100%
Primeros Pasos HS	60	34	57%	15	11	4	73%
Rosamond (PY)	60	39	65%	16	13	3	81%
San Diego EHS	32	27	84%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	15	63%	12	10	2	83%
Shafter	20	20	100%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	36	56%	26	20	6	77%
Sterling HS	60	60	100%	18	16	2	89%
Sunrise Villa (PY)	20	19	95%	5	5	0	100%
Taft (PY)	60	57	95%	14	14	0	100%
Taft College	42	13	31%				
Tehachapi (PY)	34	27	79%	4	4	0	100%
Vineland (PY)	20	11	55%	5	4	1	80%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	39	65%	17	13	4	76%
Willow (PY)	40	39	98%	9	9	0	100%
Home Base Kern 152	152	98	64%	14	14	0	100%
SJC EHS HB 130	142	77	54%	12	9	3	75%
Total	**2083**	**1458**	**70%**	**554**	**438**	**116**	**79%**

Funded Enrollment	2083	1458 70%

Active Enrollment	1641	1458 89%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 1 & 2	16	6
Harvey Hall EHS ~ 60		
Class 7 & 8	16	5
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)	2	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
San Diego ~ 32		
Class 2 & 3	4	1
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	**442**	**78**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**21%**	**67.24%**
Open Enrollment	**79%**	**32.76%**

Enrollment Data Run Date 4/30/2024 Staffing Data Run Date