| | |
|---|---|
| DATE | October 5, 2022 |
| TIME | 12:00 pm |
| LOCATION | Teams Meeting /<br>5005 Business Park North<br>Bakersfield, CA 93309 |
| TEAMS LINK | Click here to join the meeting |
| PHONE NUMBER | (213) 204-2374 / ID: 511 244 462# |

# Personnel Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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**

| | | |
|---|---|---|
| Maritza Jimenez (Chair) | Nila Hogan | Guadalupe Perez |
| Joe Garcia | Jonathan Mullings | |

3. **Public Forum**

*The public may address the Personnel Committee 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.*

4. **New Business**

| | | |
|---|---|---|
| a. | Head Start Personnel Update – ***Info Item (p. 3)*** | Jerry Meade, Assistant Director, Program |
| b. | Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions - ***Action Item (p. 4-13)*** | Laura Porta, MCAP Administrator |
| c. | New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - ***Action Item (p. 14-22)*** | Rebecca Moreno, Director of Community Development |
| d. | 2023 Agency Holiday Schedule - ***Action Item (p. 23)*** | Lisa McGranahan, Director of Human Resources |

5. **Old Business**

| | | |
|---|---|---|
| a. | Revised Bilingual Pay Policy – ***Action Item (p. 24-27)*** | Lisa McGranahan, Director of Human Resources<br>Traco Matthews, Chief Program Officer |
| b. | 2022 Employee End-of-Year Gift: Floating Time Off – ***Action Item (p. 28)*** | Lisa McGranahan, Director of Human Resources |

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
Wednesday, October 5, 2022
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, September 2, 2022. Margaret Frazier-Sanchez, Assistant to the Director.*

# MEMORANDUM

To: Personnel Committee

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

Date: October 5, 2022

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

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

Since the September Personnel Committee meeting the following action items have been accomplished:

- Onboarded two (2) staff
- Promoted two (2) staff
- Four days of interviews for seven (7) open requisitions
- Eight (8) resignations

On October 14, 2022, a job fair will be held at the Four Points Sheraton to support external candidates to apply for open positions for the entire CAPK organization, including Head Start. Job postings are still being featured on the Head Start California website. Collaborative efforts continue with local colleges to support volunteer activities with Early Childhood Education students and Head Start Parents entering the field of child development. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. The first retention stipend was released on September 9, 2022, for those that meet the criteria.

Currently 83 positions in Kern and 25 positions in San Joaquin County remain vacant. Current vacant direct service positions include:

| | | | |
|---|---|---|---|
| **Teaching Staff** | | | |
| EHS Teachers | 9 Kern & 9 SJC | HS Teachers | 24 Kern |
| EHS Assistant Teachers | 20 Kern & 11 SJC | HS Assistant Teachers | 10 Kern |
| | | | |
| **Support Staff** | | **Home Base** | |
| Family Service Worker | 10 Kern & 2 SJC | EHS Home Base | 0 |
| Food Service Worker | 2 Kern | HS Home Base | 2 (Pending approval from OHS) |
| Custodian | 7 Kern & 3 SJC | | |
| | | | |
| **Site Supervisor II** | 1 | | |

# MEMORANDUM

To: Personnel Committee

From: Laura Porta, MCAP Program Administrator

Date: October 5, 2022

Subject: *Agenda Item 4(b)*: Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions – **Action Item**

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The CAPK Migrant Childcare Alternative Payment (MCAP) Program continues to revise our program's organizational chart to include key positions identified as necessary to efficiently expand our operations, and absorb the workload associated with the growth of our program. This expansion requires that we have a strong presence in our communities, reach more families and create a constant flow of eligible applicant families for our program. We request the approval of one (1) Outreach Coordinator and two (2) Outreach Specialist positions to be tasked with this responsibility.

In managing the expansion of our program, we have continued to work with Human Resources (HR) and our Finance Department. We obtained assistance in the review, grading and pointing of these positions, as well as ensuring that our current budget can sustain this expense. Funding for these positions is included in the current FY 2022/2023 revised contract amount for CAPK-MCAP from the California Department of Social Services (CDSS). The impact on the CAPK-MCAP budget is projected to be sustainable.

