DATE	August 6, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. **Call to Order**

2. **Roll Call**

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

3. **Public Forum**

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. **New Business**

a. Position Analysis and Equity Review for Human Resources Positions - ***Action Item (p. 2-54)***	Lisa McGranahan, Director of Human Resources
b. 2024 All-Agency Job Fair Presentation - ***Info Item (p. 55-61)***	Lisa McGranahan, Director of Human Resources
c. Strategic Plan Goal 4 Update – ***Info Item (p. 62-64)***	Lisa McGranahan, Director of Human Resources
d. Head Start Personnel Update – ***Info Item (p. 65-66)***	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
September 4, 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, August 1, 2024, by Margaret Frazier-Sanchez, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources



Date: August 6, 2024

Subject: *Agenda Item 4(a)*: Position Analysis and Equity Review for Human Resources Positions – **Action Item**

Human Resources (HR) has been diligently working on a comprehensive position analysis of all HR roles within our organization. This initiative is part of our ongoing commitment to equity and fairness, ensuring that all positions are aligned with our new compensation schedule.

As part of this process, each job description has been meticulously reviewed and updated. Our goal was to ensure that job descriptions accurately reflect the current responsibilities and processes associated with each position. This thorough review and modification are crucial to maintaining transparency and consistency in how roles are defined and compensated. Key points of the position analysis include:

- Alignments with the new compensation schedule to ensure competitive and fair pay.
- Comprehensive review of each job description to reflect the current duties and responsibilities.
- Modifications made to align with our updated processes and goals.

Summary of Proposed Changes

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	No changes to job description.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Benefits Manager	Formerly the Health and Safety Supervisor; grade change from 10 to 12; supervision exercised; education and experience requirements.	10 Min: $28.54 Mid: $35.65 Max: $42.78	12 Min: $35.58 Mid: $44.47 Max: $53.37
Benefits Specialist	Formerly the Benefits Technician; grade change from 6 to 8; supervision received; duties and responsibilities; education and experience; and other requirements.	6 Min: $18.53 Mid: $21.81 Max: $25.08	8 Min: $22.86 Mid: $28.59 Max: $34.30

Human Resources Administrator	Grade change from 12 to 14; supervision exercised and education requirements.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Human Resources Generalist I	Supervision received; duties and responsibilities; education and experience	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Generalist II	Supervision received.	10 Min: $28.39 Mid: $35.49 Max: $42.59	-
Human Resources Generalist-DEI	Formerly Human Resources Generalist. Incorporated elements of DEI; changes to duties and responsibilities; education and experience.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Manager	Grade change from 11 to 12; changes to duties and responsibilities; education and experience.	11 Min: $32.80 Mid: $41.00 Max: $49.20	12 Min: $35.58 Mid: $44.47 Max: $53.37
Human Resources Specialist – San Joaquin	No changes.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Technician	Changes to supervision received, duties and responsibilities.	6 Min: $18.89 Mid: $23.62 Max: $28.34	-
Recruitment Supervisor	Formerly HR Generalist/Recruiter Supervisor; grade change from 10 to 11; supervision received and exercised; duties and responsibilities.	10 Min: $28.54 Mid: $35.65 Max: $42.78	11 Min: $31.74 Mid: $39.68 Max: $49.20
Staffing Specialist	Changes to duties and responsibilities; education and experience.	8 Min: $22.86 Mid: $28.59 Max: $34.30	-

Fiscal Impact and Timeframe

The adjustments in title and grade allow our program to align with market standards, thereby enhancing our competitiveness in recruitment to fill existing vacancies and improving retention efforts for the fiscal year 2024-2025. HR Leadership collaborated with Finance to ensure the proposed grade increases are supported by the budget. Any budgetary impact was accounted for during the budget revisions at the beginning of the fiscal year.

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 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

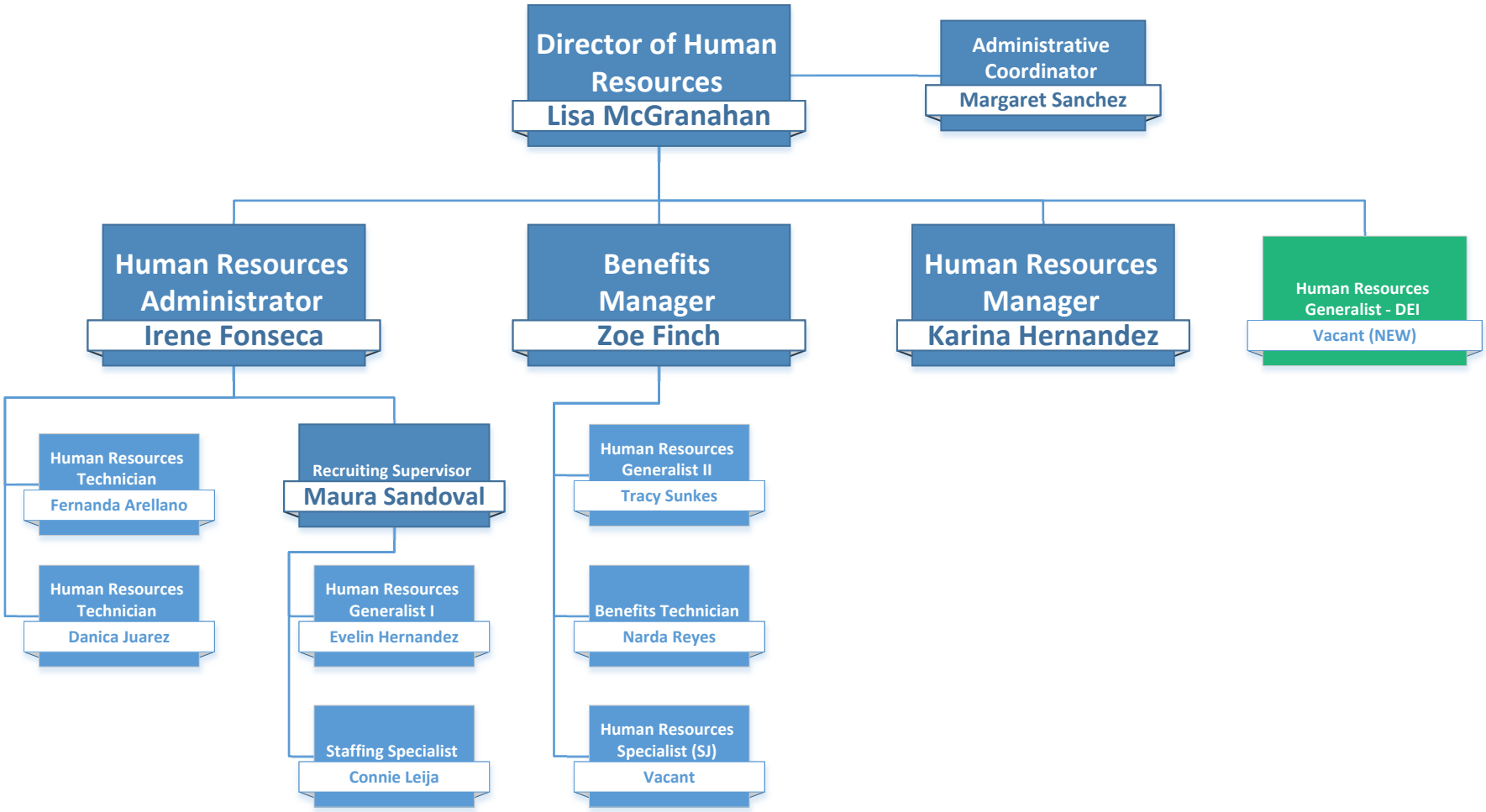
Recommendation:

