DATE	October 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: 912 456 456#

Personnel & Affirmative Action Committee Agenda

Per Governor's Executive Order N-29-20, 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**

Fred Plane (Chair)	Craig Henderson	Yolanda Ochoa
Jimmie Childress	Michelle Jara-Rangel	

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. **New Business**

a. New Telecommute Policy – ***Action Item (p. 2-7)***	Lisa McGranahan, Director of Human Resources
b. New Catastrophic Leave Policy – ***Action Item (p. 8-10)***	Lisa McGranahan, Director of Human Resources
c. San Joaquin County Early Head Start Teacher Job Description – ***Action Item (p. 11-15)***	Jerry Meade, HS Assistant Director - Program
d. Revised Job Description for CSFT Program Assistant – ***Action Item (p. 16-19)***	Traco Matthews, Chief Program Officer
e. 2022 Agency Holiday Schedule – ***Action Item (p. 20)***	Lisa McGranahan, Director of Human Resources

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Tuesday, November 2, 2021
5005 Business Park North
Bakersfield, CA 93309

8. **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 12:00 pm, October 1, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 6, 2021

Subject: *Agenda Item 5a*: New Telecommute Policy – ***Action Item***

COVID-19 pushed millions around the nation to work remotely, thus accelerating the need for organizations to look at the benefits of remote work. As organizations look to the post-pandemic future, CAPK is planning a hybrid virtual model that combines remote work with time in the office. This sensible decision follows solid productivity increases during the pandemic.

Community Action Partnership of Kern (CAPK) recognizes that there may be some situations in which employees can perform their jobs from their homes as well as on-site at an agency facility. In these situations, employees may be granted the opportunity to perform some or all their work from home. CAPK Management has drafted the Telecommute Policy to help departments and supervisors navigate this new model.

This new business model helps CAPK adopt a more work-life balance, thus attracting new talent and emphasizing flexibility and well-being along with aligning with our Strategic Plan objectives to enhance current employee benefits.

Recommendation:

Staff recommends the approval of the new Telecommuting policy.

Attachment:
Telecommuting Policy

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Telecommuting
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) to recognize that there may be some situations in which employees can perform their jobs from their homes as well as on-site at an Agency facility. In these situations, employees may be granted the opportunity to perform some or all their work from home. Employees who telecommute must comply with all federal and state laws, including wage and hour laws, as well as the Agency's policies. The telecommuting option is at the discretion of the Agency and management and not an employee benefit or right.

Telecommuting assignments do not change the conditions of employment, job duties and responsibilities, compensation, or required compliance with policies and procedures. Telecommuting employees will adhere to CAPK procedures and standards, including those relating to performance and conduct.

The purpose of this policy is to provide management and employees with appropriate guidelines for employees who telecommute.

AFFECTED DEPARTMENTS:
All CAPK employees are principally affected by the policy.

GUIDELINES:
These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law and/or existing CAPK policies and procedures. Before being approved for telecommuting, all employees must read, understand and sign the Telecommuting Policy. Due to various job responsibilities, not all employees will be eligible to telecommute.

Telecommuting Allowed by Position

1. Some positions in the organization may allow employees to telecommute from home.

2. Prior to determining that telecommuting is allowable for a position, management must contact Human Resources for review and approval.
3. Telecommuting is not intended to be used in place of the Family and Medical Leave Act, worker's compensation leave, short or long-term disability, or any other types of leave. However, the Agency may determine whether it is appropriate to allow telecommuting in certain situations or circumstances.

Requests to Telecommute by Employee

1. An employee may complete the Telecommuting Request form and submit to management for the opportunity to telecommute. If management believes that the request can be accommodated, management should contact Human Resources for discussion, review, and approval.
2. Permission to telecommute can be granted only with the written approval of management and Human Resources.
3. Approval will be provided only where the Agency determines, in its sole discretion, that the employee can be reasonably accommodated and perform the duties and responsibilities of the position in a productive, efficient, and satisfactory manner that is consistent with the needs of the Agency.
4. Approvals granted for an employee to telecommute may be withdrawn at the Agency' discretion.
5. Telecommuting will not be an option if an employee is on a Performance Improvement Plan or requires close supervision.

