



DATE	January 6, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 404 130 348#

Personnel & Affirmative Action Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. Call to Order

2. Roll Call

Jose Gurrola
Yolanda Ochoa

Jonathan Mullings
Fred Plane

3. Approval of Agenda

4. Public Forum

The public may address the Board of Directors on items not on the agenda. 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.

5. Program Presentation

6. New Business

a. Open Enrollment Update – **Info Item (p. 2-3)**

Lisa McGranahan, Director of HR

b. Repointing of MCAP Specialists Positions – **Action Item (p. 4-12)**

Susana Magana, MCAP Program Manager

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation Meeting
12:00 pm
Wednesday, February 3, 2021
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 5:00 pm, December 30, 2020. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 6, 2021

Subject: *Agenda Item 6a*: Open Enrollment Update – **Info Item**

Executive Summary

Human Resources staff successfully afforded 875 benefit-eligible employees an opportunity to learn about and select a variety of benefit options during Open Enrollment in November 2020. Continuing the yearly upward trend of a greater number of employees electing medical coverage, enrollment in an Aetna medical plan at the start of 2021 stands at 517 employees with 975 covered lives.

	2019	2020	2021
Benefit-Eligible Employees	835	853	875
EE Medical Plan Enrollment (as of January 1)	456	487	517

A total of 358 employees declined medical coverage. A summary of the reasons for declining are as follows:


Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	46	13%
I am participating in a state exchange plan or Medi-Cal plan	23	6%
I am participating in my parent's medical plan	111	31%
I am participating in my spouse's medical plan	121	34%
Unknown	57	16%
TOTAL	358	100%

Continuing for the 2021 plan year, Aetna employee members have an opportunity to receive a one-time, taxable incentive of \$100 to visit their primary care doctor and complete an annual physical exam. The incentive is paid as a payroll item after submitting their authorization to participate and exam results to our program partner, Wellworks. Limited, deidentified health and demographic information will be provided to the agency summarizing participants who complete the program. The incentive program is available until December 31, 2021.

Promotion of the incentive opportunity includes an email campaign, posters distributed to all agency locations, a website where participants can track their participation, assistance from Human Resources staff, and marketing and telephonic support from Wellworks throughout the year. Administrative cost for the program is \$10.00 per employee who submits program materials with a minimum required participation of 100 employee members. Lastly, Aetna insurance cards have been distributed and employees have begun to receive them.



MEMORANDUM

To: Personnel Committee

From: Susana Magana, Program Manager
Date: January 6, 2021
Subject: *Agenda Item 6b*: Repointing of MCAP Specialists positions – **Action Item**

In October 2020, CAPK Migrant Childcare Program (MCAP) staff worked with Human Resources (HR) to revise 2 job descriptions to reflect the duties and responsibilities of the MCAP specialists' positions. Included with this memo are 2 job descriptions, MCAP Family Service Specialist and MCAP Subsidized Reimbursement Specialist, that have been reviewed and repointed by HR and are presented to the Committee for approval.

The results of the repointing of the positions are as follows:

Position	Current Grade	Proposed Grade	Min	Mid	Max
Family Services Specialist	5	N/A	\$15.28	\$17.99	\$20.68
Family Services Specialist	N/A	8	\$19.14	\$23.90	\$28.69
Subsidized Services Specialist	5	N/A	\$15.28	\$17.99	\$20.68
Subsidized Services Specialist	N/A	8	\$19.14	\$23.90	\$28.69

Despite statewide program cuts in the last few years, the MCAP program has continued to grow. In fact, the program has grown 61% from 2016 to 2020. In 2016 our contract amount was \$5.9 million. With the increase in funding caseloads have almost doubled.

Funding for this is included in the current \$9,612,682.00 contract for CAPK MCAP from the California Department of Education (CDE). The budget impact for FY 20-21 is an increase of about \$2,700 for each of the 8 Family Services Specialist and each of 4 Subsidized Reimbursement Specialists positions for a total of \$32,400 in wages plus benefits. The impact on the CAPK MCAP budget is projected to be sustainable.