Staff recommends the Personnel Committee approve the revised Human Resources job descriptions.

Attachments:

Human Resources Organizational Chart
Administrative Coordinator Job Description
Benefits Manager Job Description
Benefits Specialist Job Description
Human Resources Administrator Job Description
Human Resources Generalist I Job Description
Human Resources Generalist II Job Description
Human Resources Manager Job Description
Human Resources Specialist-San Joaquin Job Description
Human Resources Technician Job Description
Recruitment Supervisor Job Description
Staffing Specialist Job Description

Human Resources



Revised 07/2024

Subject to change as organizational changes occur

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 Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from 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 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 Director's management team meetings.
- Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the 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 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 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.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, 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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Benefits Manager

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

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

SUMMARY:
With minimal supervision, under the direction of the Director of Human Resources, supports the administration of all health insurance benefits and the Human Resources Information System (HRIS). Manages all tasks related to employee leaves, including determining eligibility in compliance with federal and state laws. Functions as team player in the Human Resources (HR) Department and is responsible for all aspects of the agency's employee benefits program.

SUPERVISION RECEIVED:
Receives direct supervision from the Director of Human Resources.

SUPERVISION EXERCISED:
Benefits Specialist, San Joaquin Human Resource Specialist, and Human Resources Generalist II.

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:

- Administers employee medical, dental, vision, life, AD&D insurance plans, and retirement.
- Acts as an information resource on employee benefits and coverage.
- Processes enrollments, changes, cancellations, and COBRA notifications.
- Ensures employees pay proper insurance premiums based on employee status.
- Calculates and mails reminder notices for insurance premiums to employees on leave. Exercises proper and respectful collection techniques.
- Maintains regular communication with employees on leave regarding insurance contribution obligations.
- Manages all tasks related to employee leaves, including tracking, determining eligibility in compliance with federal and state laws (FMLA, CFRA, PDA, ADA, etc.), ensures correspondence with employees on leave, and ensures insurance premiums are made in a timely manner. Assembles information and fosters employee engagement in support of the Interactive Process.
- Notifies managers of employee status and when employee is expected to return to work.
- Coordinates with manager on any work modifications.
- Communicates to employee verbally and in writing regarding leave benefit status.
- Assists with new hire orientation and new hire enrollment.
- Coordinates benefits open enrollment to include agency communication and education of benefit plans to include Blue Zone projects.

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- Must be proficient in presenting information to employees in small and large groups and in one-on-one situations.
- Assembles benefit packages and maintains vendor information and form supply and ensures documents are up to date.
- Ensures new hire enrollment is completed for mandatory benefits and employee is aware of enrollment deadlines.
- Oversees the coordination and communication of enrollment meetings for annual benefits enrollment. Ensure all benefits information is up to date for the new benefit year. Ensures timely communication to employees on benefit changes, enrollment dates, and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
- Reconciles monthly premium statements. Works with Finance to ensure allocations are correct. Works with vendor on any payments and/or reconciliations. Tracks employee changes, making sure they are in the correct corporate group. Responsible for accuracy of data.
- Coordinates retirement meetings with vendor. Communicates eligibility notices and compliance documents as required.
- Performs routine reconciliation of employee benefit deductions and calculates, enters, and monitors special-circumstance deduction per employee as needed.
- Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
- Prepares and distributes follow-up correspondence pertaining to personnel actions.
- Compiles statistical reports and data.
- Protects confidentiality of all employee data by ensuring that documents are secured during processing, maintenance, and destruction.
- Completes miscellaneous Human Resources projects as assigned.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must have excellent general office practice and skills. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint.
- Must become familiar with HR department operations and be able to work in a shared office workstation setting with regular peer and employee interaction.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Must be able to prioritize and complete multiple tasks simultaneously, effectively, and on time despite regular interruptions.
- Must have good writing, spelling, and math skills.
- Must be able to work under minimal supervision.
- Must be able to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
- Must have strong interpersonal skills, emphasizing listening and communicating, and be able to remain professional and composed in difficult work situations.
- Must be able to follow verbal and written instructions.
- Must be able to maintain confidentiality in all aspects of work.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

- Associate or bachelor's degree and four (4) years' related experience or a combination of education and experience in benefits administration, human resources, insurance, or related field equal to six (6) years.
- Four (4) years' previous experience in benefits administration and FMLA/CFRA management required.
- 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
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

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ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Benefits Specialist

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
With minimal supervision, under the direction of the Benefits Manager, supports the administration of all health insurance benefits and the Human Resources Information System (HRIS). Supports all tasks related to employee leaves, including determining eligibility in compliance with federal and state laws. Functions as team player in the Human Resources (HR) Department and is responsible for all aspects of the agency employee benefits program.