Equipment and Supplies

1. The Agency will provide and maintain all equipment and software required to perform the essential functions of the job.
2. All equipment and software are the property of the Agency and must be used by the employee solely for work-related purposes.
3. Employees must safeguard computer information and equipment including, but not limited to:

    a. Safeguarding the computer and information from theft or damage.
    b. Prohibiting access to the computer for any purpose (including family, friends, employees, and others); and
    c. Adhering to all policies and practices of the organization.

4. The Agency will provide for the installation, maintenance, and repair of any equipment provided, e.g., laptop, computer software, headset, etc., as necessary.
5. If equipment malfunctions, the telecommuter must notify CAPK Management and IT immediately. The Manager and/or Supervisor will determine if equipment downtime warrants the telecommuter to report to their home worksite. The telecommuter is responsible for returning any malfunctioning equipment to the main office for repair.
6. The telecommuting employee is responsible for returning Agency equipment upon request, at the time of voluntary or involuntary termination, if the organization deems the employee no longer qualifies for telecommuting, or if the employee is off for a period that exceeds two weeks.
7. If equipment is not returned, the cost of replacement will be deducted from the employee's paycheck or will be billed to the employee.
8. The Agency is authorized to access all files or programs on the Agency's computer located at the employee's remote work site.
9. Only approved software may be installed on the Agency's computers and may only be installed by CAPK's IT Department.
10. The telecommuter is required to have the necessary internet connection to perform the functions of their position. . The internet service must be compatible with CAPK equipment/technology. Refer to CAPK Technology & Internet Policy for additional information.

11. Telecommuting employees must maintain homeowner's/renter's insurance in the event of damage or theft to the Agency's equipment or software applications.

Remote Work Site

1. The remote work site must be suitable for performing the essential functions of the position, which include providing for the security of confidential information, as well as controlling noise and interruptions.
2. The workspace must contain an appropriate work surface and seating. The work surface must allow room for computer, telephone, printer, and other necessary equipment. The chair and desk arrangement must be ergonomically appropriate for the individual employee.
3. All equipment required for telecommuting will be maintained in a location separate from the main traffic flow of the household.
4. The workspace must have adequate electrical support for all necessary equipment.
5. The workspace must contain lighting that is adequate for reading, writing, and computer use.
6. The remote work site must have a separate phone line with voice mail and the capability for e-mail access. All phone lines and e-mail access must be dedicated to telecommuting during the employee's regular working hours.
7. Employees must agree to keep the remote work site free from all dangers, safety hazards, and risks that could endanger themselves, family members, or others.
8. It is forbidden for the employee to print any client data or to share his/her password with nonauthorized personnel.
9. Consistent with the Agency's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Physical documents such as invoices and statements may have to be taken home by Finance employees from time to time as part of telecommuting. Removal of original documents from the workplace is to be allowed on a case by case basis and the employee is expected to take the utmost care to secure these documents and return all of them to the office as soon as possible. Steps include the use of locked file cabinets and desks and any other measures appropriate for the job and the environment.

Timekeeping for Non-exempt Employees

1. All telecommuting non-exempt employees are responsible for recording all clock-in and clock-out times in the ADP timekeeping system.
2. Employees must obtain prior approval from management before working any overtime.
3. Management must approve changes from the employee's regular daily work schedule.
4. Employees must comply with CAPK's Attendance Policy regarding rest breaks and meal periods.
5. The total number of hours a telecommuting employee is expected to work will be according to assigned work schedules. Shifts and schedules are subject to change in order to meet the needs of the program.

Confidentiality

1. Employees must comply with all policies, procedures, and rules on confidentiality while working at the remote work site.

2. The employee is responsible for ensuring a secure environment for confidential information at the remote work site.
3. Violation of confidentiality will result in progressive discipline, up to and including termination of employment.