The updated job descriptions coincide with the CAPK Strategic Goal that will give the program a more engaged staff and better retention. This is an ongoing project to revise all the job descriptions of the CAPK MCAP program to help curve the high turnover rate.

The next step will be the approval of the attached job descriptions and salary range for the specialist's positions. CAPK MCAP will return to this Committee in the future to review and approve the remaining leadership and support staff job descriptions and salary ranges.

Recommendation:

Staff recommends approval of the CAPK MCAP Program revision of the two specialist's job descriptions and compensation grades.

Attachments:

MCAP Family Services Specialist and MCAP Subsidized Reimbursement Specialist Job Descriptions



Subsidized Reimbursement Specialist – Migrant Childcare Alternative Payment Program (MCAPP)

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

SUMMARY:

The Subsidized Reimbursement Specialist (SRS) is responsible to determine childcare provider eligibility and admission to participate in the program. The SRS is responsible to maintaining the provider files and family/child reimbursement files in accordance with state regulations and program policies and procedures, including the Fraud Prevention Protocol. The SRS is responsible for the case management and provides technical assistance and supportive services not limited to, any of the following: provider home visitations, provider referrals to other community agencies, follow-up, and demographic data tracking. The SRS processes childcare subsidy invoices to determine maximum subsidy reimbursements, based on the appropriate Regional Market Rate and state regulations. The SRS has the appropriate education, training, job experience, and/or equivalent experiences to operate both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:

Receives supervision from the Subsidized Reimbursement Coordinator.

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.

A. Essential Job Specific Duties:

1. Responsible to determine the maximum subsidy amount to be reimbursed to the provider based on the appropriate Regional Market Rate correlating to the county where the provider resides
2. Responsible to timely calculate, process, and track reimbursements and payments for childcare care provider subsidy invoices in accordance with federal and/or state regulations
3. Responsible for conducting interviews of new childcare providers to obtain, examine, and verify documentation needed to complete the required clearing process for provider participation in the federal and/or state program.
4. Responsible to gather and record childcare provider information data and maintain orderly physical files and maintain strict confidentiality of child/family reimbursement records.
5. Responsible for self-auditing reviews of provider files to ensure compliance with federal and/or state regulations and program policies and procedures
6. Responsible for maintaining a database for all necessary entries and case management of the provider electronic file.
7. Responsible to conduct scheduled and unscheduled childcare provider site visits to verify attendance records for authorized children, to provide technical assistance and to provide information on resources available within the Agency and in the community.

8. Responsible for conducting program orientations, to inform providers of their rights and responsibilities associated with their participation in a federal and/or state program.
9. Responsible to maintain and manage participating provider reimbursements/payments. Provide routine provider follow-ups to provide technical assistance and ensure that provider is maintaining program participation compliance.
10. Responsible to retrieve call logs and complete Provider Notices or provide referrals as appropriate.
11. Responsible for accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements and provides provider reports to Coordinator or MCAPP staff when requested, required, or pertinent.
12. Ensures that program records and files are maintained in compliance with reporting and auditing requirements.
13. Assists providers with the proper completion of forms required by MCAPP and in response to their inquiries.
14. Keeps in close communication with coordinator regarding the monitoring and maintenance of all assigned duties and functions, as well as with other program staff, as indicated.
15. Prepare and present program information to small and large groups

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for MCAPP.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

Modern office practices, methods, procedures, and equipment, including computers and 10-key calculator

Computer applications, including but not limited to, Windows, Word, Excel and Access.

Problems of socially and economically challenged families.

Ability to:

Plan, organize, allocate, and control substantial resources.

Work independently within scope of authority

Recommend changes to offices procedures, as appropriate.

Prepare clear and concise caseload reports.

Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations

Communicate effectively, verbally and in writing fluently in both English and Spanish

Effectively present program information to the public in small and large group settings

Demonstrate good interpersonal skills.