SUPERVISION RECEIVED:
Receives direct supervision from the Benefits 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:
- Administers employee medical, dental, vision, life, and AD&D retirement plans.
- Acts as an information resource on employee benefits and coverage.
- Processes enrollments, changes, cancellations, and COBRA notifications.
- Ensures employees pay proper insurance premiums based on employee status.
- Sends reminder notices for insurance premiums to employees on leave.
- Maintains regular communication with employees on leave regarding insurance contribution obligations.
- Ensures eligibility compliance with federal and state laws (FMLA, CFRA, PDL, ADA, etc.).
- Notifies managers of employee status and when employee is expected to return to work.
- Coordinates with manager on any work modifications.
- Communicates to employee verbally and in writing regarding leave benefit status.
- Assists with new hire orientation and coordinates benefits open enrollment.
- Presenting information to employees in small and large groups and in one-on-one situations.
- Assembles benefit packages and maintains vendor information and form supply and ensures documents are up to date.
- Ensures new hire enrollment is completed for mandatory benefits and employee is aware of enrollment deadlines.
- Assist with the coordination and communication of enrollment meetings for annual benefits enrollment. Ensure all benefits information is up to date for the new benefit year.

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- Ensures timely communication to employees on benefit changes, enrollment dates, and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
- Assists with reconciliation of monthly premium statements. Works with vendor on any payments and/or reconciliations. Tracks employee changes, making sure they are in the correct corporate group. Responsible for accuracy of data.
- Participated in retirement meetings with vendors. Communicates eligibility notices and compliance documents as required.
- Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
- Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint. Will be expected to accurately manipulate and summarize spreadsheet data, compose grammatically appropriate correspondence by email and letter, and use visual presentation software during meetings. Will participate in reviewing, editing, and presenting written and visual benefit materials.
- Compiles statistical reports and data.
- Protects confidentiality of all employee data by ensuring that documents are secured during processing, maintenance, and destruction.
- Completes miscellaneous Human Resources projects as assigned.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must become familiar with HR department operations and be able to work in a shared office workstation setting with regular peer and employee interaction.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Must be able to prioritize and complete multiple tasks simultaneously, effectively, and on time despite regular interruptions.
- Must have good writing, spelling, and math skills.
- Must be able to work under minimal supervision.
- Must be able to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
- Must have strong interpersonal skills, emphasizing listening and communicating, and be able to remain professional and composed in difficult work situations.
- Must be able to follow verbal and written instructions.
- Must be able to maintain confidentiality in all aspects of work.

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.
- Must have excellent general office practice knowledge and skills. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint.

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Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

- Associate degree and three (3) to five (5) years' related experience or a combination of education and experience in benefits administration, human resources, insurance, or related field.
- Three (3) to five (5) years' previous experience in benefits administration and FMLA/CFRA management required.
- 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
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of live scan, 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 Benefits Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

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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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Human Resources Administrator

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

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

SUMMARY:
Maintains and enhances the organization's Human Resources Department by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assists the Director of Human Resources (HR) with strategic leadership, implementation, and coordination of Human Resources and internal communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:
Receives supervision from the Director of Human Resources.

SUPERVISION EXERCISED:
Human Resource Manager, Human Resources Technicians, Human Resource Generalists, Human Resource Specialists, and Recruitment 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:
Human Resources Responsibilities

- Assist Director in strategic planning and implementation of HR best practices and processes; position is a hands-on leadership role.
- Provide technical support, assistance, and training, and supervises the work of professional, technical, and clerical personnel engaged in activities such as:
    - Reviewing transcripts and professional certifications.
    - Employment processing.
    - Posting personnel information and maintaining records and files.
    - Classification and compensation, staff development, special projects, and other operational services.
    - Determine workload, priorities, and adjust assignments as needed to meet established timelines.
- Plan, design, and coordinate administrative procedures to ensure effective and efficient service delivery.
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification.
- Ensure legal compliance by monitoring and implementing applicable human resources federal and state requirements.
- Assists in conducting investigations, maintaining records, and representing the organization at EDD hearings.

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- Coordinate and participate in conducting classification and compensation studies. Recommend allocation of positions to classifications and salary ranges.
- Coordinate the writing of job descriptions.
- Coordinate recruitment, including job announcements and advertisements, applicant screening and interviewing, evaluating work history and education to ensure applications are complete, and that applicant meets minimum qualifications for positions.
- Schedule and conduct interviews with department representatives.
- Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assist and provide guidance to HR staff in training such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
- Assist with employee status changes, new hire, and terminations, and ensure ADP compliance; to include management of audit requests. Work with Payroll to ensure employee status changes are finalized.
- Support management by interpreting policies, procedures, and regulations, and providing human resources advice and counsel.
- Assist with coordinating and conducting employee investigations when needed and makes recommendations for appropriate actions to be taken regarding the outcome of investigations.
- Oversee the preparation and administration of employee corrective actions in cooperation with supervisors.
- Assist in the administration of termination processes, advising management on agency policies and practices.
- Provide technical human resource expertise to all levels of organization staff and public regarding human resource matters. Interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation.
- Justify decisions, negotiate, or resolve significant and/or controversial issues related to human resources management, including discipline, organizational matters, and personnel programs.
- Act as liaison to union representatives to assist Director in communications, negotiations, and implementation of union agreements.
- Assist Director in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Communicate and enforce organizational values.
- Assist Director in the administration and tracking of employee performance evaluations.
- Assist with the DMV Pull Notice program
- Prepare and/or review reports, recommendations, and proposals as requested.
- Plan and conduct administrative studies relative to present and future human resource needs of the Agency and conduct other studies as directed.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in the field of Human Resources.

