DATE	November 5, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board 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 Executive Leadership -***Action Item (p. 2-29)***	Jeremy T. Tobias, Chief Executive Officer
b. Position Analysis and Equity Review for Food Bank Program - ***Action Item (p. 30-92)***	Susana Magana, Director of Health & Nutrition
c. Position Analysis and Equity Review for CalFresh Healthy Living Program - ***Action Item (p. 93-112)***	Susana Magana, Director of Health & Nutrition
d. Head Start Personnel Update – ***Info Item (p. 113-114)***	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
TBD
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, November 1, 2024, by Margaret Frazier-Sanchez, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: November 5, 2024

Subject: *Agenda Item 4(a)*: Position Analysis and Equity Review for Executive Administrative Team – **Action Item**

The Executive Administration Team has been working closely with Human Resources to revise job descriptions to provide fair and equitable compensation for all staff members in order to retain high-performing staff in Chief and Director positions. In collaboration with Human Resources, the Chiefs and Director's jobs descriptions underwent a review through the CompEase salary grading tool to ensure positions are paid competitive market wages.

By using CompEase, fair and equitable compensation for all Chief and Director positions has been established. The goal of utilizing CompEase is to ensure that wages are in line with the market, which will allow for the retention of our highly performing staff and the recruitment of experienced talent into the agency. The adjustments will enhance our program's ability to meet the evolving needs of our community.

The position of Director of Human Resources includes a title change to Chief Human Resources Officer to better reflect the responsibility and roles the position holds in the agency. The job description for Chief Executive Officer (CEO) was updated and reviewed through the Board Chair. Also, the salary grade 18 for the CEO position is being automatically tied to the limits prescribed in the Head Start guidelines and federal requirements, limiting the maximum wages paid to the CEO to Federal Executive Pay Schedule Level II.

Summary of Proposed Changes

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Chief Business Development Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92

Chief Executive Officer	Grade and responsibilities changes.	17 Min: $75.85 Mid: $94.81 Max: $106.68	18 Min: $76.82 Mid: $96.02 Max: $106.68
Chief Facilities and Technology Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Financial Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Human Resources Officer	Grade and responsibilities changes.	14 Min: $49.86 Mid: $62.34 Max: $74.82	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Program Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92

Fiscal Impact and Timeframe

The updated jobs descriptions have been reviewed and approved by Human Resources. The Chief and Director positions have been reevaluated to allow for future capacity for COLA and merit increases. The new grade for each Chief and Director is within their current salary range and will not have a fiscal impact.

Strategic Plan Impact

As part of the 2021-2025 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 result, and as part of the following objectives, the proposal supports staff development, growth, and retention:

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

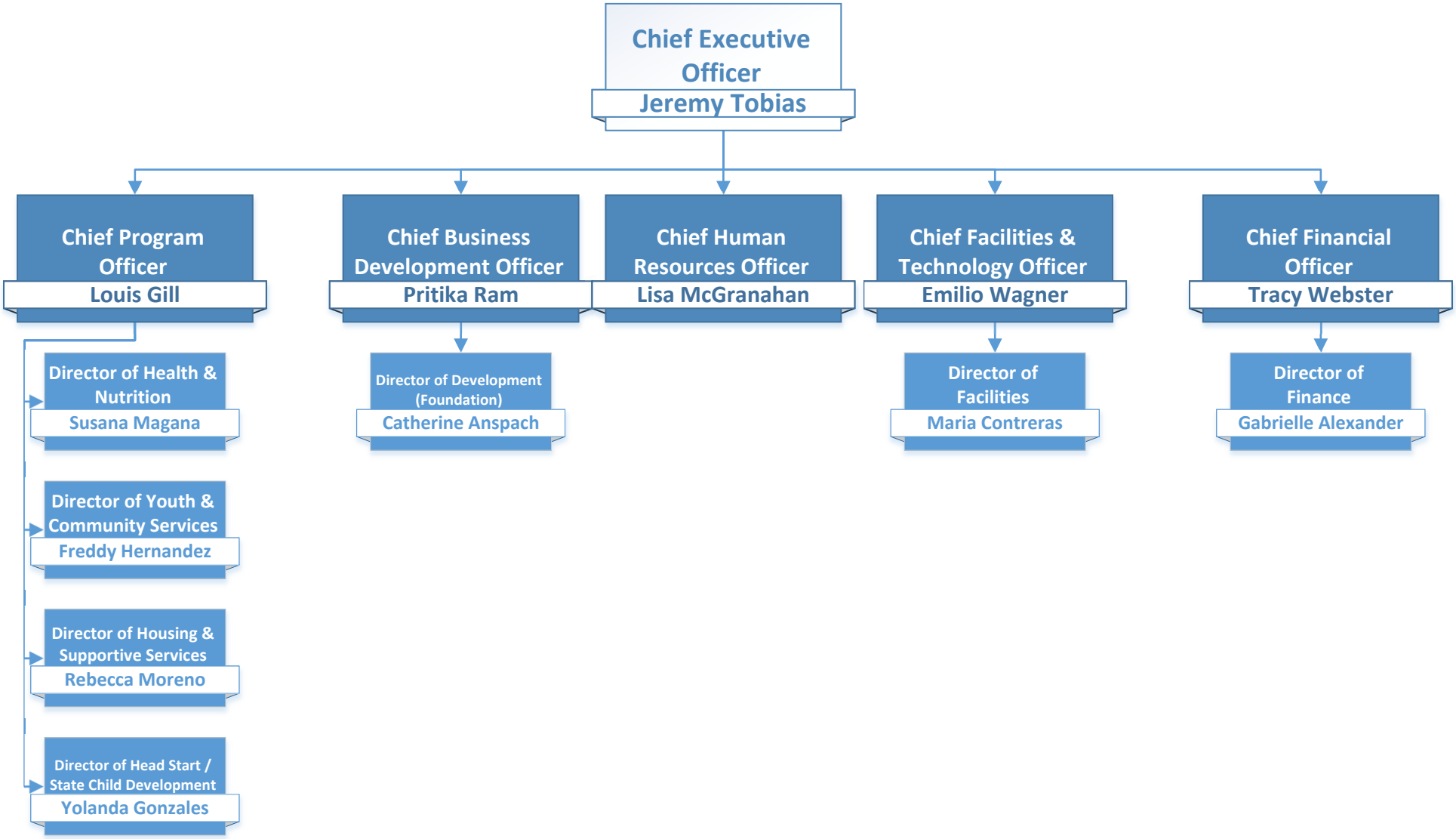
Recommendation:

Staff recommend that the Personnel Committee approves the revision of the listed Chief and Director job descriptions and proposed salary grades assigned to each position, including an automatic pay schedule adjustment and wage limit for the CEO position tied directly to Federal Executive Pay Schedule Level II.

Attachments:

Chief Business Development Officer Job Description
Chief Executive Officer Job Description
Chief Facilities and Technology Officer Job Description
Chief Financial Officer Job Description
Chief Human Resources Officer Job Description
Chief Program Officer Job Description

Executive Leadership Team



Chief Business Development Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Chief Business Development Officer spearheads development of the agency level initiatives, development of new service lines, and the expansion of existing programs. This position organizes and coordinates the work of grant analysts, outreach and advocacy, and government relations. Coordinates Results Oriented Management and Accountability (ROMA), National Performance Standards, and Community Services Block Grant (CSBG), and data reporting. Provides oversight of program services, such as the 2-1-1 Call Center, CAPK Foundation, and school-based case management services. Leads new initiatives, special projects, and agency fundraising.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:
Director of Development, 2-1-1 Program Administrator, Grant Administrator, Advocacy & Public Relations Manager, and Outreach and Communications 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:

- Provides direct oversight of program services, including the 2-1-1 Call Center and related contracts; school-based case managing services; and oversight of the CAPK Foundation to support fund development and program needs.
- Co-lead efforts on universal data reporting and case management, including performance management and improvement.
- Provides leadership, project management, technical expertise, and ongoing supervision on assigned initiatives and projects.
- Takes the lead or co-lead on new projects and initiatives, develops a plan of action and corresponding timelines to ensure successful completion.
- Proactively communicates with staff, management, the Board of Directors, and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
- Analyzes complex situations and gathers information in formulating plans, timelines, and proposals for assigned initiatives and projects.
- Provides written reports in follow-up to assigned projects and initiatives.
- Develops budgets and program and administrative strategies to ensure the success of CAPK overall.
- Represents the Agency at local, regional, state, and federal venues to maintain open dialog and successful communication strategies with stakeholders, funders, etc.
- Oversees Agency communications and outreach activities, including governmental affairs.

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- Directs grant writing activities to include research, analytics, and coordination with appropriate agency strategic objectives
- Prepares oral and written presentations to community groups, staff, funders, Board of Directors, etc.
- Assists with strategic planning process and related projects and initiatives.
- Serve as primary support staff contact to the Program Review and Evaluation Committee of the Board of Directors.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.
- Frequent out-of-town travel, for the day or multiple days, representing the Agency, 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:

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

Ability to:

- Manage the CEO's financial and administrative operations.
- Provide guidance and direction to division directors, managers, and staff.
- Prioritize and schedule work to meet established deadlines.
- Motivate and supervise subordinates in day-to-day operations.
- Solve problems, mediate disputes, and deal with issues before they are brought to the CEO.
- Lead group meetings and collaborative decision processes.
- Communicate effectively in person, in writing, and on video to staff, Board of Directors, and the public.
- Work independently, while managing competing demands.
- Assure compliance with a variety of state and federal regulations, laws, and reporting requirements.
- Demonstrate good interpersonal skills.
- Be organized and meet goals and deadlines.
- Attend evening and weekend meetings.
- Establish professional working relationships with staff, agencies, clients, and the public.

EDUCATION AND EXPERIENCE:

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

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- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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 Chief Business Development Officer			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	

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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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Chief Executive Officer

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

Salary Range: Grade 18 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Board of Directors, a fifteen (15) person policy-making body, the Chief Executive Officer (CEO) administrates the Community Action Partnership of Kern (CAPK), a community action agency. The CEO is responsible for planning, organizing, staffing, and directing the various programs implemented by the agency in its efforts to promote social and economic development on behalf of CAPK's low-income and disadvantaged population. In addition, the CEO is responsible for developing and administering a service delivery system in accordance with the intent of the Board of Directors to ensure program services are meeting the needs of the communities in which we serve.

SUPERVISION RECEIVED:
Receives direct supervision from the Board of Directors.

SUPERVISION EXERCISED:
Direct supervision of the Chief Financial Officer (CFO), Chief Business Development Officer (CBDO), Chief Program Officer (CPO), Chief Facilities and Technology Officer (CFTO), Director of Human Resources, and Executive Assistant.

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 timely information, counsel, and support on establishing strategies, objectives, and priorities for the Agency programs to the Board of Directors to meet the needs of the community.
- Acts as a liaison between the Board of Directors, funding sources, and the community maintaining a rapport with federal, state, and local elected officials and the community.
- Recommends to the Board long range planning and program development. Identifies and presents issues as required.
- Develops innovative approaches to secure new and existing funding sources for the establishment of new programs to further satisfy the needs of the economically disadvantaged residents of Kern County as well as other counties as appropriate and maintains community support on new projects and proposals.
- Presents activity and progress reports to the Board and funding sources that accurately reflect the operating results of the Agency.
- Develops and implements operating policies, procedures, and schedules to ensure accomplishment of established objectives.