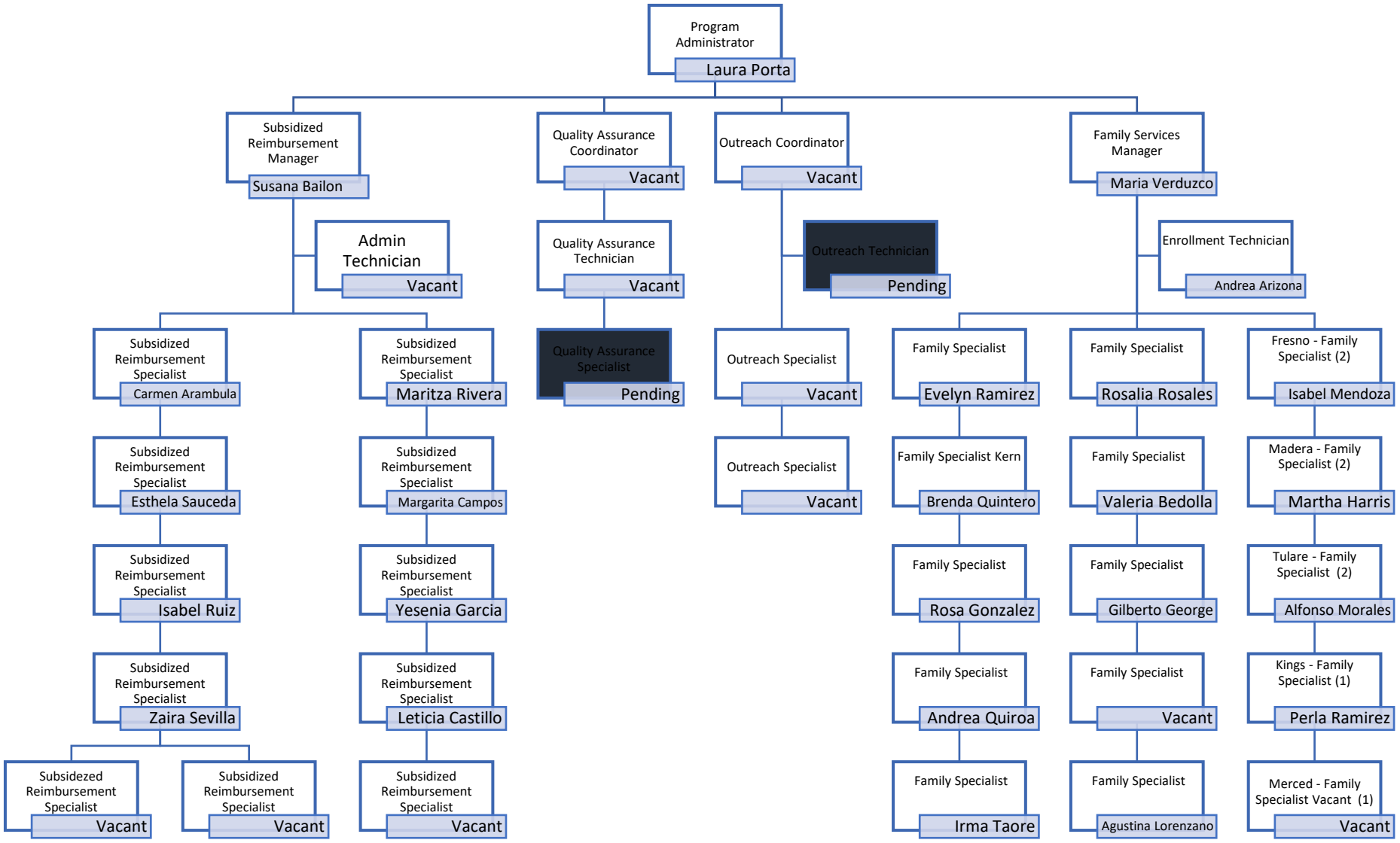
HR staff has reviewed, pointed, and graded the new job descriptions and both are being presented to the Committee for approval. The presented job descriptions align with the current CAPK Strategic Goal # 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It also supports the sustainability of CAPK MCAP Program growth. The next step will be the approval of the revised MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