Internal Communications Responsibilities

- Implement internal Human Resources communications elements of agency strategic communications plan.

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- Assists in maintaining current and accurate Employee Handbook.
- Develop, or consult with others as requested, internal communications, including position descriptions, reminders, memos, executive emails, sponsorships, etc.
- Set goals, in consultation with Director, regarding effectiveness of internal communications.
- Develop metrics; gather data and report results.

Staff Development Responsibilities

- Develop organizational strategies and plans to address training and development needs of managers.
- Develop, implement, and maintain a leadership and management training program.
- Develop, deliver, and support the execution of talent development and training initiatives for all staff.
- Orchestrate cultural development and change initiatives that foster organizational learning and improvement.
- Establish, implement, and maintain a process for measuring the success of training efforts both individually and organizationally.
- Identify individual groups and organizational development opportunities.

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 critical to HR functions and personnel management.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization and with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals and use basic statistical methods.
- Understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team.
- Work closely with the Director and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

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 human resources or related field preferred.

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- Two (2) years of experience in a management position requiring supervision of staff preferred.
- Must have a demonstrated experience capacity to work well with others, be well organized, and have above average language, writing, and public relations skills.
- Proficiency with Microsoft products, HR, and benefits administration programs.
- Experience may substitute for education at the discretion of the Director.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

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 Human Resources 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	

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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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Human Resources Generalist 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 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY

Performs human resources duties at a professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, employment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Recruitment 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:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources-related employee training as required.
- Conducts and coordinates new employee orientation, training, and separation of personnel for the Agency and activities involved in staff development and training.
- Conducts recruitment for the Agency in a timely manner and within the requirements of CAPK policies and procedures and state and federal laws.
- Processes status changes dealing with position changes, coding changes, transfers of employees, changes in titles, etc.
- Attends job fairs as needed.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI). Ensures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assists management with corrective action and disciplinary documentation.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.

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- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Director of Human Resources (HR).
- Provides and supports staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
- Interpret policies, procedures, and regulations.
- Prepares reports, correspondence, and a variety of written materials
- Assists in conducting investigations.
- Monitors and prepares appropriate employee status changes.
- Conducts exit interviews and analyzes data.
- Assists in providing office training programs in areas related to personnel management.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Assists in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assists in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Provides information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding benefit related issues and questions.
- Uses details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, training, and professional growth activities, as required.
- Works alternative hours as required.
- 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.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.

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- Analyze problems and identify alternative solutions.
- 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 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.

- Associate degree or equivalent combination of education and experience in human resources, recruiting, or related field.
- Three (3) years' experience in human resources; emphasis on experience as a Human Resources Generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

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 Human Resources Generalist 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		

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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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Human Resources Generalist 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 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY

Performs human resources duties at a complex and professional level and may carry out responsibilities in some or all the following functional areas: employee relations, training, benefits, recruitment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Benefits 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:

- Partners with employees to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources related training as required.
- Conducts and coordinates new employee orientation, training, and separation of personnel for the Agency and activities involved in staff development and training.
- Ensures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Advises management with corrective action and disciplinary documentation.
- Addresses employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensures proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Benefits Manager.
- Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program.
- Provides and supports staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
- Interpret policies, procedures, and regulations; makes recommendations for corrective action.
- Prepares reports, correspondence, and a variety of written materials.

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- Leads complex investigations; prepares summary/termination recommendation documents.
- Monitors and prepares appropriate employee status changes.
- Conducts exit interviews and analyzes data; makes recommendations to departments on remedies to turnover.
- Assists in providing office training programs in areas related to personnel management.
- Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver presentations.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Assists in the design and creation and updating of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assists in the monitoring evaluation and updating of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Provides information and assistance to new employees including following up post-hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding benefit related issues and questions. Coordinates benefits open enrollment to include agency communication and education of benefit plans and leaves of absence.
- Receive and prioritize claims, questionnaires, and other unemployment related data.
- Uses details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
- Represents the office in unemployment hearings as needed.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required.
- 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.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.
- Word processing and other related software applications.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.

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- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree in public or business administration, personnel administration, education administration, or a closely related field. Demonstrated experience as a Human Resources Specialist may be substituted for the education requirement on a year-to-year basis.
- Five (5) to seven (7) years' experience in human resources; emphasis on experience as a Human Resources Generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during working hours as traveling throughout Kern County may be necessary.
- Successful completion of live scan, 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 Human Resources Generalist II			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

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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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Human Resources Generalist - DEI

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

Performs human resources responsibilities at a professional level, encompassing various functional areas such as employee relations, Diversity, Equity, and Inclusion (DEI), training, employment, compensation, and compliance with state and federal laws. Assists in organizing the implementation and administration of Human Resource Department functions, ensuring adherence to policies and procedures across all activities. Coordinates training, planning, and programming related to DEI initiatives, as well as those associated with staff recruitment and retention. Collaborates with colleagues to contribute to the agency's efforts in staff diversity recruiting and retention strategy development.

SUPERVISION RECEIVED:

Receives direct supervision from the Director of Human Resources.

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:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources/DEI related employee training as required.
- Assures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the employee handbook, internal resource documents, and by seeking advice from the Director of Human Resources (HR).
- Design, develop, and deliver effective training programs and materials that are inclusive and address DEI principles.
- Interpret policies, procedures, and regulations.
- Prepares reports, correspondence, and a variety of written materials.
- Assists in conducting investigations.
- Collaborate with subject matter experts to address specific DEI concerns within the organization.

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- Conducts exit interviews and analyzes data.
- Track and report on DEI-related training initiatives.
- Prepare and deliver oral presentations.
- Evaluate training effectiveness through various assessment methods and feedback with a DEI lens, considering the impact on diverse employee groups.
- Apply a DEI lens to agency policies and procedures, ensuring they align with best practices for diversity, equity, and inclusion.
- Collaborate with the Director of HR to identify, develop, and implement training programs that align with DEI-related goals as outlined in the agency's strategic plan.
- Stay up to date on industry trends, best practices, and advancements in learning and development.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Provides information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding issues and questions.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required.
- 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.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers and software.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance, interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.