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- Reviews and evaluates program operations, ensuring that contractual obligations are fulfilled and modifies program objectives and resource allocations for greater program effectiveness.
- Authorizes the expenditure of all funds within budget limits and signing authority and approves all contractual commitments within Grantor and Agency policies and regulations.
- Directs research and planning, including community input, on social and economic status of target areas and people to determine the priority of needs. Ensures the proper assessment of community needs and provides necessary leadership to take effective action in addressing those needs.
- Works closely with the CFO to ensure the proper overall fiscal control of the Agency and ensures proper reporting to the Board of any discrepancies or areas of concern.
- Establishes specific programs and budgetary standards to evaluate the results and expenditures of each program.
- Provides leadership by example, establishing and maintaining quality work standards throughout the Agency.
- Oversees the CFO, CPO, CBDO, CFTO, Director of Human Resources, Division Directors, Administrators, Managers and administrative staff, ensuring that recruitment, training, and supervision at all levels is maintained in a manner to achieve results regarding program objectives as well as individual professional development.
- Provides guidance in conjunction with the Director of Human Resources on personnel matters.
- Maintains an environment to attract and retain a highly motivated staff and provides guidance to ensure the Agency stays competitive in wages and benefits to attract well qualified employees.
- Must ensure all direct reports understand their role in accomplishing the mission of the Agency along with their job responsibilities.
- Offers guidance on outreach strategies and oversees all contact with printed and electronic media.
- Offers guidance, operational, and fundraising strategies to the CAPK Foundation.

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, including nights and weekends.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals, and performance measures of the agency.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office procedures and equipment, including computers.
- Word processing and other related software applications.

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.
- 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.

- Master's degree from an accredited institution with a major in public administration, business administration or closely related field and five (5) years' progressively responsible experience at a senior management level; ***or***
- Bachelor's degree from an accredited institution in one of the above disciplines and seven (7) years' experience including five (5) at a senior management level; ***or***
- Any equivalent combination of education and/or experience that is acceptable to the Board of Directors.

OTHER REQUIRMENTS:

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

Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
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		

Chief Facilities and Technology Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Chief Executive Officer (CEO), the Chief Facilities and Technology Officer (CFTO) will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management, and business services. The CFTO will serve as the Responsible Managing Employee (RME) for agency construction projects and property improvements.

SUPERVISION RECEIVED:
Receives supervision from the CEO.

SUPERVISION EXERCISED:
Directly supervises IT Administrator, Risk Manager, and Director of Facilities.

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

Essential Job Specific Duties:

- Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, and maintenance, including recommended prioritization of resources.
- Communicates with Agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance, operations, planning, and construction to exchange information, resolve issues, and ensure effective services.
- Responsible for property management, including leases, property acquisition, appraisal, notice of federal interest, and any permits and inspections.
- Responsible for implementing and monitoring agency security and safety.
- Oversees and monitors the work of the maintenance department, including maintenance, renovation, and new construction of all agency facilities.
- Oversees and monitors the warehouse and distribution building.
- Oversees the development of a coordinated fleet management system.
- Prepares site surveys, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This includes cost estimating, design programming and 3-D modeling, rendering, and animation of proposed projects.
- Assists and coordinates the Geographic Information System (GIS) software and related equipment with appropriate staff.
- Prepares and presents project status reports to be presented to the Board of Directors

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and Policy Council.

- Ensures Davis Bacon California State prevailing wage compliance with review of certified payroll, fringe benefits, accuracy of deductions, assisting, and employee interviews.
- Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction by verifying work completed to plans and specs, signing off on invoices/pay applications, maintaining and organizing construction documents.
- Coordinates general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections, and claims management.
- Oversees the Information Technology Department, ensuring network stability by planning and implementing hardware standards, resource management, and software solutions.
- Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and apprises the CFO and CEO of the status of agency contracts/program performance on a periodic basis.
- Identifies problems with program performance regarding agency contracts and/or grants.
- Makes recommendations for and implements corrective actions.
- In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations, including funding guidelines for program activities.

Other Job Specific Duties:

- Attends all meetings, trainings, conferences, and provides trainings as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Principles and practices of finance, real estate financing, economic development, and the Davis-Bacon Act.

Ability to:

- Solve problems effectively and efficiently.
- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.

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- Communicate effectively, verbally and in writing.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Supervise employees professionally to achieve their goals and be self-motivating.
- Plan and organize work.
- Compose clear and concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.

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' degree in business administration, public administration, planning, construction, or closely related field preferred; however, experience that demonstrates proficiency in the required skills and knowledge may be accepted in lieu of the degree requirement.
- Minimum of eight (8) to ten (10) years' experience working in facilities management, project management, or construction management.
- Possession of General Contractors license.
- Possession of Responsible Managing Employee (RME).
- Certification as Playground Safety Inspector preferred.

OTHER REQUIREMENTS:

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

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POSITION TITLE Chief Facilities and Technology Officer			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
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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Chief Financial Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

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

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

SUPERVISION EXERCISED:
Director of Finance, HRIS Administrator, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Oversee and manage the financial operations and strategy of the Agency, ensuring its financial health and sustainability.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, government regulations, and guidelines.
- Design and implement financial reporting systems, human resource information systems (HRIS) in coordination with Human Resources.
- Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances.
- Align resources to ensure operations meet the needs of Agency programs.
- Prepare and present monthly, quarterly, and annual financial reports that accurately reflect the financial position of the organization.
- Provide technical support in developing and preparing budgets, budget modifications and amendments, and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.
- Identify and present financial issues. Make recommendations on appropriate action for resolution.
- Act as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Oversee and facilitate the annual organization-wide audit as well as funding source fiscal monitoring visits.
- Provide financial advice to the CEO on the overall operations and financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance

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with government rules and regulations and grant/contract requirements.
- Maintain effective working relationships and communications with senior management, the Board of Directors, funding source representatives, and auditors.
- Monitor progress toward key financial goals.
- Serve as primary support staff contact to the Budget & Finance and Audit & Pension committees of the Board of Directors.

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

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

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

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

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

- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) or master's degree preferred.

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- Minimum of ten (10) years of progressive financial accounting experience, including five (5) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS:

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

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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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Chief Human Resources Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under direct supervision of the Chief Executive Officer (CEO), the Chief Human Resources Officer (CHRO) is directly responsible for the overall administration, coordination, and evaluation of the human resource functions of the Agency. Serves on the Executive Management team, providing strategic guidance and expert advice to company leadership on Human Resources (HR) matters. The Chief Human Resources Officer guides and manages the overall division of Human Resources services, policies, and programs for the entire agency.

SUPERVISION RECEIVED:
Receives supervision from the CEO.

SUPERVISION EXERCISED:
Human Resources Administrator, Human Resources Manager, HR Generalist-DEI, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Function as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues.
- Oversee the development and management of agency-wide talent management programs, such as recruitment, learning and development, performance management, and succession planning. Work with the company's Executive Management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the agency.
- Responsible for labor negotiations and maintaining positive relationships with Service Employees International Union (SEIU) Local 521 and ensuring compliance with the Union contract. Collaborates with management and the Union on contract negotiations and renewal.
- Ensure compliance with ongoing regulatory and federal and state laws.
- Develop and monitor an annual budget that includes Human Resources services, employee recognition, and DEI initiatives.
- Work closely with legal counsel to mitigate any potential legal risks and advising agency of best practices.

- Responsible for wage and salary reports and agency compensation administration utilizing competency-based compensation software. Ensures agency compliance with mandated compensation updates. Annually conducts required compensation studies.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Communicates changes in the Agency's personnel policies and procedures and ensures that proper compliance is followed.
- Research, develop, and implement benefit plans that are competitive and cost-effective that reflect the Agency's strategic plan.
- Automates HR processes by incorporating the use of modern strategies and paperless systems. Ensures confidentiality of all electronic and paper employee data.
- Stays abreast of new trends and innovations in the field of human resources.
- Administer and conducts COR/e-Verify.
- Serve as primary support staff contact to the Personnel Committee of the Board of Directors.
- Performs special assignments/projects and other duties as assigned by the CEO.

Diversity, Equity, and Inclusion (DEI):

- Conduct comprehensive training needs assessments and analyze performance gaps with a focus on DEI, considering diverse perspectives and needs.
- Design/coordinate, develop, and deliver effective training programs and materials that are inclusive and address DEI principles.
- Collaborate with subject matter experts to address specific DEI concerns within the organization.
- Apply a DEI lens to agency policies and procedures, ensuring they align with best practices for diversity, equity, and inclusion.
- Collaborate with the DEI Committee and agency to identify, develop, and implement training programs that align with DEI-related goals as outlined in the agency's strategic plan.

Program:

- Lead programmatic development and implementation for the organization, aligned with strategic priorities and commitment to equity throughout.
- Establish measurable, achievable program area goals and objectives on an annual basis and monitor progress.
- Oversee the coordination, integration, and delivery of programs and related activities, promoting collaborative relationships between program areas and ensuring that the expectations of clients, partners, funders, and other stakeholders are consistently met.
- Develop and foster a high-performance, inclusive, and accountability culture throughout program teams, aligned with core values and organization commitments to equity and inclusion.
- Work with program directors and teams to establish approaches and methods for evaluating program outcomes and leverage internal and/or external resources to inform program results.

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- Stay abreast of developments in the external environment of the non-profit sector and the non-profit ecosystem; develop new program ideas and pilot projects that incorporate input from the community.
- Deploy resources efficiently and effectively toward organizational goals, working with teams to balance workload and activities.
- Serve as thought partner and advisor to colleagues ensuring programmatic strategy and operating in close collaboration with areas such as finance, development, IT and data systems, and marketing.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Payroll processing and procedures and state and federal laws according to paying employees.

Ability to:

- Communicate verbally and in writing with individuals at all levels of the agency and with vendor and partner organizations.
- Deliver agency presentations to staff and other agencies.
- Understand and interpret program revenue and expense budgets.
- Develop and utilize Excel spreadsheets for program data, personnel, benefits, and budget management tasks.
- Interface with the Board, providing updates and recommendations as needed on topics related to HR.
- Develop metrics, gather data, and report results.
- Display strong technical and analytical skills.
- Motivate and supervise subordinates in a day-to-day operation.
- Communicate clearly with a collaborative approach.
- Willing to develop and ensure the success of staff and to create/sustain a positive work environment.

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, and eight (8) years' experience in human resources with progressive responsibility, including at least five (5) years at a management level. Master's degree preferred.
- Certification as a Senior Professional in Human Resources (SPHR) required.
- Payroll certification and/or experience preferred.
- Demonstrated progressive experience in management of an HR Department.

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- Experience may substitute for education at the discretion of the CEO.

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

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

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Chief Program Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Chief Program Officer is responsible for coordinating the activities of the divisions of Head Start/State Child Development, Health & Nutrition, Housing & Supportive Services, and Youth & Community Services. Responsible for planning, organizing, and guiding efficiencies and compliance to appropriately serve Agency clients toward self-sufficiency. Guides subordinates with data driven decisions to achieve successful outcomes for clients of the Agency.