**Recommendation:**
Staff recommends approval of the updated CAPK MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

***Attachments:***
*MCAP Organizational Chart*
*MCAP Outreach Coordinator*
*MCAP Outreach Specialist*

# Migrant Childcare Alternative Payment Program (MCAP)

**Division: Health & Nutrition** **Director: Susana Magana**




Revised July 22

# MCAP Outreach 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 9 **FLSA Status:** Non-Exempt **Date Approved:** TBD

**SUMMARY**:
Under the supervision of the MCAP Program Administrator, the Outreach Coordinator is responsible for developing and implementing a strategic outreach plan to identify, reach and enroll eligible families into the Migrant Childcare Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with contractors, farmers, and large agricultural industry employers to increase recruitment of eligible families and stablish a robust applicant pool for MCAP services.

**SUPERVISION RECEIVED:**
Receives supervision from the Program Administrator

**SUPERVISION EXERCISED:**
Outreach Specialist, and Outreach Technician

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

**Essential Job Specific Duties:**

- Responsible to develop, implement, and maintain a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Responsible to create appropriate education and outreach activities to ensure eligible families and target population is reached.
- Responsible for coordinating the outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Responsible to identify, educate and collaborate with key agricultural employers and stablish protocols to inform about available services.
- Responsible for developing content for marketing materials including flyers, brochures, and appropriate social media content.
- Responsible for the effective collaboration with other program departments to ensure a seamless process from initial family contact to enrollment.
- Organizes collaborative meetings, and attends trainings and workshops as required.
- Responsible for maintaining accurate records of all outreach activities.
- Prepares monthly mileage claims for MCAP staff, when applicable.

**Other Job Specific Duties:**

- Provides supervision, training, evaluation, and support to the outreach technician and outreach specialist.
- Prepares and conducts meetings, trainings, and professional development activities.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- Performs other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the Migrant Childcare Program.

**Ability to:**

- Demonstrate good interpersonal skills.
- Possess strong organizational skills and close attention to detail.
- Work under pressure in new situations.
- Work with accuracy and attention to detail.
- Deal with conceptual matters.
- Plan, organize and document outreach activities.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Work independently while managing competing demands.
- Establish professional working relationships with staff, agencies, and parents.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from an accredited college or university. Experience may be considered on a year per year basis for education.
- One (1) year progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development/federal and state programs desirable.
- One (1) year staff supervisory experience.

## OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) required.

## WORK ENVIRONMENT:

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

- Work is performed indoors/outdoors.
- 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: MCAP Outreach Coordinator** | | | |
|---|---|---|---|
| **Activity** **Hours Per Day** | **NEVER 0 HOURS** | **OCCASIONALLY UP TO 4 HOURS** | **FREQUENTLY 4-8 HOURS** |
| Sitting | | | x |
| Walking | | | x |
| Standing | | | x |
| Bending (neck) | | | x |
| Bending (waist) | | | x |
| Squatting | | x | |
| Climbing | x | | |
| Kneeling | | x | |
| Crawling | x | | |
| Twisting (neck) | | | x |
| Twisting (waist) | | | x |
| Is repetitive use of hand required? | | | x |
| Simple Grasping (right hand) | | | x |
| Simple Grasping (left hand) | | | x |
| Power Grasping (right hand) | | x | |
| Power Grasping (left hand) | | x | |
| Fine Manipulation (right hand) | | | x |
| Fine Manipulation (left hand) | | | x |
| Pushing & Pulling (right hand) | | x | |
| Pushing & Pulling (left hand) | | x | |

| | | | |
|---|---|---|---|
| Reaching (above shoulder level) | | x | |
| Reaching (below shoulder level) | | x | |

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

# MCAP Outreach 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 8 **FLSA Status:** Non-Exempt **Date Approved:** TBD

**SUMMARY**:
Under the supervision of the Outreach Coordinator, the Outreach Specialist is responsible for assisting in the development and implementation of a comprehensive outreach plan to reach and enroll eligible agriculture working families for childcare services. The outreach specialist participates in outreach activities, community events and presentations to reach the program's target population and increase the service applicant pool for the MCAP program. The Outreach Specialist has the appropriate education, training, and job experience to operate both independently and as a team member to carry out program activities with minimal supervision.