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- Establish and maintain effective working relationships with other people.

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 or equivalent combination of education and experience in human resources, recruiting, or related field.
- Three (3) years' experience in human resources; emphasis on experience as a Human Resources generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.
- Has a minimum of three (3) years' experience developing and/or delivering training curriculum.
- Has experience in HR training and development, with a specific focus on DEI.
- Has experience in responding to diverse learning styles.
- Possess cultural knowledge; biliterate and bicultural highly desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

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 Human Resources Generalist-DEI			
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		

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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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Human Resources Manager

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

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

SUMMARY:
Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assist the Director of Human Resources with strategic leadership, implementation and coordination of Human Resources, and internal communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:
Receives supervision from the Director of Human Resources and Human Resources Administrator.

SUPERVISION EXERCISED:
Reporting responsibility to be assigned by the Director of Human Resources.

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 Director in all employee-facing benefit matters to include coverage, changes, additions, deletions, COBRA notifications, etc.
- Assist in the supervision of the various HR positions as assigned by the Director.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; assists in conducting investigations; maintaining records; representing the organization at EDD hearings.
- Conducts wage surveys within the labor market to determine competitive wage rate.
- Coordinates and works with Staffing Specialist on recruitment to include job announcements and advertisements, applicant screening and interviewing; evaluating work history and education to ensure applications are complete and that applicant meets minimum qualifications for the position; schedule and conduct interviews with department representative.
- Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assist and provide guidance to HR staff in trainings such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
- Assist with employee status changes, new hire and terminations and ensure ADP compliance. Work with payroll to ensure employee status changes are finalized along with management of audit requests.

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- Support management by interpreting policies, procedures, and regulations; providing human resources advice and counsel.
- Assists with coordinating and conducting employee investigations when needed. Makes recommendations as to appropriate actions to be taken regarding the outcome of employee investigations.
- Oversees the preparation and administration of corrective employee actions in cooperation with supervisors.
- Act as liaison to union representatives to assist Director in communications, negotiations, and implementation of union agreements.
- Assist Director of HR in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values
- Manage audit and compliance functions of the HR department.
- Prepare reports, correspondence, and a variety of written materials.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Other Job Specific Duties:

- Implement internal Human Resources communications elements of agency strategic communications plan.
- Assists in maintaining current and accurate Employee Handbook.
- Develop, or consult with others as requested, internal communications including position descriptions, reminders, memos, executive emails, sponsorships, etc.
- Set goals, in consultation with Director, regarding effectiveness of internal communications; develop metrics; gather data and report results

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 critical to HR functions and personnel management.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and use basic statistical methods.
- Ability to understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team.

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- Work closely with the Director of HR and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

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 human resources or related field preferred.
- Five (5) years' experience with progressive responsibility, including personnel functions and supervision
- Must have demonstrated experience, capacity to work well with others, be well organized, and have above average language, writing and public relations skills.
- Proficiency with Microsoft products, HR, and benefits administration programs.
- Experience may substitute for education at the discretion of the Director of HR.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of live scan, physical, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Human Resources 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

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

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

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Human Resources Specialist – San Joaquin

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:
Performs human resources duties at a professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, employment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities. Support and assist in planning and coordinating department operations. Will perform a variety of professional and technical activities of the Agency's human resources management system, including recruitment and selection, affirmative action, employee relations, wage compensation and classifications, training, and benefits.

SUPERVISION RECEIVED:
Receives direct supervision from Human Resources Administrator, Director of Human Resources, and Benefits Manager as well as indirect supervision from Head Start Assistant 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:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Facilitates staff training and development, including onsite consultation, coaching, and mentoring to subordinates and other staff.
- Manages the internal and external recruitment process.
- Process and review employment applications, evaluate qualifications for eligibility, set up and conduct interviews, complete reference checks, make job offers, ensure pre-employment process is completed. Coordinates recruitment packages, job announcements, advertisements, and brochures.
- Coordinates and conducts new hire orientation and training. Screens applications and evaluates work history and education to ensure applications are complete and that applicant meets minimum qualifications for position.
- Assures HR related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures. Schedules and conducts Agency testing and interviews and recommends candidates.

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- Assists management with corrective action and disciplinary documentation. Ensures all phases of recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensures proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Director of HR/HR Administrator.
- Conducts background and reference checks.
- Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program.
- Administers employee medical, dental, vision, life AD&D insurance plans, and retirement including open enrollment.
- Manages all tasks to employee leaves. Coordinates leave of absence (FMLA/CFRA/ADA/ etc.). Communicates with employees on leave, ensure proper medical certification is received, and ensure insurance premiums are made in a timely manner. Interprets policies, procedures, and regulations.
- Coordinate benefit enrollments and changes, COBRA, beneficiary and death claims. Prepares reports, correspondence, and a variety of written materials.
- Assists with Workers' Compensation claims, ensuring proper procedures are followed and injury/accident reports and paperwork are completed correctly. Prepares appropriate employee status changes.
- Assists the Director of HR in conducting investigations, as required.
- Process all HR paperwork for staff, new hire personnel files (paper and electronic), including status changes. Ensures all changes are recorded in ADP and ChildPlus as required, and personnel files are current.
- Assists with DMV pull notice and ensure agency drivers meet minimum risk standards.
- Assists the Director of HR with special projects.
- Participates in recruiting efforts at job fairs, educational institutions, and other events as needed.
- Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver oral presentations.
- Conducts exit interviews.
- Protects confidentiality of all employee's data by ensuring that documents are secured during processing, maintenance and destruction.
- Performs other duties as assigned.