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

SUPERVISION EXERCISED:
Director of Head Start/State Child Development, Director of Health & Nutrition, Director of Housing & Supportive Services, and Director of Youth & Community Services, Process Improvement Manager, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Plan, organize, coordinate, guide, and control the overall program objectives of subordinate divisions.
- Ensure that internal quality control activities are conducted to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames and to prepare for audits/programmatic quality reviews from external agencies.
- Review and coordinate division budget preparation, monitor expenditures and revenues for assigned programs/contracts, and coordinate required periodic program reporting as required.
- Initiate, direct, and evaluate division program activities and effectiveness, e.g., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
- Ensure that data driven decisions are made for each division in the direction of efforts and resources.
- Monitor, establish, and maintain strategies, objectives, and priorities for respective programs/contracts and apprise the Chief Executive Officer of the status of Agency contracts/program performance on a periodic basis.
- Identify problems with program performance regarding Agency contracts and/or grants and make recommendations for/implement corrective actions.

- In conjunction with the Chief Financial Officer, develop and maintain an effective system of financial management and budget development that controls funds within the division and meet all necessary financial management requirements and applicable regulations including funding guidelines.
- Interpret and apply state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Prepare and present monthly, quarterly, and annual programmatic reports that accurately reflect the program efforts of the organization.
- Prepare management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
- Identify and present program issues and makes recommendations for appropriate action for resolution.
- Act as a liaison with funding sources in resolving program and reporting issues.
- Work in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by the Agency.
- Establish and maintain positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
- Perform special assignments/projects and other duties as assigned by the Chief Executive Officer.
- Monitor progress toward key measurable client outcomes and goals.

Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Resource and fund development.
- Research techniques and resources.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- General knowledge of human resources and operations (IT, facilities, construction).

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Supervise diverse staff.
- Attend evening and weekend meetings

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- Effectively work in group settings with other Directors, Managers, Board of Directors, and others.
- Effectively present program information to the public.
- Establish professional working relationships with staff, service providers and partners, and the community.
- Work under frequent time pressures or deadlines.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly 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 Chief Program Officer			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x

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

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

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: November 5, 2024

Subject: *Agenda Item 4(b)*: Position Analysis and Equity Review for Food Bank Program – **Action Item**

Over the past few months, Food Bank leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the Food Bank is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

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

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

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 Services Coordinator	Formerly the Administrative Supervisor. Supervision received and exercised, duties and responsibilities, and education.	9 Min: $24.78 Mid: $31.01 Max: $37.21	9 Min: $25.45 Mid: $31.81 Max: $38.18
Administrative Specialist	Formerly the Lead Administrative Clerk. Grade change, supervision exercised, duties and responsibilities, and education.	3 Min: $16.00 Mid: $18.11 Max: $20.20	7 Min: $20.61 Mid: $25.77 Max: $30.92

Agency Relations Coordinator	Formerly Agency Relations Supervisor. Grade change, supervisor exercised, duties and responsibilities, and education.	8 Min: $21.59 Mid: $26.96 Max: $32.35	9 Min: $25.45 Mid: $31.81 Max: $38.18
CSFP Program Coordinator	Grade change, supervision exercised, duties and responsibilities, and education.	7 Min: $19.92 Mid: $23.43 Max: $26.96	9 Min: $25.45 Mid: $31.81 Max: $38.18
CSFP Program Specialist	Formerly the CSFP Program Assistant. Grade change, supervision exercised, duties and responsibilities, and education.	4 Min: $16.38 Mid: $18.89 Max: $21.72	7 Min: $20.61 Mid: $25.77 Max: $30.92
Operations Manager	Formerly Operations Supervisor. Grade change, supervisor exercised, duties and responsibilities, and education.	9 Min: $24.78 Mid: $31.01 Max: $37.21	12 Min: $35.58 Mid: $44.47 Max: $53.37
Pantry Program Specialist	Formerly the Pantry Technician. Grade change, supervisor exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	7 Min: $20.61 Mid: $25.77 Max: $30.92
Procurement Specialist	Grade change, supervision exercised, duties and responsibilities, and education.	7 Min: $19.92 Mid: $23.43 Max: $26.96	8 Min: $22.86 Mid: $28.59 Max: $34.30
Program Administrator	Grade change, supervision exercised, duties and responsibilities, and education.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Program Manager	Grade change, supervision exercised, duties and responsibilities, and education.	10 Min: $28.54 Mid: $35.65 Max: $42.78	12 Min: $35.58 Mid: $44.47 Max: $53.37
Volunteer Coordinator	Formerly the Volunteer Specialist. Grade change, supervisor received and exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	9 Min: $25.45 Mid: $31.81 Max: $38.18
Warehouse Clerk	Formerly the Driver. Grade change, supervision exercised and received, and duties and responsibilities.	1 Min: $16.00 Mid: $16.00 Max: $17.45	5 Min: $16.89 Mid: $21.11 Max: $25.34
Warehouse Coordinator	Formerly the Warehouse Operations Coordinator. Grade change, supervision received and exercised, duties and responsibilities, and education.	8 Min: $21.59 Mid: $26.96 Max: $32.35	9 Min: $25.45 Mid: $31.81 Max: $38.18
Warehouse Specialist	Grade change, supervision received, supervision exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	7 Min: $20.61 Mid: $25.77 Max: $30.92
Warehouse Technician	Grade change, supervision received, duties and responsibilities, and education.	3 Min: $16.00 Mid: $18.11 Max: $20.20	6 Min: $18.89 Mid: $23.62 Max: $28.34

Fiscal Impact and Timeframe

The title and grade changes allow our Food Bank to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that

the fiscal impact of $37,000 for the proposed changes can be supported by the Food Bank budget.

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 the following objectives, the proposal supports staff development, growth, and retention:

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

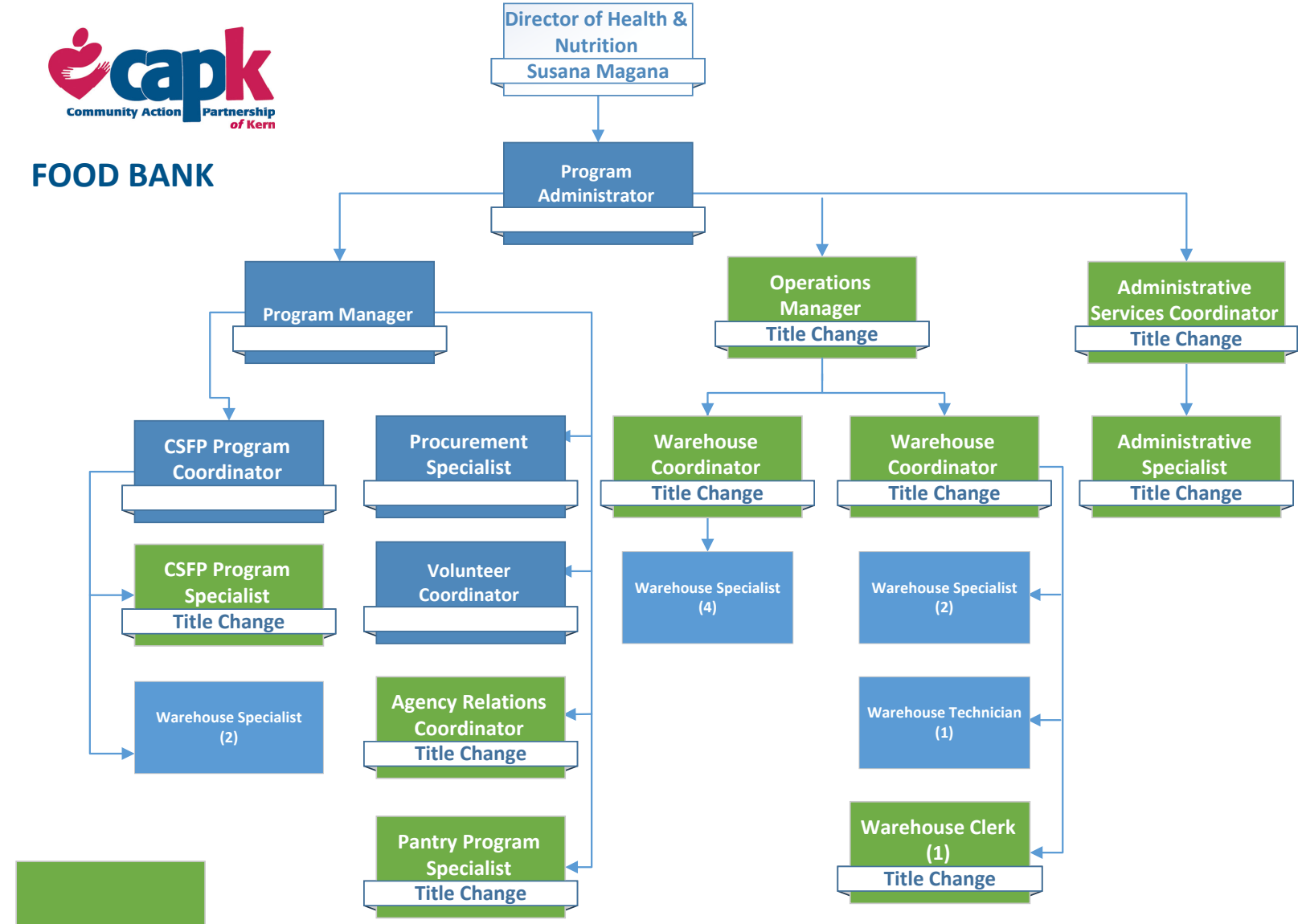
Recommendation:

Staff recommend the Personnel Committee approve the revised Food Bank job descriptions and grade changes.

Attachments:

Food Bank Organizational Chart
Administrative Services Coordinator Job Description
Administrative Specialist Job Description
Agency Relations Coordinator Job Description
CSFP Program Coordinator Job Description
CSFP Program Specialist Job Description
Operations Manager Job Description
Pantry Program Specialist Job Description
Procurement Specialist Job Description
Program Administrator Job Description
Program Manager Job Description
Volunteer Coordinator Job Description
Warehouse Clerk Job Description
Warehouse Coordinator Job Description
Warehouse Specialist Job Description
Warehouse Technician Job Description

FOOD BANK



Revised 10-2024

The Food Bank has a minimum of 25 Interns (Long-Term Volunteers) who work daily across different departments, receiving supervision from various Food Bank CAPK staff.

Administrative Services Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator, the Administrative Services Coordinator is responsible for overseeing Specialists, office interns and volunteers who provide office support. The Administrative Services Coordinator will assist the Food Bank Program Administrator with various administrative tasks essential to the effective overall operations of the Food Bank.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:
Administrative Assistant, Office Interns, and Office Volunteers.

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

Essential Job Specific Duties:
- Provides direction and supervision to the Administrative Assistant, interns, and office volunteers.
- Responsible for all tasks related to operating the reception desk.
- Assists the Food Bank Program Manager with tracking grants, developing presentations, and analyzing and preparing clear and concise reports.
- Responsible for overseeing ongoing quality and process improvement initiatives for the Food Bank.
- Integrates monthly Food Bank reports with the CAPK customer resource management platform and other technologies.
- Creates communication materials to present to private and public entities pertaining to hunger.
- Performs related duties at Food Bank locations as assigned.
- Manages accounts receivables/payables and monthly billing.
- Responsible for the Food Bank procurement process for goods and services.
- Responsible for Food Bank Meal Connect Platform for Fresh Rescue program data sharing.
- Works with the Agency Relations Department to process membership renewals.
- Oversight of the on-site Food Pantry.