Meetings and Working On-Site

1. Management may require telecommuting employees to work on-site at any time.
2. Employees must be available by phone and e-mail during their assigned working hours.
3. Training required for any position will be conducted at an Agency site specified by Managers or Supervisors.
4. Telecommuting employees may be required to work on-site during computer downtime. Employees must notify management and CAPK's IT Department immediately when experiencing computer downtime at which time management will determine if the employee should work on-site.
5. Telecommuting employees are expected to attend on-site departmental meetings.

General

1. Telecommuting employees who work outside the city or county of the Agency's main office will be responsible for following all applicable local ordinances and covenants regarding working in one's home, such as obtaining licenses and permits.
2. The Agency may, at its discretion, discontinue any and all telecommuting agreements. The Agency will provide the telecommuting employee with advance notice that she/he will no longer be working from the remote work site and will be required to work at their home site.
3. An employee who telecommutes is subject to all employment policies and procedures, including the attendance and tardiness policies. Any violation of company policy may result in disciplinary action and/or an end to the telecommuting arrangement.
4. Evaluation of telecommuter performance will be consistent with that received by CAPK employees in both content and frequency. It will focus on work output and completion of objectives. Employees with performance issues or who are on a Performance Improvement Plan will not be eligible to telecommute. If a performance issue arises while the employee is in a telecommuting arrangement, the arrangement will be discontinued and that employee return to work on-site.
5. Telecommuting is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to, or guaranteed the opportunity to telecommute. CAPK Management has the right to remove a telecommuting employee from the program if participation fails to benefit organizational needs.

Workers Compensation and Liability

1. During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.
2. The employee's workspace will be considered an extension of the Agency's workspace. The Agency assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours.
3. Any incidents need to be reported immediately to CAPK Management and the CAPK Safety and Loss specialist (Risk Management Supervisor? Health and Safety Supervisor?). The appropriate incident form must also be submitted within a timely manner.

4. Employees who work outside of their designated work area and who suffer an injury will not be eligible for worker's compensation insurance.

PROCEDURE:

Employees

1. Submit a Telecommuting Request form to management.
2. Follow all federal and state laws, including wage and hour laws, as well as the Agency's policies while telecommuting.
3. Take precautions to safeguard all Agency equipment required for telecommuting.
4. Receive authorization from management prior to purchasing supplies.
5. Obtain and maintain homeowner's or renter's insurance.
6. Create and maintain an appropriate workspace at the remote work site as outlined in this policy.
7. Track and record all clock-in and clock-out times in the ADP timekeeping system.
8. Obtain approval from management prior to working overtime or changing your schedule.
9. Take meal and rest periods as required by state and federal law and CAPK's Attendance policy.
10. Comply with all policies, procedures, and rules on confidentiality, privacy, and data security.
11. Follow all applicable local ordinances and covenants if you work outside the city or county of the Agency's main office.
12. Utilize Agency equipment at your remote work site for work-related activities only.
13. Return all Agency equipment and cancel all phone and internet access upon request, at the termination of the telecommuting agreement, or at the time of voluntary or involuntary termination.
14. Promptly report any work-related injury to Manager/Supervisor and the Risk Management Supervisor.

Management

1. Contact Human Resources if you believe that a position should allow employees to telecommute or if an individual employee submits a Telecommute Request and you feel the request can be accommodated.
2. Ensure telecommuting employee receives all the necessary equipment and software to perform the essential functions of the job from the remote work site.
3. Ensure employee is paid appropriately for all hours worked, including any travel time and/or mileage.
4. Contact Human Resources prior to discontinuing any authorized telecommuting agreement.

Human Resources

1. Review requests for positions to allow telecommuting, as well as requests from individual employees to telecommute.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 6, 2021

Subject: *Agenda Item 5b*: New Catastrophic Leave Policy – ***Action Item***

CAPK Management is proposing approval of the new Catastrophic Leave Policy. The Catastrophic Leave policy allows employees who have exhausted their leave credits and must miss work due to a prolonged illness or injury (including that of an eligible family member) to request leave through time donated by agency peers. T

This new program is a way for our CAPK employee community to support each other through challenging times by donating time. This new initiative aligns with our Strategic Plan objectives to enhance current employee benefits.

Recommendation:

Staff recommends the approval of the new Catastrophic Leave Policy.