Other Job Specific Duties:

- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Communicate effectively, verbally, and in writing.
- Performs any other like duties as assigned.
- Work alternative hours when needed.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- 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 with other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree from a college or university in public or business administration, human resources administration, education administration, or closely related field.
- Three (3) years' experience in human resources with an emphasis on experience as a human resources specialist/generalist, one (1) year of which is in a supervisory role.
- Demonstrated experience as a human resources specialist may be substituted for the education requirement on a year for year basis.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Human Resources Specialist – San Joaquin			
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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Human Resources 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 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Assists Human Resources department with all aspects of general human resources inquiries, which include policies and procedures, updates to employee personal information, employee benefits and leave administration, updates HRIS system, and new hire recruitment. Will provide a variety of technical assistance to the department, which requires strong computer skills, proficiency with writing, proofreading, and analytical reports. Will be the front line to customers, acting in a professional and positive manner. Performs operational and clerical duties within the Human Resources Department, ensuring strict confidentiality measures.

SUPERVISION RECEIVED:
Receives direct supervision from Human Resources Administrator.

SUPERVISION EXERCISED:
None.

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

Essential Job Specific Duties:

- Provides administrative and clerical support to the Human Resource Department.
- Inputs and updates information in HRIS system to ensure employee data information is current. Double checks their own work and work of others to ensure accuracy in the HRIS system.
- Compiles, organizes, and analyzes data for various reports. Must be able to create reports in ADP and analyze the data for accuracy.
- Records attendance policy contact logs and warnings in the Time and Attendance system.
- First line in customer service to employees and the public. Assist with information regarding Human Resources policies and procedures and answers questions regarding the department and CAPK in general.
- Assists interested parties in applying for positions at CAPK, including directing them to CAPK website.
- Assist department with screening of applications, on-boarding, new hire orientation, and creation of personnel files.
- Works closely with payroll staff in answering and directing questions to the appropriate team member.
- Maintains employee HR files and ensures files are complete and documents are filed accordingly and in the proper location.
- Provides clerical support for the Human Resources department, including answering

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phones, processing mail, data entry, and filing.
- Provides information requested by employees as appropriate.
- Prepares check requests, work orders and purchase orders for the Human Resources Department.
- Assists department with travel arrangements.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Interprets and explains fingerprint practices and procedures to candidates when necessary.

Other Job Specific Duties:
- Works on special projects and audit requests as assigned or as needed.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned or as needed.

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

Knowledge of:
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.
- Microsoft Office products, including Excel and PowerPoint.

Ability to:
- Work independently and maintain confidentiality.
- Prepare clear, concise reports. Must have above average writing skills.
- Exercise sound, independent judgment within general policy guidelines.
- 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 with other people.
- Work in a fast-paced environment.
- Type 40 WPM.

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

- High school diploma or equivalent.
- Associate degree in business administration or related field highly desirable.

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- Three (3) years' progressively responsible technical and/or clerical experience in a human resources department or similar environment.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, 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 Human Resources 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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Recruitment 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:
Under the general direction of the Human Resources Administrator, manages the employment function, including recruiting, advertising, screening, interviewing, training, and hiring process. Ensures that the recruitment process is conducted in compliance with all state and federal laws. Acts as an Agency representative and advises staff and management on Human Resources policies and procedures.

SUPERVISION RECEIVED:
Receives supervision from Human Resources Administrator.

SUPERVISION EXERCISED:
Staffing Specialist and HR Generalist I

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:

- Must act in a consulting capacity for managers on employee issues, including compensation, benefits, and employee relations.
- Ensures company policies and procedures are understood by management and employees.
- Ensures all recruitment for the Agency is handled in a timely manner and within the requirements of CAPK policies and procedures and state and federal laws.
- Processes status changes dealing with position changes, coding changes, transfers of employees, changes in titles, etc.
- Manages the internal and external open recruitment process.
- Works with program directors and supervisors to determine job specifications for positions.
- Ensures manager/supervisor has direction on how to request updates to existing job descriptions or develop a new job description.
- Follows trends in salary increases and development to ensure competitive salaries to attract and retain top-notch candidates, including benefits, which are part of the overall package.
- Prepares and distributes job announcements, career opportunity fliers, and web page updates.
- Attends job fairs as needed.
- Advertises all job openings internally and/or externally through e-mails, newspaper ads, various job/career groups, and internet job placements (i.e. Career Builder).

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- Manages web-based applicant tracking system.
- Screens all employment applications for qualifications, education, and suitability. Frequently corresponds with applicants.
- Supervision and training of recruitment team
- Responsible for reviewing employment applications on qualifications for state, federal and Community Care Licensing. Ensures education requirements are met by reviewing transcripts and licensing requirements. Ensures Policy Council and parents are involved in the process when required.
- Assists in screening applications and scheduling interviews. Orients and delivers training to interview panels. Ensures that interviews are conducted in line with all federal and state laws.
- Evaluates interview scores, assists with selection of candidates, and prepares job offers. Makes job offers when required.
- Ensures proper background check and live scan is completed based on position.
- Oversees applicant acknowledgement, tracks new hire acceptance dates, provides new hire candidates with pre-employment paperwork, and ensure they pass pre-employment process.
- Facilitates new hire orientation. Ensures all federal and state mandated and CAPK new hire paperwork is completed, and new hire file is created and meets policy requirements.
- Ensures job description matches recruitment request and keeps master interview questions updated.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Provides training and technical support to leadership teams on recruitment and interview procedures.
- Arranges contracts with temp agencies, background check and pre-employment testing agencies.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must be computer literate with knowledge of word-processing, spreadsheet, and database skills.
- Must be self-motivated and able to work with minimum supervision.
- Must have demonstrated the ability to plan, organize, and administer projects.
- Must be able to maintain confidentiality.
- Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines.
- Must have excellent written and verbal communication skills. Must have the ability to make oral presentations.
- Must have knowledge of employment regulations with the DOL, EEOC and OFCCP.
- Knowledge of CAPK's grant requirements in hiring.
- Must act in a courteous and effective manner in interfacing with staff and public.
- Must demonstrate the ability to establish and maintain effective internal and external working relationships

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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.