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

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- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Serves as an emergency contact for the Food Bank.
- 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:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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

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- Experience in proper food storage, handling, and inventory practices.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful 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: Administrative Services Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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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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Administrative Specialist

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator and Administrative Services Coordinator, the Administrative Specialist is responsible for various administrative functions of the Food Bank including fiscal activities, reporting, data collection and a wide variety of clerical support duties.

SUPERVISION RECEIVED:
Food Bank Program Administrator and Administrative Services Coordinator.

SUPERVISION EXERCISED:
Supervision and guidance for interns and volunteers supporting the front office.

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

Essential Job Specific Duties

- Responsible for preparing accurate and timely submission of reports.
- Manage accounts receivable and monthly billing for the Food Bank.
- Collect data and prepare documents, reports, and other Food Bank related correspondence.
- Interact with internal staff, agency partners and community clients.
- Oversee payments from pantries/agencies.
- Act within defined parameters to plan and organize daily work.
- Prepares and submits deposits to Finance.
- Performs data entry for the Fresh Rescue program across multiple database platforms.
- Front desk tasks include but not limited to greeting clients, providing emergency food boxes and information, and answering phone calls.
- Provide 10 key counts for monthly commodity reports.
- Review and finalize commodity invoices.
- Processes gas card receipts and submits them to Finance.

Other Job Specific Duties:

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

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Accounts receivable.
- Basic accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Comprehensive knowledge of office practices, methods, and procedures, including filing, record keeping systems, correspondence, and report writing.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Work with frequent interruptions, meet deadlines, and work with repetitive and varied tasks.
- Communicate effectively, verbally and in writing.
- Work independently and with minimum supervision.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Attend occasional evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agency partners, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration, accounting or related field preferred.
- One (1) year of fiscal experience.
- One (1) year of general front office knowledge experience.
- One (1) year of experience working with interns or volunteers.
- One (1) year of experience working in social service or customer service fields.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an

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

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

0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Agency Relations Coordinator - Food Bank

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved**: TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Agency Relations Coordinator is responsible for recruiting, establishing services, monitoring, and training of food distribution sites, their members, and volunteers who assist the Food Bank with the distribution of products throughout Kern County. The Agency Relations Coordinator is also responsible for developing and maintaining exceptional customer service including strong and effective communication lines with agency partners, staff, and volunteers.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Supervises Food Bank interns and Agency Relations Volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible for the development and strengthening of relationships with all partner agencies.
- Recruit new partner agencies to expand the network with special emphasis on underserved areas.
- Monitor partner agency sites by conducting scheduled and unscheduled site visits, observing operations, and reviewing documentation to ensure compliance with Feeding America, federal, state, and local regulations.
- Prepare written reports pertaining to the site visits and follow-up as necessary. Communicates site review results with partner agency staff.
- Respond to network member calls, requests for information, and concerns to ensure all questions are satisfactorily answered, all requested materials are sent, and orientation training is scheduled.
- Work cooperatively with Food Bank personnel to ensure effective network members and client education on nutrition, food safety, sanitation, and food insecurity.
- Oversee capacity building and training for partner agency staff and volunteers, ensuring compliance with funding source requirements, and conduct training sessions twice annually.
- Manage complaints from and concerning all partner agencies and volunteers.
- Responsible for the preparation and maintenance of all Agency relations records and reports.

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- Review monthly Agency statistics and update reporting systems for the Food Bank, federal, and state agencies, and any other partners and/or funding sources requiring reports.
- Complete all required external and internal program reporting.
- Prepare and conduct bi-annual demographic survey.
- Develop and maintain the Pantry Member Procedure manual and the EFAP training manual.
- Prepare, coordinate, and conduct orientation sessions for new partner agencies and volunteers, and conduct an annual partner conference and on-going workshops, as needed, to educate partner agencies on proper policies and procedures.
- Prepare reports on activities and outcomes as required by CAPK, and its funding sources, including CSBG, volunteer documents, and reports, etc.
- Ensure that documentation with partner agencies is kept current and filed accordingly.
- Engage in resource development by actively seeking out new sites and volunteers in the community.
- Adhere to USDA, CDSS, Feeding America and CAPK regulations and guidelines.
- Assist with other Agency departments and activities as needed.
- Provide excellent customer service to all CAPK customers, including clients, staff, donors, logistics personnel, partner agency personnel, volunteers, board members, and the public.
- Provide information and referrals to individuals seeking assistance, addressing their needs when they call or visit the Food Bank.
- Responsible for the Food Bank's social media activities and for maintaining social media and website postings current.
- Represent the Food Bank on live media (e.g., television or radio) as required.

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including early mornings, nights, and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.

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- Display attention to detail.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration, social work or related field.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working with interns or volunteers.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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

POSITION TITLE Agency Relations Coordinator			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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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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Program Coordinator - CSFP

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

Salary Range: Grade 09 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Manager, the CSFP Program Coordinator is responsible for the complete operation of the Commodity Supplemental Food Program (CSFP). Monitors program participation, fiscal activities, and supervision of support staff and volunteers. Oversee client enrollment, delivery services, and monitors accounts for program inventory.

SUPERVISION RECEIVED:
Receives supervision from the Program Manager.

SUPERVISION EXERCISED:
Program Specialist, Warehouse Specialists, Food Bank interns, and volunteers assigned to the CSFP Program.

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

Essential Job Specific Duties:
- Accurate and complete monthly, quarterly, and annual reports to be submitted to the State of California for the Food Bank and CAPK.
- Supply preparation to take to the sites (e.g., intake forms, office supplies, etc.).
- Accurate client intake forms and ensuring program eligibility at the distribution sites.
- Signing-in of clients at the distribution sites.
- Follow-up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by sites.
- Product distribution at the sites.
- Ensuring adequate number of food boxes for distribution at the sites and providing guidance to the Food Bank interns and volunteers who assist with the assembling of food boxes.
- Coordination of food distribution through a county-wide network of program sites (e.g., making sure that sites have the food distribution calendar).
- Coordination of interns and volunteers, including record keeping and training.
- Inventory control and record keeping.

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

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

Ability to:

- Display attention to detail.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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 langu0age fluency (Spanish/English) highly 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 plus on-site distribution activities.

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Coordinator - CSFP			
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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Program Specialist - CSFP

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

Salary Range: Grade 07 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Manager and the Commodity Supplemental Food Program (CSFP) Coordinator, the Program Specialist performs eligibility determination, clerical, and operations support duties.

SUPERVISION RECEIVED:
Receives supervision from the CSFP Program Coordinator.

SUPERVISION EXERCISED:
Supervision of Food Bank interns and volunteers.

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

Essential Job Specific Duties:
- Type correspondence, documents, and reports of a general/routine nature.
- Various clerical duties include but are not limited to photocopying, binding, and mail distribution.
- Assist with preparing accurate and complete monthly, quarterly, and annual reports to be submitted to the State of California for the Food Bank and CAPK.
- Responsible for getting supplies ready to take to the sites, e.g., intake forms, office supplies, etc.
- Responsible for completing client intake forms and assessing program eligibility at the distribution sites.
- Responsible for the signing-in of clients at the distribution sites.
- Responsible for following up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by site.
- Responsible for product distribution at the sites.
- Oversee the assembling of food boxes that will be distributed at the sites and provide guidance to interns and volunteers who assist with the assembling of food boxes.
- Assist with the coordination of food distribution through a county-wide network of program sites (e.g., making sure that sites have the food distribution calendar).
- Assist with the coordination of interns and volunteers, including record keeping and training.
- Assists with inventory control and record keeping.

Other Job Specific Duties:
- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.

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- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

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 or related field.
- Two (2) years of general clerical experience.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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) highly 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.

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- Work is primarily performed indoors plus on-site distribution activities.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Specialist - CSFP			
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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Food Bank Operations Manager

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

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

SUMMARY:
Under the direction of the Food Bank Program Administrator, the Food Bank Operations Manager is responsible for warehouse, facility, inventory, and fleet oversight. The Food Bank Operations Manager will also interface with warehouse staff, interns, and volunteers. Responsibilities include overall warehouse management, inventory control, and procurement and distribution planning.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:
Warehouse Coordinators, Warehouse Specialists, Technicians, Clerks, Interns, and Volunteers.

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

Essential Job Specific Duties:
Leadership and Supervision:

- Responsible for ensuring that all Operations personnel provide excellent customer service to all staff, interns, volunteers, agency partners, clients and other community members.
- Provide direct supervision and leadership to Warehouse Coordinators, Warehouse Specialists, Technicians, Clerks, Food Bank Interns, and Volunteers, ensuring clear communication, effective training, and high performance.
- Conduct regular performance evaluations, providing constructive feedback and developing individual performance improvement plans to enhance staff skills and productivity.
- Serve as the primary point of contact for warehouse operations in the absence of the Program Administrator, providing overall leadership and direction.

Warehouse Operations Management:

- Ensure that all warehouse operations, including receiving, storage, inventory, and distribution, meet or exceed quality standards as per CAPK Food Bank and Feeding America guidelines.
- Oversee the administration, utilization, and maintenance of the Warehouse Management System (WMS), ensuring accurate inventory tracking and reporting.
- Develop, update, and enforce policies and procedures for all warehouse activities, ensuring compliance with organizational standards and regulatory requirements.
- Manage the cleanliness and organization of the warehouse, addressing any concerns promptly and ensuring a safe and sanitary work environment.

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- Direct and manage the annual physical inventory of the entire warehouse during February, ensuring accuracy and compliance.

Procurement and Distribution Planning:

- Work with the Program Manager to plan and manage procurement and distribution of TEFAP/USDA commodities, ensuring efficient allocation and compliance with USDA Program requirements.
- Report to CDSS and prepare required documentation for USDA and other funding sources, ensuring accurate and timely submissions.
- Oversee inventory compliance requirements for various local, state, and federally funded food programs, ensuring adherence to all regulations.

Fleet and Facility Oversight:

- Oversee the maintenance and operation of the Food Bank's fleet, ensuring that all vehicles are in good working order and meet safety standards.
- Manage the upkeep and maintenance of the facility, including the monitoring of all warehouse equipment such as Powered Industrial Trucks (PIT), pallet jacks, floor cleaners, freezers, refrigerators, and generators, to ensure continuous and efficient operation.
- Support cost analysis efforts to ensure efficient spending on fleet, facility, and equipment vendors, optimizing operational costs.
- Serve as the emergency contact for any warehouse or facility-related emergencies, coordinating response efforts as needed.

Safety and Compliance:

- In conjunction with the Risk Manager, facilitate an OSHA-compliant safety program, conducting regular safety audits and training to ensure a safe work environment for all staff, interns and volunteers.
- Ensure that all operational activities comply with local, state, and federal regulations, including food safety standards and transportation laws.
- Safeguard confidential information and documents critical to the organization, ensuring compliance with data protection and privacy regulations.

Inventory and Quality Control:

- Oversee the monitoring and management of inventory, including conducting regular audits and cycle counts to ensure accuracy and minimize discrepancies.
- Ensure that quality standards are met for all food handling and storage practices, implementing corrective actions as necessary to address any issues.
- Work with the Program Administrator to manage inventory levels and place orders in compliance with CDSS/USDA Program requirements and other funding sources.