Attachment:
Catastrophic Leave Policy

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Catastrophic Leave Policy
APPROVED:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees

PURPOSE:

This policy outlines the requirements to receive a donation bank of time and donate time to a donation bank because of a catastrophic illness or injury.

DEFINITION:

Catastrophic illness or injury: the result of a medical condition a physician has certified as serious health condition as defined by the Family Medical Leave Act and/or California Family Rights Act. This term applies to an employee or eligible family member to whom an employee must aid.

GUIDELINES:

Eligibility for Receiving from a Donation Bank

An employee that requests the establishment of a donation bank shall submit a Catastrophic Leave Request Form to the Director of Human Resources or designee. Approval of the form is at the discretion of the Director of Human Resources and Chief Executive Officer.

For an employee to be eligible for a donation bank, s/he shall:

1. Be a full-time benefit eligible employee, and
2. Have a catastrophic illness or injury, and
3. Require continuous leave of 30 continuous days (not intermittent), and
4. Have a need for continuous leave at a time when they would otherwise be normally scheduled to work.

Each request shall include the following information:

1. Sufficient information to determine whether the reason qualifies as catastrophic leave, which will be kept as reasonably confidential as possible, and
2. The estimated date of return to work, and
3. Any other information requested by the Director of Human Resources or Chief Executive Officer.

An employee shall exhaust all other paid leaves of absence before accessing a donation bank.

The initial amount of Catastrophic Leave may not exceed 180 calendar days. An employee may be paid during that 180-calendar day period for all or a portion of his/her time off work (consistent with their annual work schedule) depending on the amount of donations received. An employee who receives donations exceeding the 180-calendar day limit may continue to receive Catastrophic Leave with approval from his/her director or designee. Upon approval from his/her director or designee, an employee may be eligible for additional Catastrophic Leave beyond 180 calendar days.

Medical insurance coverage and retirement contributions shall continue as if an employee was on sick leave based upon plan eligibility requirements.

Eligibility for Making Pledged Donations

1. An employee may pledge to donate vacation or paid time off (PTO) hours to another employee by use of the Catastrophic Leave Donation Form available from the Human Resources Department.
2. Pledged donations must be made in eight-hour increments.
3. A catastrophic Leave Donation Form is irrevocable once received by the Director of Human Resources or designee and pledged hours have been allocated to the recipient. An employee who has pledged hours, but has not had those hours taken, will not be eligible to contribute unused hours at termination.
4. An employee may only pledge to donate vacation or PTO hours; sick leave is not eligible for Catastrophic Leave donation.
5. The Director of Human Resources or designee may forward an employee's approved Catastrophic Leave request to each Director or Manager, who may then forward the request to their respective department employees to solicit pledged donations.
6. Donated hour shall be converted to a dollar equivalent based on the donor's pay rate in effect when the accrued time is transferred to the recipient. The dollar amount shall be converted to hours using the recipients hourly wage in effect when the accrued time is received

Termination of Donation Bank and Donations

Donated hours will only be deducted from a donating employee's accrual bank as they are needed, in 8-hour increments. Unused pledged hours will not be transferred and the donation form will be returned to the donating employee.

A donation bank and donations shall cease, as follows:

1. Exhaustion of all approved donations, or,
2. Death of the ill or injured employee or family member, or,
3. Return of the employee to active status, or,
4. The receiving employee behaves in a coercive manner, falsifies information, or fails to participate or provide requested documentation, or,
5. At the discretion of the Director of Human Resources or designee.

For additional questions, individuals must contact the Human Resources department.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Program Design and Management Administrator

Date: October 6, 2021

Subject: *Agenda Item 5c:* Head Start and State Child Development Revised San Joaquin County Job Description – **Action Item**

The Head Start and State Child Development division is requesting approval for a revised Early Head Start Teacher job description for our EHS program in San Joaquin County (SJC). The Early Head Start San Joaquin program employs Infant/Toddler Teachers with a job description establishing the minimum qualifications required per the Head Start Program Performance Standard and Community Care Licensing. The job description is intentionally approved separately from the Job Description used in Kern County as the SJC staff are not part of the Collective Bargaining Unit agreement. The job description was scored and pointed at a Grade 5 in the CAPK Compensation Schedule.