- Associate degree or equivalent combination of education and experience in human resources, recruiting, or related field.
- Four (4) years' experience in human resources and/or recruiting.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.
- Experience with fundamental principles and practices of personnel administration.
- Working knowledge of employment laws, wage and hour regulations and safety regulations.

OTHER REQUIREMENTS:

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

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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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Staffing 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:** TBD

SUMMARY:
Responsible for the overall agency staffing needs, which includes internal and external job positing, recruitment and screening of applicants, scheduling and participating in interviews, scoring and ranking applicants, and working with management to make final employment decisions. Process and verify final applicants' references, credentials, and new hire paperwork. Conduct HR/staffing data entry. Management of staffing in ChildPlus and agency software.

SUPERVISION RECEIVED:
Receives supervision from the Recruitment 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:

- Work directly with management regarding staffing needs. Perform recruitment, application review, and hiring for all open positions within the division. Process, evaluate, and monitor a variety of personnel actions (e.g., status changes, transfers, staffing needs, interviews, recruitment requisitions, TB and CPR certifications, job standards requirements, etc.).
- Process and review employment applications, evaluate qualifications for eligibility, present candidates to prospective manager, set up interviews, complete reference checks, make offers, ensure new hire process is completed, and all new hires are fingerprinted and cleared for employment.
- Process other HR paperwork for staff, including status changes, transfer paperwork, location changes, promotions, demotions, etc. Ensure all changes are recorded in HRIS system and ChildPlus as required, and personnel files are current.
- Support Program Managers with staffing needs to meet agency requirements.
- Supports management by providing staffing data that is required to go before the Personnel Committee for review and action.
- Participates in recruiting efforts at job fairs, educational institutions, and other events as needed.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Stays abreast of union contract requirements and its impact on hiring positions that are

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directly included in the union contract. Maintains an employee list according to the union contract and works with management when position changes are to be reviewed.

Other Job Specific Duties:

- Conducts and attends meetings, events, trainings, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- 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.
- The problems and needs of the low-income, disadvantaged, and elderly.
- Computer software applications, including spreadsheets and word processing.

Ability to:

- Maintain confidentiality.
- Communicate effectively, verbally and in writing.
- Read, understand, and apply written regulations and instructions.
- Write clear and concise correspondence, reports, memoranda, letters, and proposals.
- Prioritize and organize tasks.
- Set timelines, meet deadlines, and manage time to effectively meet goals and objectives.
- Deal with conceptual matters.
- Work independently.

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, education administration, or human resources desirable.
- Three (3) to five (5) years' experience in staffing and recruiting.
- Knowledge of hiring standards and the Head Start Program area recommended.
- Strong computer and spreadsheet experience required.
- 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.
- Bilingual language fluency (Spanish/English) desirable.

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- Successful completion of live scan, 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 Staffing 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	

DRAFT

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

DRAFT

2024 All-Agency Job Fair

June 27, 2024



Goal 4

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



Job Fair Details:

- Held at the DoubleTree in Bakersfield
- Approximately over 225 attendees
- 75 interviews
- Several passed the interviews and pending job offers
- Seven (7) programs represented: Head Start, Early Head Start, Facilities, Risk, Housing & Supportive Services, IT & WIC

All-Agency Job Fair





All-Agency Job Fair



All-Agency Job Fair



All-Agency Job Fair



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: August 6, 2024

Subject: *Agenda Item 4(c)*: Strategic Plan Goal 4 Update – **Info Item**

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

CAPK's Strategic Goal 4 states:

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

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

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

- The Board of Directors has approved the transition of our pension plans from The Standard to Nationwide. Since then, CAPK leadership has been actively collaborating with Nationwide to ensure a seamless transition.
- Created a remote location pay addendum and subsidy for employees who meet the criteria. CAPK will be covering half of the premium difference as an additional subsidy.
- CAPK's ancillary benefits are currently under review to identify better options. Demos have been conducted, and the team will provide a recommendation based on these evaluations. The ancillary benefits being examined include leave management vendors, EAP vendors, and short- and long-term disability options. Our goal is to implement an improved leave management system for 2025.
- Successfully organized the 3rd annual all-agency job fair, achieving greater success than previous events, with increased attendance and a higher number of successful interviews and placements for hard-to-fill positions.
- Transformed paper Change of Status forms into electronic versions to facilitate streamlined processing of pay increases and cost center adjustments. Through

team collaborations, we are continuously transitioning towards a fully electronic change of status procedure.

- Handbook revisions are progressing, with plans for implementation slated for late summer.
- Ongoing pay-related equity analysis across the agency and processed equity adjustments, underscoring the agency's dedication to fostering a fair and equitable compensation structure.
- Extended our successful recruitment incentives to December 31, 2024, which is aimed at attracting top talent and ensuring their continued engagement and satisfaction within the company.
- Organized a highly successful staff development day attended by approximately 1000 staff and board members. The event featured Denise Harlow, CEO of NCAP, as our keynote speaker. Highlights of the day included staff recognition and awards for tenure, DEI recruitment efforts, a scavenger hunt, catered meals, and opportunities for collaborative engagement.
- We are strengthening our DEI initiatives by recruiting a dedicated employee to lead our DEI efforts. Recruitment is scheduled to begin in October.
- DEI recruitment initiatives have achieved significant success, welcoming 17 new committee members in July. Furthermore, five staff members are currently engaged in a DEI course offered by e-Cornell and are in the process of enrolling in the NCAP Equity Cohort. Additionally, we have successfully concluded our inaugural DEI book club and are preparing for the second session.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