Cross-Functional Support:

- Provide support for warehouse activities for the CSFP (Commodity Supplemental Food Program), ensuring effective warehouse operations.
- Collaborate with other departments and external partners to support the overall mission of the Food Bank, including preparing required reports for USDA and other regulatory bodies.
- Provide hands-on support for warehouse activities as needed, including operating forklifts, driving box trucks, and assisting with donation pick-ups.

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.

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- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Perform tasks that are detail oriented.
- Display attention to detail.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Demonstrate excellent customer service.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

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'sdegree in business administration or related field.
- Two (2) years of management experience; warehouse management preferred.
- Two (2) years of experience with inventory control and using a warehouse management system.
- Two (2) years' experience with customer service.
- Current forklift certification required.
- SafeServe certification required.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.

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- Bilingual language fluency (Spanish/English) is highly desirable.
- Successful completion of live scan, physical, and 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 essential duties.

POSITION TITLE Food Bank Operations 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 and pulling (right hand)		x	
Pushing and 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	

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

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Pantry Program Specialist

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Pantry Program Specialist is responsible for managing all aspects of the Pantry Program, from processing donations to fulfilling online orders. This role plays a critical part in ensuring accurate inventory control, maintaining a clean and organized pantry environment, and working closely with interns and volunteers to achieve program goals. The Pantry Program Specialist ensures that all pantry operations align with food safety standards and organizational objectives, providing a seamless experience for agency partners and a well-maintained pantry space.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Food Bank interns, and volunteers assigned to the Pantry Program.

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.

Pantry Operations:

- Oversee the full cycle of the Pantry Program, including the receipt, sorting, and processing of donated items, ensuring they are stored appropriately and listed accurately in the inventory system.
- Manage the fulfillment of online orders, ensuring that all orders are prepared and ready for pick-up at the designated times, and that agency partners have a positive experience during their visits.
- Ensures that quality customer service is provided to our agency partners by all food bank staff, interns and volunteers.

Inventory Control:

- Maintain accurate inventory records in the inventory management system (e.g., Primarius), ensuring that all items are properly logged, tracked, and updated in real-time.
- Conduct regular inventory counts and audits to ensure the pantry's stock levels are accurate and address any discrepancies promptly.
- Sort donated products into designated categories (e.g., canned goods, fresh produce, non-perishables) to ensure efficient storage, easy access for order fulfillment, and rotated appropriately.

Quality Control:

- Perform quality inspections on all donated items to ensure they meet food safety standards and are suitable for distribution.

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- Ensure that the pantry area is kept clean, organized, and compliant with food safety regulations, conduct regular inspections to maintain a high standard of cleanliness.

Warehouse and Inventory Operations Support:

- Assist in the organization and optimization of pantry storage areas, ensuring efficient use of space and easy access to items for both order fulfillment and inventory management.
- Utilize warehouse equipment such as forklifts, pallet jacks, and other material handling tools to move pantry-related items as needed, following all safety protocols.

Volunteer Coordination and Support:

- Supervise and work alongside interns and volunteers in the pantry area, providing guidance, training, and support to ensure that all tasks are completed efficiently and safely.
- Maintain intern and volunteer assignments that align with pantry operations, ensuring that adequate support is available during peak times.

Safety:

- Enforce safety protocols within the pantry area, including proper handling and storage of food items, and the safe operation of equipment.

Other Job-Specific Duties:

- Attend all required meetings, training sessions, and conferences to stay informed about pantry operations and best practices.
- Maintain a safe, functional, and welcoming work environment for all staff, interns, volunteers, agency partners and clients.
- Perform other duties as assigned by the Program Manager or Administrator, contributing to the overall success of the Food Bank's mission.

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 and Program policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- Data collection and reporting.
- Organizational practices.

Ability to:

- Communicate effectively, verbally, and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.

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- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.
- Effectively organize and prioritize assigned work.
- Multi-task in a fast-paced environment.
- Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration or related field.
- Two (2) years of general clerical experience.
- One (1) year of supervision in a volunteer or operations program.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working in social service or customer service fields.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

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

POSITION TITLE: Pantry Program Specialist				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

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

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

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Procurement Specialist – Food Bank

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

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

SUMMARY:
Under the direction of the Food Bank Program Manager, the Procurement Specialist is responsible for procuring food and non-food items to be provided as direct services to the community. The Procurement Specialist will work with established and new vendors to secure products applying agency procurement policies and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:
Food Bank Interns and Volunteers.

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

Essential Job Specific Duties:
- Under the direction of the Program Manager, responsible for the procurement of perishable and non-perishable food to be distributed to program participants.
- Ensures that food procured meets the requirements of the funding source, e.g. food items purchased using state funds that must be grown in California.
- Tracks and reports on purchase orders, packing slips, and bills of lading, ensuring that all support documents are received, and expenditures are within program budgets.
- Works closely with Finance staff to ensure that the appropriate documentation is prepared, submitted, and kept on file for the items procured.
- Responsible for securing fresh produce for the Food Bank.
- Tracking and reporting donations by donor, commodity, and category.
- Responsible for the development of outreach materials to present to donors.
- Ensures that food donations are available for distribution at community events, as appropriate.
- Works closely with the Food Bank Operations Manager to coordinate deliveries and storage of procured products.
- Responsible for building strong working relationships with the agriculture industry.
- Performs other duties at Food Bank locations as assigned.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.

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- Serves as an emergency contact for the warehouse.

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 and Program policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- General knowledge of warehouse practices.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Manage time effectively.
- Demonstrate excellent customer service.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Associate or bachelor's degree in business administration, accounting, or related field.
- One (1) year of experience in procurement-related functions.
- One (1) year of experience working with the agriculture industry preferred.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- Experience in proper food storage, handling, and inventory practices.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Completion of a 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: Procurement Specialist – Food Bank			
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**

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0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Program Administrator – Food Bank

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

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

SUMMARY:
Under the direction of the Director of Health & Nutrition, the Food Bank Program Administrator is responsible for the efficient operation of the Food Bank in accordance with federal, state, and local government statutes, regulations, and performance standards. The Program Administrator plans, coordinates, supervises, implements, and evaluates programs and objectives designed to identify the food and nutrition needs of low-income residents and provides services to alleviate those needs. The Food Bank Program Administrator is responsible for coordinating staff, volunteers, programs, and applicable Food Bank services, including the coordination of over 200 distribution sites throughout Kern County and the Commodity Supplemental Food Program (CSFP).

SUPERVISION RECEIVED:
Receives supervision from Director of Health & Nutrition.

SUPERVISION EXERCISED:
Operations Manager, Program Manager, and Administrative Services Coordinator.

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

Essential Job Specific Duties:

- Responsible for the development and implementation of a strategic plan for the Food Bank.
- Develop and implement operating and administrative policies and procedures to ensure efficient operation of programs.
- Ensure compliance with federal, state, and local regulations, compliance with the scope of work as defined by funding sources and contracts such as the Feeding America Program.
- Develop objectives and options based on information results from community needs assessments of anti-hunger programs.
- Develop plans for the utilization of community and Food Bank resources, including staffing requirements.
- Provides direct supervision to Food Bank personnel.
- Initiate and maintain liaison with public and private agencies that provide supporting services to address hunger in Kern County.
- Implement internal and external reporting systems and procedures for monitoring program results.
- Development, preparation, and monitoring of operation budgets and grant proposals.

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- Provide leadership by example and maintain quality work standards.
- Coordination and operation of the USDA Commodities, The Emergency Food Assistance Program (TEFAP), Emergency Food & Shelter, the Commodity Supplemental Food Program (CSFP), Feeding America programs, and activities and community donated resources.
- Care and maintenance of all Food Bank vehicles and equipment.
- Maintain perpetual inventory control of all food items and non-food items through institution of the first-in-first out rotation of inventory and using the inventory software program.
- Implement and monitor contracts with federal, state, and local funding sources.
- Maintain a network of distribution partners/sites throughout the county.
- Oversight of recruitment of volunteer services which are conducted by the Agency Relations Department.
- Assist the Director of Health & Nutrition with program status reports to be presented to the Board of Directors.
- Safeguard and control confidential information using care and discretion to protect the organization from substantial loss.
- Assist in obtaining funding provided by federal, state, and local sources and donations for community resources and actively seek alternate funding sources for the Food Bank.
- Acts as the primary media contact for the Food Bank and work closely with CAPK's Outreach Department, including being the primary media representative for the Food Bank on television, radio, social media, etc.
- Overall operation of the CSFP program, including inventory, food packaging, distribution, and required reports.
- Respond to Food Bank and CSFP concerns promptly and professionally.
- Coordinate and manage food drives.
- Planning and implementing farmers markets throughout Kern County.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Social service and charitable food assistance procedures and networks.

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Ability to:

- Plan, organize, allocate, and control substantial resources.
- Supervise staff, interns and volunteers.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Work with the media, e.g., television, radio, social media.
- Maintain records and meet deadlines.
- Work independently and make clear presentations of ideas and recommendations.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration, public administration, or a related field.
- Five (5) years' experience in the management of a program.
- Minimum of five (5) years' supervisory experience.
- Experience in budget oversight is required.
- Minimum of two (2) years of warehouse inventory experience.
- Food bank experience is desirable.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- SafeServ certification required.
- Bilingual language fluency is 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.

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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 Program Administrator – Food Bank			
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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Program Manager - Food Bank

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:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator, the Program Manager is responsible for overseeing all aspects of the Food Bank distribution and outreach programs. The Program Manager will assist the Food Bank Program Administrator with duties necessary to ensure the seamless operation of the Food Bank, distribution sites, and pantries.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:
Agency Relations Coordinator, Volunteer Coordinator, CSFP Program Coordinator, and Procurement Coordinator.

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

Essential Job Specific Duties:

- Provides direction and supervision to various Food Bank personnel.
- Oversee all aspects of Food Bank distribution programs including TEFAP, CSFP, pantry, farmers markets, etc.
- Ensures that food distribution sites are monitored and in compliance with state rules and regulations.
- Ensure that month-end programmatic reports are completed accurately and submitted on a timely basis.
- Ensure that staff and volunteers, including volunteers at commodity and pantry sites, receive the appropriate/required training.
- Effectively lead a diverse team and provide necessary coaching and support.
- Ensures that volunteers are recruited, oriented, trained, and placed according to the needs of the program, including special events.
- Ensure that volunteer information is documented (e.g. individual names, number of hours volunteered, trainings, etc.).
- Ensures that food distribution sites, including commodity and pantry sites, complete the appropriate paperwork to participate in the network of distribution sites.
- Ensures that program forms, digital and paper, are reviewed and updated regularly to reflect state rules and regulations.
- Ensures that the Food Bank participates at appropriate community events.
- Ensures that a calendar is developed and revised on a regular basis to reflect food distribution site locations, dates, and times.

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- Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates, and times.
- Works with the Operations Manager to order and plan the TEFAP food for distribution.
- Integrates monthly Food Bank reports with the CAPK customer resource management platform and other technologies.
- Creates communication materials to present to private and public entities pertaining to hunger.
- Performs related duties at Food Bank locations as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Serves as an emergency contact for the warehouse.

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:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.