The Early Head Start Teacher position in Kern County allows for incentive-based pay based on Education. This includes Early Head Start Teachers with a bachelor's degree to be paid in a Grade 7. The revised SJC Early Head Start Teacher includes Grade 7 for staff who have an BA Degree in ECE or related field. Staff have worked in partnership with Human Resources to create new and revised job descriptions to reflect the approved changes.

The addition of this revised job description will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the process of increasing staff with BA degrees to Grade 7 for Early Head Start San Joaquin Teachers. Funding is available within the current budget to support these increases, and the ongoing consolidated budget will include continued funding of these positions.

Recommendation

Staff recommends the Personnel Committee approve the revised SJC EHS Teacher Job Descriptions and the addition of the BA degree Grade 7 for the Head Start and State Child Development division.

Attachment:

SJC Early Head Start Teacher Job Description

San Joaquin Early Head Start Teacher

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 5 (Min. Qual.) **FLSA Status:** Non-Exempt **Date Approved:** 10/27/2021
Grade 7 w/ BA

SUMMARY:

The EHS Teacher will provide services in the care, supervision, development, and instruction of infants and/or toddlers in a child development program. The EHS Teacher will be responsible for the respectful care, educational, intellectual, physical, social, and emotional development of each child in a classroom in accordance with approved curriculum, Early Head Start policies, philosophy, and OHS Performance Standards.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I.

SUPERVISION EXERCISED:

Family Service Worker, Assistant Teacher, and Food Service Worker, in the absence of the Site 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
2. Ensures the screening of each child's development is completed within mandated timelines at the beginning of class. At a minimum, assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
3. Implements individualized education plans specifying developmental goal and activities, makes appropriate adaptations as needed, in both the indoor and outdoor environments and curriculum for each child, including children with disabilities.
4. Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing, and enjoyable environment that encourages play, exploration, and learning.
5. Uses respectful care to respond quickly to infant's cries or calls of distress, recognizing that crying and body movements are an infant's only way to communicate.
6. Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness ore integrated into the class activities.
7. Ensures a variety of strategies to promote and support children's learning and development using informal and formal observations, on-going assessments, and documentation of progress, which are maintained in portfolios for each child.
8. Always maintains confidentiality of records and information on children and families.

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9. Ensures that the physical environment is cleaned regularly and meets all safety standards established by the program.
10. Conducts monthly emergency drills and complies with state and federal regulations.
11. Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
12. Interacts with, and closely supervises children at all times.
13. Changes diapers, as needed, and assists with potty training techniques that are age and developmentally appropriate.
14. Works in cooperation with Mentor Coaches and Content Area Specialists, as assigned, to implement strategies, techniques, and/or recommendations.
15. Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program.
16. Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
17. Implements and maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
18. Conducts at least two (2) home visits each year with parents of children in assigned classroom.
19. Conducts required parent-teacher conferences to discuss development, plan goals, and action steps for home and school, or as deemed necessary.
20. Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
21. Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.

B. Other Job Specific Duties:

1. Works alternative hours as required, including nights and weekends
2. Attends all meetings, trainings, and conferences as assigned.
3. Maintains a safe and functional work environment.
4. Is proactive in working with parents to generate sufficient in-kind to meet the monthly center and program goals.
5. Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start programs.
6. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
7. May be required to assist at other locations as ratios and need warrants.

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:

Correspondence and report writing practices and procedures.
Current problems of socially and economically challenged families.
The contributions of parents and volunteers who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control substantial resources.

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Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Work as a positive team member.
Effectively present Head Start program services information to the public.
Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
Reasonably obtain knowledge oof Agency and departmental policies and procedures.

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

- Must possess and maintain a valid California Associate Teacher or Teacher's Permit, with three (3) units of infant/toddler coursework from any accredited college or university.
- Associate or bachelor's degree, with a major in early childhood development, education human development, related field highly desired.
- Experience working in state or federally funded childcare program is desirable.
- At least six (6) months of classroom experience working with infants/toddlers in a childcare setting is highly desirable.