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

Objective	Activity
59% of 65% Enhance leadership capacity, effectiveness, and sustainability. (4.1) As of 03/29/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Conducted coaching and development trainings to leadership. By investing in the coaching and development of agency leaders, we not only enhance their individual capabilities but also cultivate a culture of continuous improvement and high performance throughout the organization. (Margaret Frazier-Sanchez, 03/29/24)	59% of 65% Create a standardized onboarding and training plan. (4.1.2) As of 03/29/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Facilitated interviewing training sessions for managers aimed to empower managers with the skills to conduct and manage interviews, enabling them to effectively select their interview panels with guidance from HR. (Margaret Frazier-Sanchez, 03/29/24)
58% of 53% Increase employee engagement, morale, and retention. (4.2) As of 07/24/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Ongoing pay-related equity analysis across the agency and processed equity adjustments, underscoring the agency's dedication to fostering a fair and equitable compensation structure. (Margaret Frazier-Sanchez, 07/24/24)	Not Started of 50% Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into the process. (4.2.2) (EOY Target: 100%) As of 10/06/21 Owner: Lisa McGranahan, (01/01/24 12/31/24) 45% of 65% Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3) As of 03/01/23 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Launch Benefits ad-hoc committee to evaluate employee benefits and conducted an agency-wide survey to better understand what is important to CAPK employees. (Margaret Frazier-Sanchez, 03/01/23)
59% of 65% Increase the visibility of the Agency and create a unified CAPK identity. (4.3) As of 03/29/24 Owner: Lisa McGranahan, (10/01/21 12/31/25)	
55% of 65% Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4) As of 07/24/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Our DEI recruitment initiatives have achieved significant success, welcoming 17 new committee members in July. Furthermore, five staff members are currently engaged in a DEI course offered by e-Cornell and are in the process of enrolling in the NCAP Equity Cohort. Additionally, we have successfully concluded our inaugural DEI book club and are preparing for the second session. (Margaret Frazier-Sanchez, 07/24/24)	

MEMORANDUM

To: Personnel Committee

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

Date: August 6, 2024

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

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

For the month of July 2024, the following information is provided to the Personnel Committee:

- 609 staff currently employed, an increase from 603 in June.
- 58 vacant positions, down from 98 in June.
- Onboarded 16 new staff members, an increase from six (6) in June.
- 15 resignations, an increase from two (2) in June due to part-year staff resigning over the summer break.
- Conducted 17 days of interviews for seven (7) open requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. In June 2024, the Office of Head Start approved the 2024/2025 Program Options, which altered the allocation for the number of children to be enrolled and the required staff for each classroom. On June 27, 2024, a job fair was held in Kern County, focusing on direct service positions.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of July 29, 2024.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	27	79%	6	6	0	100%
Alicante	17	14	82%	2	2	0	100%
Angela Martinez EHS	24	20	83%	9	7	2	78%
Angela Martinez HS	51	48	94%	9	5	4	56%
Bakersfield College	32	23	72%				
Blanton	16	12	75%				
Broadway (PY)	37	32	86%	6	6	0	100%
California City (PY)	17	12	71%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	6	75%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	2	1	67%
Delano (PY)	60	45	75%	12	12	0	100%
Escuelita Hernandez	16	14	88%				
Fairfax (PY)	34	31	91%	6	6	0	100%
Family Childcare EHS	20	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	9	82%				
Gianone	16	5	31%	3	2	1	67%
Harvey L. Hall EHS	72	42	58%	24	23	1	96%
Harvey L. Hall	74	31	42%	9	9	0	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy	16	14	88%	6	6	0	100%
Lathrop	24	16	67%	9	8	1	89%
Lodi	24	21	88%	9	8	1	89%
M. Massei	24	13	54%	15	8	7	53%
MJM EHS	16	0	0%	6	5	1	83%
MJM HS	34	0	0%	6	5	1	83%
Oasis EHS (PY)	8	4	50%	3	1	2	33%
Oasis (PY)	34	14	41%	6	5	1	83%
Pete Parra EHS	48	29	60%	15	15	0	100%
Pete Parra HS	68	38	56%	9	9	0	100%
Primeros Pasos EHS	16	13	81%	6	5	1	83%
Primeros Pasos HS	51	22	43%	9	8	1	89%
Rosamond (PY)	34	16	47%	9	9	0	100%
San Diego EHS	32	20	63%	12	12	0	100%
Shafter EHS	24	11	46%	9	9	0	100%
Shafter	17	11	65%	3	3	0	100%
St. Mary's*	16	14	88%	6	6	0	100%
Stockdale HS	45	0	0%	9	6	3	67%
Sterling EHS	64	38	59%	24	16	8	67%
Sterling HS	70	46	66%	12	8	4	67%
Sunrise Villa (PY)	17	6	35%	3	3	0	100%
Taft (PY)	54	38	70%	9	9	0	100%
Taft College	22	10	45%				
Tehachapi (PY)	15	5	33%	2	2	0	100%
Vineland (PY)	17	8	47%	2	1	1	50%
Virginia (PY)	17	8	47%	2	2	0	100%
Willow (PY)	37	30	81%	6	6	0	100%
Home Base Kern 160	160	90	56%	16	16	0	100%
SJC EHS HB 80	80	64	80%	8	8	0	100%
Total	**1689**	**1024**	**61%**	**336**	**295**	**41**	**88%**

Funded Enrollment	1689	1024	61%

Active Enrollment	1436	1024	71%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 2	8	1
Harvey Hall EHS ~ 60		
Class 3, 9 & 10	20	7
Harvey Hall HS ~ 80		
Class D-FD	20	2
*MJM EHS ~ 16		
Class 1	8	0
Class 2	8	2
MJM HS ~ 34		
*Class A- FD	17	2
Class B- FD	17	0
Oasis EHS ~ 8		
Class 1	4	1
Pete Parra EHS ~ 48		
Class 6	8	2
Pete Parra HS ~ 80		
Class D-FD	17	3
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-C	45	2
Sterling EHS ~ 64		
Class 7	8	3
Class 8	8	3
Sterling HS ~ 70		
Class D	19	3
Vineland ~20		
Class A	5	1
Kern HB ~ 160		
HB-04	10	1
HB-06	10	1
HB-16	9	**1**
Classrooms Fully or Partially Closed	**Total Slots**	**Staff Vac.**
24	**253**	**35**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**15%**	**85.37%**
Open Enrollment	**85%**	**14.63%**

Enrollment Data Run Date 7/26/2024 Staffing Data Run Date