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- One (1) year of experience working with volunteers.
- Three (3) years of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful 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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Program Manager – Food Bank			
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

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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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Volunteer Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Food Bank's volunteer program, data collection of availability and skills, and record volunteer hours served. This position will also work with food distribution Technicians, interns and volunteers.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Food Bank interns and volunteers

DUTIES AND RESPONSIBILITIES:

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

Essential Job-Specific Duties:

- In collaboration with the Operations Manager, Program Manager, Volunteer Coordinator assigns interns and volunteers to various departments within the Food Bank.
- Provides orientation and training to interns and volunteers on a regular basis.
- Responsible for developing and implementing the Volunteer Program for the Food Bank.
- Recruits and oversees interns and volunteers for routine and special events.
- Responsible for identifying partners and establishing agreements, formalizing partnerships, and sources of interns and volunteers.
- Develop and maintain updates of policy and procedure manual for use by interns and volunteers.
- Acts as the liaison between the Food Bank and the organizations referring interns and volunteers to the Food Bank.
- Responsible for keeping detailed records of interns and volunteers' information, assignments, and hours of service.
- Prepare clear and concise reports pertaining to interns and volunteers, as required.
- Works with Food Bank and CAPK staff to automate the recruitment of interns and volunteers (e.g., creating a calendar of activities on the CAPK Food Bank website).
- Disseminates information for upcoming needs and events.
- Manage the Food Bank engagement with the CAPK volunteer management platform.
- Perform related duties at Food Bank locations as assigned.

Other Job-Specific Duties:

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- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Must be able to work alternative schedules such as nights, weekends, and non-traditional hours.

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:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- Data collection and reporting.
- Organizational practices.

Ability to:

- Communicate effectively, verbally, and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.
- Effectively organize and prioritize assigned work.
- Multi-task in a fast-paced environment.
- Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of experience working with interns or volunteers.

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- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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 fingerprinting, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Volunteer 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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Warehouse Clerk

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

Salary Range: Grade 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Warehouse Clerk is responsible for various warehouse tasks including the safe and efficient transportation of food donations and supplies between donor locations and the Food Bank. This role ensures that all transported items are handled with care, adhering to strict food safety and sanitation standards. In addition to transportation duties, the Warehouse Clerk plays a key role in vehicle maintenance, inventory support, and warehouse operations. The Warehouse Clerk is expected to maintain accurate records, manage technology and communication tools, and participate actively in staff development and organizational initiatives.

SUPERVISION RECEIVED:
Receives supervision from the Operations Manager and Warehouse Operations Coordinators.

SUPERVISION EXERCISED:
Supervision and guidance for Food Bank interns and volunteers placed in the Operations Department.

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

Essential Job Specific Duties:
Transportation of Goods:
- Safely operate agency vehicles to transport food and other materials between donor locations, distribution sites, and the Food Bank.
- Securely load, transport, and unload donations, ensuring all items are handled with care and arrive in good condition.
- Complete all required documentation, including donor receipts and delivery confirmations, and submit them promptly.

Compliance with Safety and Sanitation Standards:
- Adhere to all food safety, sanitation, and transportation procedures, ensuring compliance with organizational policies and state regulations.
- Conduct pre- and post-trip inspections of vehicles to ensure they meet safety and operational standards, reporting any issues immediately.

Vehicle Maintenance and Management:
- Maintain agency vehicles in clean, safe, and operational conditions, including regular refueling, cleaning, and minor upkeep.
- Keep detailed logs of vehicle mileage, fuel usage, and maintenance activities, ensuring all records are accurate and up to date.

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- Report any vehicle repair needs or safety concerns to the Warehouse Coordinator promptly.

Inventory Support and Warehouse Operations:

- Assist in sorting, weighing, and stocking donations at the Food Bank warehouse, ensuring items are stored in designated areas.
- Support inventory management by helping to maintain, stock, and rotate supplies, using proper rotation methods such as FIFO (first in, first out).

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- The care and maintenance of vehicles.
- Traffic regulations.

Ability to:

- Maintain critical delivery schedules.
- Become familiar with urban and rural streets and highways.
- Work independently and in a team environment.
- Perform repetitive movements, including lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Demonstrate excellent customer service.
- Display attention to detail.
- Stand for long periods of time.
- Sit for extended periods of time.
- Lift a minimum of fifty (50) lbs.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year of driving a delivery van or similar vehicle in a distribution or similar circumstance.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be 21 years of age or older with three (3) years of driving experience.
- 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: Warehouse Clerk			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x 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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Warehouse Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Warehouse Coordinator is responsible for managing all aspects of warehouse operations including inbound and outbound logistics, inventory management, and the supervision of warehouse personnel. Additionally, the Warehouse Coordinator oversees the pantry area, ensuring a smooth and efficient process for agency partners accessing food resources. The Warehouse Coordinator plays a crucial role in maintaining a safe, organized and productive environment while ensuring that all warehouse activities align with the organization and program's goals.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator and the Operations Manager.

SUPERVISION EXERCISED:
Warehouse Specialists, Warehouse Technicians, Clerks, interns, and volunteers in the operations department.

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

Essential Job Specific Duties:
Inbound Process Management
- Responsible for the accurate and timely receipt of all incoming shipments, ensuring that products are inspected, logged into the warehouse management system, and properly stored.
- Manage the unloading, sorting, and placement of inbound goods, ensuring adherence to food safety standards and inventory protocols.
- Collaborate with procurement teams to coordinate the delivery schedules and ensure warehouse readiness for incoming shipments.

Outbound Process Management:
- Manage the timely and accurate processing of outbound shipments, including order picking, packing, and dispatching to ensure on-time delivery to partner agencies.
- Coordinate and schedule deliveries and pick-ups, optimizing logistics routes to improve efficiency and reduce transportation costs.
- Work with clerks to address any issues that arise during transport, ensuring products are delivered safely and in good condition.

Pantry Area Oversight:
- Oversee the daily operations of the pantry area, ensuring that it is well-stocked, organized, and accessible for agency partners.

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- Monitor agency partners while they shop in the pantry area, providing assistance and ensuring compliance with food distribution policies.
- Coordinate with the Pantry Program Specialist to manage the replenishment of pantry items based on inventory levels and partner needs, ensuring a smooth shopping experience for all partners.

Inventory Control and Management:

- Conduct regular cycle counts and full physical inventories to maintain accurate stock levels, identifying and resolving discrepancies as they arise.
- Utilize WMS and other inventory management tools to track product movement and reduce waste.
- Ensure proper labeling, storage, and rotation of products to comply with food safety regulations and optimize warehouse space.
- Conduct regular quality control inspections of all incoming and stored food products to ensure they meet safety standards, are free from damage or contamination, and are properly labeled and stored according to food safety guidelines.
- Implement and manage a food waste disposal system that complies with environmental regulations, ensuring that expired, damaged, or unfit products are safely and responsibly disposed of, while exploring opportunities for waste reduction and donation of surplus items.

Safety and Compliance Oversight:

- Implement and enforce warehouse safety protocols in compliance with OSHA standards and food safety regulations such as HACCP.
- Regularly conduct equipment inspection and provide ongoing safety training for all staff, interns, and volunteers.
- Ensure that all equipment, including forklifts, pallet jacks, and electric pallet jacks, is operated safely and maintained in good working order.

Supervision of Warehouse Personnel:

- Supervise assigned Food Bank personnel, interns, and volunteers, providing clear instructions, training, and support to ensure efficient operations.
- Conduct performance evaluations, offer constructive feedback.
- Under the direction of the Operations Manager, support individual performance improvement plans to enhance staff skills and productivity.
- Foster a positive and collaborative work environment, promoting teamwork and ensuring that all staff members are engaged in their roles.
- Coordinate and oversee the integration of volunteers into warehouse operations, ensuring they receive proper training and are effectively utilized.

Other Job Specific Duties:

- Provide cross functional support within the warehouse as needed, assisting with inbound, outbound, inventory, or pantry tasks to ensure the overall success of the program.
- Collaborate with the Operations Manager and other coordinators to continuously improve warehouse processes and contribute to strategic planning.
- In the absence of the Operations Manager, maintain all operational responsibilities and ensure continuity of operations.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.

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- Works alternative hours as required, including early mornings, nights, and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for other CAPK programs.
- Serves as the emergency contact for warehouse emergencies.
- Adhere to CAPK and Program dress code policy.
- 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate strong follow up skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- Current Forklift Certification required.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices and delivery driver experience.
- Must be 21 years of age or older.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of experience working with interns or volunteers.
- Experience in proper food storage, handling, and inventory practices.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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

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

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Warehouse Specialist – Food Bank

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Operations Manager, the Warehouse Specialist is responsible for the efficient and safe pickup and delivery of food to designated distribution sites. This role involves maintaining accurate inventory controls, overseeing the organization and storage of products within the warehouse, and ensuring the proper operation and upkeep of refrigeration units, freezers, forklifts, vehicles, and other warehouse equipment. The Warehouse Specialist also plays a critical role in maintaining a clean, safe, and organized warehouse environment, supporting the food bank's mission by ensuring all logistics and operations are conducted in compliance with safety standards and organizational protocols.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager, Operations Manager, CSFP Coordinator and Warehouse Coordinator.

SUPERVISION EXERCISED:
Supervision and guidance for Food Bank interns and volunteers placed in the Operations Department.

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:

- Provide top-quality customer service to fellow staff, interns, volunteers, agency partners, clients, and community members.
- Delivery and pick up of commodities, including donated and purchased food, produce, and other related items to and from designated locations, ensuring safe and timely transportation.
- Perform routine checks on vehicles, ensuring they are in good operating condition, clean, and safe. Report any issues to the Warehouse Coordinator immediately.
- Receive, inspect, and organize incoming shipments, ensuring accurate documentation, labeling, and storage according to established protocols.
- Manage and maintain accurate inventory records through cycle counts, physical inventory checks, and reconciliation in the Warehouse Management System (WMS).
- Rotate food storage and conduct routine quality inspections that meet food handling standards, ensuring a first-in, first-out system.
- Verify the accuracy of deliveries, orders, and all associated documentation, ensuring that all records are accurately maintained in the WMS.
- Load and off-load products using PIT (Powered Industrial Trucks), including forklifts (sit and stand), pallet jacks while following safety protocols.

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- Ensure all operations and vehicles comply with DOT and OSHA regulations and other relevant safety standards, including the use of personal protective equipment (PPE) as necessary.
- Maintain a clean, organized, and safe warehouse environment by removing trash, recyclables, and operating floor scrubbers.
- Provide training and supervision to volunteers and interns on warehouse SOPs, safety, and the use of warehouse equipment.
- Effectively communicate with Food Bank personnel to ensure seamless operations.
- Provide excellent customer service to agency partners and vendors during pickups and deliveries, addressing any concerns promptly.

Other Job Specific Duties:

- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Attend and participate in staff meetings and training programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Maintain positive working relationships with staff, interns, volunteers, agencies, and clients.
- Maintain vehicles and equipment.
- Complete reports as needed.
- Work cooperatively with staff to carry out program goals and objectives.
- Drive manual and automatic transmission vehicles.
- Effectively present program information to the public.
- Demonstrate excellent customer service.
- Display attention to detail.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.