Demonstrate excellent customer service

Operate and use modern office equipment including computer, copier, scanners etc.

Proficiently work with word processing, spreadsheets, database and related software applications

Work with accuracy and attention to detail

Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- AA degree in business administration, bookkeeping, accounting or closely related field
- Five (5) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Five (5) years of working in an administrative field with emphasis on fiscal functions
- Proficient in MS Office Suite, specifically Excel
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by DMV printout.
- Completion of physical, TB clearance, and substance abuse screening upon offer of employment.
- **Fully fluent in English and Spanish Required (MUST be able read, write, and speak both).**

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

POSITION TITLE Subsidized Reimbursement 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					



Family Service Specialist - MCAPP

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:

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

The Family Service Specialist (FSS) is responsible to determine family eligibility and enrollment. The FSS is responsible to maintaining the family/child files in accordance with state regulations and program policies and procedures, including the Fraud Prevention Protocol and develops and conducts outreach activities to maintain the assigned caseload child count. The FSS is responsible for the case management and provides technical assistance and supportive services not limited to, any of the following: home visitations, referrals to other community agencies, follow-up, and demographic data tracking. The FSS has the appropriate education, training, job experience, and/or equivalent experiences to operate both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:

Receives supervision from the Family Service Coordinator.

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.

A. Essential Job Specific Duties:

1. Responsible for conducting pre-screening of new applicants to obtain, examine, and verify documentation needed to complete the required subsidy application for the federal and/or state program.
2. Responsible for verifying and determining program eligibility, prioritizing children for enrollment, monitor continued eligibility and recertifications
3. Responsible for calculating the preceding 12 months-worth of income documentation to determine income eligibility and assess family fees.
4. Responsible for the input, update, and maintenance of the electronic data files in the program database for all assigned children and families.
5. Responsible for accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements and provides caseload reports to Coordinator or MCAPP staff when requested, required, or pertinent.
6. Responsible to gather and record family information data and maintain orderly physical files and maintain strict confidentiality of child/family records.
7. Responsible for self-auditing reviews of family files to ensure compliance with federal and/or state regulations and program policies and procedures
8. Responsible for conducting program orientations, to inform applicants of their rights and responsibilities associated with their participation in a federal and/or state program.
9. Responsible to maintain and manage enrolled family subsidy cases. Provide routine family follow-ups to provide technical assistance and ensure that family is maintaining program participation compliance.

10. Provide information and refer applicants to resources available within the Agency and in the community.
11. Manage an assigned caseload and complete daily/weekly/monthly statistical enrollment reports.
12. Responsible to retrieve call logs and complete Notices of Action or provide referrals as appropriate.
13. Work closely with other agencies and organizations in the community as part of a collaborate effort to boost recruitment and maintain enrollment
14. Prepare and present program information to small and large groups

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

Modern office practices, methods, procedures, and equipment, including computers and 10-key calculator

Computer applications, including but not limited to, Windows, Word, and Excel.

Problems of socially and economically challenged families.

Ability to:

Plan, prioritize, and organize workload.

Work independently within scope of authority

Recommend changes to offices procedures, as appropriate.

Prepare clear and concise caseload reports.

Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations

Communicate effectively, verbally and in writing fluently in both English and Spanish

Effectively present program information to the public in small and large group settings

Demonstrate good interpersonal skills

Demonstrate excellent customer service

Operate and use modern office equipment including computer, copier, scanners etc.

Proficiently work with word processing, spreadsheets, database and related software applications

Work with accuracy and attention to detail

Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- AA degree in business, social work, child development, psychology or closely related field

- Five (5) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Five (5) years of working in an administrative field with emphasis on case management/administrative functions
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of physical, TB, and substance abuse screening upon offer of employment.
- **Fully fluent in English and Spanish Required (MUST be able read, write, and speak both).**

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

POSITION TITLE Family Service 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					