OTHER REQUIREMENTS:
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps, and rubella (MMR).
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 30 days of employment. CPR class must be taken in person and must include the infant component.
- 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.

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

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POSITION TITLE EHS Early Head Start Teacher			
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					

DRAFT

MEMORANDUM

To: Personnel Committee

From: Traco Matthews, Chief Program Officer

Date: October 6, 2021

Subject: *Agenda Item 4d:* Revised job description for CSFP Program Assistant – **Action Item**

Historically, the CSFP (California Supplemental Food Program) Program Assistant role has required that the staff be able to drive to various locations to provide distribution support for the CSFP Senior Food Program. This required certification was necessary at a time when the program had fewer drivers and more flexibility was needed for the position to assist with transport. Currently the CSFP Senior Food Program has a total of 3 drivers, the CSFP Coordinator, and 2-Warehouse Specialists who transport all the food boxes to the distribution locations and provide home delivery when necessary. The Senior Food Program recently applied to host more large-scale proxy sites, which will allow for delivery to locations who can sufficiently provide the distribution on our behalf as a sub-distributor, leaving more time for the Warehouse Specialist to drive to other locations.

We have had a difficult time recruiting for and securing potential employees for the CSFP Program Assistant somewhat related to the reiteration of a driving requirement, and the need for a potential employee to have a 3-year driving record. These requirements make recruitment for the role extremely challenging. We would like the opportunity to update the position to reflect the focus of the position, which is, intake & application assistance, reporting, tracking, client phone calls, surveying, and other office related duties. This position does not directly require or need a driving component. Conversations between the Food Bank Program Administrator, HR and the CPO has determined that removal of the driving requirement for the position will expand the candidate pool.

There would be no change to CAPK's organizational structure. The CSFP Program Assistant would continue to report to the CSFP Coordinator, and there would also be no additional changes to the annual budget or salary grade (Grade 4) for the position. It remains aligned with other positions within the Food Bank.

Recommendation:

Staff recommends the Personnel Committee approve the newly revised job description for the CSFP Program Assistant and authorize HR to post the position.

Attachment:
CSFP Program Assistant Job Description

CSFP Program Assistant - 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 4 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:

Under the direction of the Food Bank Program Manager and the CSFP Program Coordinator, the Program Assistant for the Commodity Supplemental Food Program (CSFP) performs clerical and operations support duties for the Food Bank program operations.

SUPERVISION RECEIVED:

Receives supervision from the CSFP Program Coordinator

SUPERVISION EXERCISED:

Assists with the supervision of 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.
- Faxing, 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.
- Assist with completing client intake forms and assessing program eligibility.
- Assist with the signing-in of clients.
- Assist with following-up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by site.
- Assist with product distribution.
- Assist in assembling food boxes that will be distributed at the sites and providing guidance to the 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 volunteers, including record keeping and training.

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.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership 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 equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Type 40 WPM.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively prepare information to be shared with the public.
- Establish professional working relationships with staff, 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.
- Two (2) years of general clerical experience.
- Completion of clerical training from a recognized occupational training program may be substituted for one (1) year of clerical experience.

OTHER REQUIREMENTS:

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice.
- Bilingual language fluency (Spanish/English) highly desirable.

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 CSFP Program Assistant			
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		

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 6, 2021

Subject: *Agenda Item 5e:* 2022 Agency Holiday Schedule - **Action Item**

Below is the Agency Holiday Schedule for 2022 for approval.

2022 Holiday Schedule

Date	Holiday
Monday, January 3, 2022	New Year's Day
Monday, January 17, 2022	Martin Luther King Jr. Day
Monday, February 14, 2022	Lincoln's Birthday
Monday, February 21, 2022	President's Day
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Friday, November 11, 2022	Veteran's Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day After Thanksgiving
Friday, December 23, 2022	Christmas Eve
Monday, December 26, 2022	Christmas Day
Friday, December 30, 2022	New Year's Eve

Date	Holiday
Monday, January 2, 2023	New Year's Day

Recommendation:
Staff recommends the Personnel & Affirmative Action Committee approve the 2022 agency holiday schedule.