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- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout with a minimum of three (3) years of driving experience.
- 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 performed indoors and outdoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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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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Warehouse 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:
Under the direction of the Warehouse Coordinator and the Operations Manager, the Warehouse Technician is responsible for conducting and maintaining inventory control for the Food Bank. The Warehouse Technician ensures that food is properly stored and monitors the quality and freshness of goods. Works collaboratively with the Warehouse Coordinator to monitor the maintenance and operation of the refrigerator/freezer, forklift, vehicles, and other equipment.

SUPERVISION RECEIVED:
Receives supervision from the Warehouse Coordinator and Operations 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Accept deliveries, verify the accuracy of deliveries, and verify completed documentation.
- Accurately identify products for storage and distribution.
- Rotate food storage, ensuring a first in first out system.
- Record transfer of food to different programs.
- Ensure accurate warehouse releases in a timely manner for pick-up and delivery and for the documentation of any changes made to the warehouse release.
- Conduct and maintain inventory control, ensuring checks and balances are in place.
- Load and off-load products with the use of a pallet jack and forklift.
- Receive and follow work assignments as given by Warehouse Coordinator, and Operations Manager and as written on the assignment board.
- Responsible for documenting accurate weights for products that are off-loaded.
- Assist with maintaining the warehouse in a clean and safe condition.
- Use Warehouse Management System (WMS) for documentation and inventory management.
- Use personal protective equipment (PPE), as necessary, for health and safety precautions.
- Adhere to CAPK and Program dress code policy.

Other Job-Specific Duties:
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

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- Attend and participate in staff meetings and training programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Maintain equipment.
- Complete reports as needed.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work cooperatively with staff to carry out program goals and objectives.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Must have forklift experience.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

- 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.

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

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

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: November 5, 2024

Subject: *Agenda Item 4(c)*: Position Analysis and Equity Review for CalFresh Healthy Living Program – **Action Item**

Over the past few months, CalFresh Healthy Living (CFHL) leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the CFHL program is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our CFHL program is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

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

Summary of Proposed Changes

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Community Health Specialist	Formerly the Health Educator. Supervision received, duties and responsibilities, and requirements	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Outreach Specialist	Supervision received, duties and responsibilities, and requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Program Administrator	Grade change, supervision received, duties and responsibilities, and education.	12 Min: $37.72	14 Min: $45.63

		Mid: $47.13 Max: $56.57	Mid: $57.04 Max: $68.44
Program Supervisor	Formerly the Program Coordinator. Supervision received and exercised, duties and responsibilities, and education.	10 Min: $28.54 Mid: $35.65 Max: $42.78	10 Min: $28.39 Mid: $35.49 Max: $42.59

Fiscal Impact and Timeframe

The title and grade changes allow our CFHL program to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $11,444 for the proposed changes is supported by the CalFresh Healthy Living budget.

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 the following objectives, the proposal supports staff development, growth, and retention:

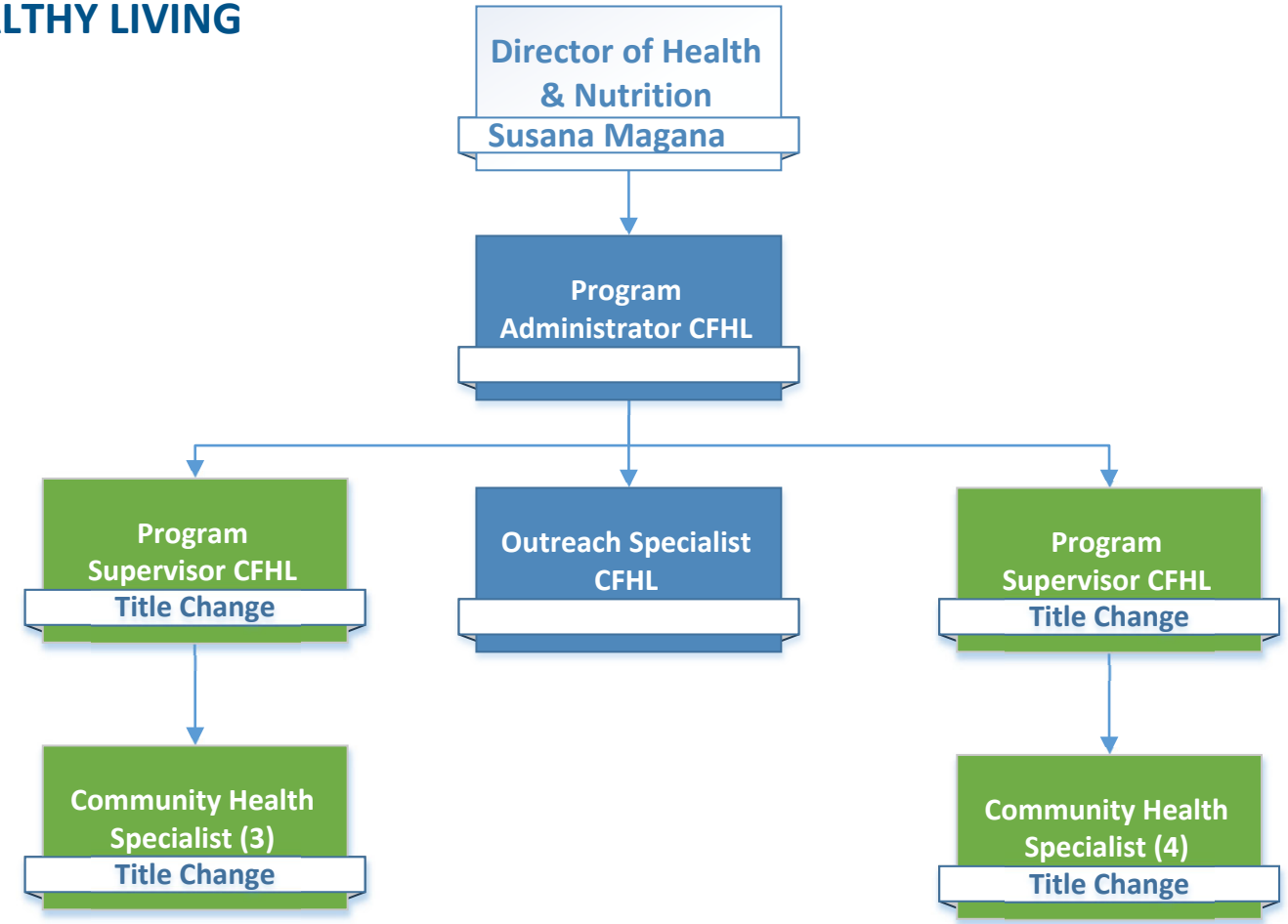
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommend the Personnel Committee approve the CalFresh Healthy Living Program’s revised job descriptions and pay grade changes.

Attachments:
CalFresh Healthy Living Organizational Chart
Community Health Specialist Job Description
Outreach Specialist Job Description
Program Administrator Job Description
Program Supervisor Job Description

CALFRESH HEALTHY LIVING



Title Change

Community Health 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:
Under the supervision of the CalFresh Healthy Living Program Supervisor, the Community Health Specialist is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living program (e.g., curriculum instruction, educational and informational presentations, Policy System and Environment (PSE) projects, training, and collection of data, etc.). The Community Health Specialist ensures that program activities and services are compliant with the scope of work, the Integrated Work Plan (IWP), pertinent IWP domains, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Implements direct education, indirect education, and PSE activities according to the Integrated Work Plan (IWP) for the CalFresh Healthy Living program.
- Under guidance from the CalFresh Healthy Living Program Supervisor and Program Administrator, develops and implements PSE efforts.
- Assesses community health needs, develops, plans, organizes training, and evaluates programmatic activities, which may include special events in conjunction with community organizations, workshops, meetings, and discussion groups.
- Identifies and contacts community leaders to promote program activities and informs target groups of health education programs and/or services.
- Organizes and conducts educational presentations for schools, community groups and community partners.
- Assists in community surveys to determine the need for, and effectiveness of, health interventions.
- Maintains, assists with, and distributes health promotion and educational materials (e.g., pamphlets, videos, articles, social media etc.).
- Establishes and maintains effective working relationships with staff, clients, and community organizations.
- Collects, maintains, and enters data per agency and program requirements, as needed.

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Other Job Specific Duties:

- Attend all assigned meetings, training, and conferences.
- Work alternative schedule including evenings and weekends as needed.
- Maintains a safe, positive, and functional work environment.
- Is proactive in the effort to recruit, refer and enroll families that qualify for CAPK programs.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office procedures and equipment, including computers and telephones.
- Agency programs and policies and procedures.
- Word processing and other related software applications including Adobe Acrobat, MS Word, Excel, PowerPoint, Access, Forms, and Canva
- Planning, developing, coordinating, implementing, and evaluating program activities.
- Common health problems, their causes and prevention, and current public health concerns.
- Community resources and their functions and effective methods for disseminating public health information that lead to behavioral change.

Ability to:

- Operate and use modern office procedures and equipment, including computers and telephones.
- Effectively organize and prioritize assigned work.
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Work with accuracy and attention to detail.
- Demonstrate strong verbal and written communication skills.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.
- Gathers and loads equipment for outreach events as needed.
- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

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 community health education, nutrition, or other health related field preferred.
- Minimum two (2) years of experience in a nutrition or health-related field preferred.

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- Minimum two (2) years of experience in conducting classes or public speaking preferred.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIROMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Community Health 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	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	

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Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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Outreach Specialist - CalFresh Healthy Living

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

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

SUMMARY:
Under general direction of the CalFresh Healthy Living Program (CFHL) Program Administrator, orders, designs, and manages creation and distribution of all CFHL physical and digital promotional materials including newsletters, social media postings, flyers, signage, mailings, resources, announcements, and other materials according to the branding guidelines as needed. The Outreach Specialist is also in charge of planning and executing all social media communications for CFHL and planning, preparing, and attending community events. This role also includes performing professional, clerical, and administrative work in support of programmatic needs such as scheduling direct education classes, organization of indirect education materials, assisting program staff, and entering data as necessary.

SUPERVISION RECEIVED:
Receives supervision from CalFresh Healthy Living Program 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 provided to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Coordinates, assists, and executes internal/external community outreach projects such as educational presentations, and surveys including assessing community needs based on internal and external data reports such as, annual reports, program-collected data, and state and local data.
- Attend internal/external resource fairs and other special events to recruit/refer clients to other CAPK programs and resources.
- Plans and schedules regular, engaging posts and activities for the CFHL social media accounts.
- Prepare reports and metrics to evaluate the effectiveness of outreach efforts and the progress of partnering with agencies to complete goals on the CFHL Integrated Work Plan.
- Coordinates and works with CAPK Outreach Team to ensure uniformity of messages and language to promote agency and partner programs.
- Establish and maintain effective working relationships with staff, clients, and community leaders.
- Maintains an up-to-date understanding of industry's best practices in graphic design and social media marketing.
- Represents the CFHL Program and prepares for and speaks to the media and public on behalf of the organization.

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- Completes project management and program activities assigned by the Program Administrator or Program Supervisor as needed.
- Tracks, maintains, and enters data per agency and program regulations as needed.
- Assists with program purchases, check requests, staff monthly mileage, and annual contracts.
- Responsible for maintaining inventory of office supplies, non-perishable food, outreach materials and other program items as needed.
- Assist with conducting program activities such as Direct Education, Indirect Education, Policy System and Environment change efforts.

Other Job Specific Duties:

- Improve branding of CFHL program in Kern County.
- Create and maintain a community contact list for external partners.
- Assist with CFHL referrals including coordination of services and classes.
- Provides media support for all staff as needed.
- Manages projects and strategic efforts in support of the CFHL team.
- Gathers and loads required equipment for outreach events as needed.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Professional level graphic design including Adobe Creative Cloud, Canva, Final Cut Pro, Photoshop, videography and others.
- Fundamentals of good grammar, spelling, and punctuation.
- Social Media platforms and marketing (Facebook, Twitter, Instagram, LinkedIn, etc.).
- Social media best policies and practices.
- Creative design, print publication, advertising, and commercial print processing.
- Agency programs and policies and procedures.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

Ability to:

- Work with diverse communities and exercise cultural competencies within populations including low-income, and other marginalized communities.
- Conduct media interviews and maintain professional standards of media relations.
- Work as a positive team member, demonstrate strong interpersonal skills, and keep a functional work environment.
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Attend meetings, trainings, and conferences as assigned.
- Work alternative schedule including evenings weekends as needed.
- Demonstrate strong verbal and written communication skills.
- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

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EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- A minimum of two (2) years of experience in outreach, communications, and/or marketing.
- Expertise in graphic design and social media management required.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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.
- Complete program certifications as assigned
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of a live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIROMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Outreach Specialist – CalFresh Healthy Living			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 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

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

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Program Administrator- CalFresh Healthy Living

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

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

SUMMARY:
Under the direction of the Director of Health & Nutrition, the CalFresh Healthy Living Program Administrator is responsible for the operation and administration of the California Department of Public Health (CDPH) and Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living program. The Program Administrator will ensure programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the agreement and/or program.

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

SUPERVISION EXERCISED:
CalFresh Health Living Program Supervisor and CalFresh Healthy Living Outreach Specialist.

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

Essential Job Specific Duties:

- Responsible for the overall operation of the CalFresh Healthy Living Program, including planning, developing, implementing, and monitoring policies and procedures to ensure compliance with program and contract goals and objectives, in accordance with the funding source requirements, scope of work, and Integrated Work Plan.
- Responsible for developing, implementing, expending and monitoring of the CalFresh Healthy Living program budget and ensuring that funds are allocated and expended in accordance with guidelines set by applicable funding sources and agency regulations.
- Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
- Supervises the activities of personnel involved in the implementation of the CalFresh Healthy Living grant.
- Facilitates regular staff meetings, observes employee activities, tracks performance, and completes employee performance evaluations.
- Monitors and directs subcontracted partners on a regular basis to ensure compliance within the scope of work and Integrated Work Plan and accuracy of reports and invoices/other fiscal activities submitted for payment.
- Guides and supports subcontracted partners in organizing special events, direct/indirect education activities, and media campaign awareness events to increase healthy eating and physical activity.
- Responsible for all reporting requirements, including quality assurance of data review for indirect, direct, and PSE quarterly and at year-end to ensure all annual reporting requirements.

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- Keeps open communication with CDSS Partners (e.g., UCCE and KCAASD) through in-person meetings or conference calls to discuss collaboration of resources around programmatic and budget fiscal goals included the CNAP collaborative and all applicable collaborative activities and tasks
- Independently researches, analyzes, and makes effective recommendations on administrative management, program, budgetary, and fiscal practices.
- Develop program presentations and establish and maintain positive working relationships with staff, Board members, its committees, the community, other organizations, and elected officials as well as state and federal funding representatives to promote and enhance services provided by the agency and program
- Participates in monthly webinars/conference calls that update local implementing agencies on NPAB announcements, updates, trainings, programmatic, and fiscal updates.
- Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.
- Assesses community health education needs, develops, plans, organizes, and evaluates health promotional activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
- Analyze and implement strategies that align program and agency goals, including strategic planning, joining coalitions, collaborating with other CAPK Programs, and collaborating with external agencies and groups.
- Determine direction, provide guidance, and implement social media strategies to promote program and agency goals and branding.
- Recruit and qualify new sites per program requirements.
- Guide, develop, and implement strategies to promote a positive work environment, staff growth, and staff retention.
- Plan, update, and execute state and federal program requirements such as updating the IWP, Budgets, PSE efforts, and funding applications.
- Oversees final submissions, develop, tracks, maintain, and enter data per agency and program regulations.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit, refer, and enroll families that qualify for CAPK programs.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management, and HR/employee practices.

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- Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.
- Agency and departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment. computers.
- Word processing software applications, including Adobe Acrobat, SharePoint, MS Word, Excel, PowerPoint, Access, and related software applications.
- Social media skills, instant messaging, video conference calling, and GIS mapping.

Ability to:

- Analyze demographic and program statistical data to make recommendations and effectively plan program goals and objectives.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Plan, organize, allocate, and control substantial resources.
- Prioritize workload efficiently, without direct instruction to meet program demands.
- Responsible for the program succession plan. Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Work with accuracy and attention to detail.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, health care administration, or closely related field.
- Master's degree in public administration, business administration, or health care administration desirable.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization with an emphasis in health, health education, and nutrition programs desirable.
- Public speaking experience and media relations is desirable.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

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WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Administrator- CalFresh Healthy Living			
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		

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76-100 lbs	x			x		
100+ lbs	x			x		

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Program Supervisor - CalFresh Healthy Living

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

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

SUMMARY:
Under the supervision of the CalFresh Healthy Living (CFHL) Program Administrator, the Program Supervisor is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living grant, e.g., direct education, indirect education, and Policy System and Environment (PSE) projects, training, and collection of data, etc. The Program Supervisor will ensure that program activities and services are compliant within the scope of work, the Integrated Work Plan, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Administrator.

SUPERVISION EXERCISED:
CalFresh Healthy Living Community Health Specialist

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

Essential Job Specific Duties:

- Supervises staff, conducts meetings, observes employee activities, tracks performance, evaluates data, and completes employee performance evaluations.
- Assists the Program Administrator with budget development, tracking, and recommendations.
- Trains staff on providing program activities to community groups and develops and updates training procedures and documents.
- Assesses community needs, develops, plans, organizes, and evaluates program activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
- Coordinates staff schedules and plans activities to conduct educational presentations for schools, community groups and agencies.
- Responsible for the development coordination and implementation of community surveys to determine the need for, and effectiveness of, health promotion and education.
- Responsible for collecting, preparing, and submitting data reports as directed.
- Monitors, reviews, distributes, and develops health promotion and educational materials, e.g., pamphlets, videos, articles, social media etc.
- Responsible for conducting site monitoring/observation visits of staff and subcontractors to ensure that services are delivered according to the scope of work and Integrated Work Plan.

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- Identifies, establishes and maintains effective working relationships with community leaders, staff, clients, subcontracted partners, and community organizations.
- Makes program presentations to the CAPK Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
- Identifies and researches resources and grants to complement the program and its goals.

Other Job Specific Duties:

- Works a flexible schedule that may involve evenings, weekends, and overnight travel to attend training/conferences and assigned events.
- Is proactive in the effort to recruit, refer, and enroll families that qualify for CAPK programs.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office procedures and equipment, including computers.
- Word processing and other software applications, e.g., Adobe Acrobat; SharePoint, MS Word, Excel, PowerPoint, Access, Forms and Canva.
- Knowledge of GIS mapping preferred.
- Planning, developing, coordinating, implementing, and evaluating health promotion and education practices and principles.
- Agency programs and policies and procedures.
- Common health problems, their causes and prevention, and current public health concerns.
- Community resources and their functions and effective methods for disseminating public health information that leads to behavioral change.

Ability to:

- Plan, organize, and allocate resources.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Supervise employees in a professional manner.
- Work as a positive team leader, demonstrate strong interpersonal skills, and keep a functional work environment
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Demonstrate strong verbal and written communication skills.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.
- Gathers and loads required equipment for outreach events as needed.

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- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

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 community health education, nutrition, or health-related field required.
- Master's degree in public health, nutrition, or health-related field desirable.
- Minimum two (2) years of experience in a nutrition or health-related field.
- Minimum two (2) years of experience in conducting classes or public speaking.
- Minimum three (3) years of experience supervising staff and teams.
- Minimum three (3) years progressive administrative/management experience in nutrition services, social services, or related field.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly 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 varies
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Supervisor - CalFresh Healthy Living			
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

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

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

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MEMORANDUM

To: Personnel Committee

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

Date: November 5, 2024

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

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

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

- 626 staff employed.
- 41 vacant positions.
- Onboard 12 new staff members.
- Ten (10) resignations.
- Ten (10) days of interviews were conducted for six (6) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. Additionally, the extension of the recruitment incentive was approved to enhance efforts in attracting qualified personnel.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of October 29, 2024.

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	35	103%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	24	100%	9	7	2	78%
Angela Martinez HS	51	53	104%	9	8	1	89%
Bakersfield College	32	26	81%				
Blanton	16	12	75%				
Broadway (PY)	37	35	95%	6	5	1	83%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	25	104%	9	9	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	35	103%	6	5	1	83%
Family Childcare EHS	23	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	72	56	78%	27	23	4	85%
Harvey L. Hall	74	74	100%	9	9	0	100%
Heritage (PY)	17	19	112%	2	2	0	100%
Kennedy	16	16	100%	9	8	1	89%
Lathrop	24	25	104%	9	9	0	100%
Lodi	32	25	78%	9	9	0	100%
M. Massei	24	26	108%	9	9	0	100%
MJM HS	34	0	0%	6	6	0	100%
Oasis EHS (PY)	5	4	80%	3	3	0	100%
Oasis (PY)	34	24	71%	6	5	1	83%
Pete Parra EHS	48	44	92%	15	15	0	100%
Pete Parra HS	68	58	85%	9	9	0	100%
Primeros Pasos EHS	16	18	113%	6	5	1	83%
Primeros Pasos HS	51	37	73%	9	8	1	89%
Rosamond (PY)	51	52	102%	9	9	0	100%
San Diego EHS	32	33	103%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	19	112%	3	3	0	100%
TBD	8	0	0%	0	0	0	0%
Stockdale HS	45	19	42%	12	8	4	67%
Sterling EHS	80	52	65%	24	21	3	88%
Sterling HS	53	53	100%	9	7	2	78%
Sunrise Villa (PY)	17	17	100%	3	3	0	100%
Taft (PY)	51	51	100%	15	15	0	100%
Taft College	22	18	82%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Vineland (PY)	17	14	82%	2	2	0	100%
Virginia (PY)	17	20	118%	2	2	0	100%
Willow (PY)	37	38	103%	9	9	0	100%
Home Base Kern 160	160	138	86%	16	16	0	100%
SJC EHS HB 80	80	84	105%	8	8	0	100%
Total	**1689**	**1486**	**88%**	**333**	**311**	**22**	**93%**

Funded Enrollment	1689	1486	88%

Active Enrollment	1614	1486	92%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Harvey Hall EHS ~ 72		
Class 10	8	3
MJM HS ~ 34		
*Class A- FD	17	0
Class B- FD	17	0
Stockdale HS ~ 45		
Class A	8	1
Class D	9	3
Sterling EHS ~ 80		
Class 8	8	1
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
7	**75**	**8**

* MJM slots moved to Angela Martinez and Sterling
* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**4%**	**36.36%**
Open Enrollment	**96%**	**63.64%**

Enrollment Data Run Date 10/29/2024 Staffing Data Run Date