**SUPERVISION RECEIVED:**
Receives supervision from the Outreach 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.*

**Essential Job Specific Duties:**

- Assist in the development and implementation of a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Educates families on program requirements and collects pre-applications for services.
- Helps maintain an accurate waiting list of eligible families, prioritizing children for enrollment based on current priority regulations and program policies.
- Performs appropriate education and outreach activities to ensure eligible families and target population is reached.
- Participates in the coordination of outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Participates in key agricultural employers site visits to inform workers on availability of services and program requirements.
- Effectively collaborate with program departments to ensure a seamless process from initial family contact to enrollment.
- Attend collaborative meetings, trainings and workshops as required.
- Maintain accurate records of all outreach activities.

**Other Job Specific Duties:**

- Participates and conducts outreach activities, and attends meetings, and trainings as assigned.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- Performs other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

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

**Ability to:**

- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise workload 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 or psychology or closely related field from an accredited college or university. Experience may be considered on a year per year basis for education.
- Two (2) year of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.

- 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 a physical and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan clearance, 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/outdoors.
- 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: MCAP Outreach 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 | | | | | |

# MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: October 5, 2022

Subject: *Agenda Item 4(c)*: New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - **Action Item**

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The M Street Navigation Center is requesting approval of the new job description for the Food Prep Coordinator and the updated job description of the Food Prep Lead. After operating the low barrier navigation center for over two years and with the addition of the Safe Camping/Parking projects, we have identified the need to include additional responsibilities and requirements. The updated job descriptions were approved by Human Resources (HR), and the Homeless Services Food Prep Coordinator was pointed at a grade 6 and the Homeless Services Food Prep Lead was pointed at a grade 4 in the CAPK compensation schedule.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensure that the great work the M Street Navigation staff have done continues. A proposed personnel budget with the reclassifications was sent to the CAO's office for approval. The proposed changes would increase the annual staffing budget of $922,722.88 to $944,937.28, which is an increase of 2.4%.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal # 4, Objective 4.2 to increase employee engagement, morale, and retention.

**Recommendation:**

Staff recommends that the Personnel Committee approve the new Homeless Services Food Prep Coordinator and Homeless Services Food Prep Lead job title and descriptions.

***Attachments:***

*M Street Navigation Center Budget 2022-2023*
*Homeless Service Food Prep Coordinator*
*Homeless Services Food Prep Lead*

# M Street Navigation Center - Budgeted Salary Estimate FY 22-23

| Employee Name | Position Title | Purposed Position Change | Dept. | No. of Months | 2021 Rate w/ COLA | Fringe Costs | Annual Amnt | New wage | % Increase | Difference | Annual Amnt | Date of Hire | Time of Service | Salary Grade | Purposed Grade |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Laurie Hughey | Program Manager | Program Administrator | Homeless Services | 12 | 42.02 | $3.60 | $87,401.60 | $44.05 | 5% | $2.03 | $4,222.40 | 1/27/2020 | 2 Years, 8 Months | 11 | 12 |
| Jon Flores | Operations Supervisor | Operations Manager | Homeless Services | 12 | 30.00 | $3.60 | $62,400.00 | $32.24 | 7% | $2.24 | $4,659.20 | 1/27/2020 | 2 Years, 8 Months | 9 | 10 |
| Keith Jackson | Services Supervisor | | Homeless Services | 12 | 30.00 | $3.60 | $62,400.00 | $31.50 | 5% | $1.50 | $3,120.00 | 1/4/2021 | 1 Years, 8 Months | 8 | 9 |
| Amiee Brown | Program Coordinator | | Homeless Services | 12 | 21.85 | $3.60 | $45,448.00 | $23.00 | 5% | $1.15 | $2,392.00 | 5/28/2020 | 2 Years, 4 Months | 6 | 7 |
| Marianela Rios | Volunteer Coordinator | | Homeless Services | 12 | 22.68 | $3.60 | $47,174.40 | $23.75 | 5% | $1.07 | $2,225.60 | 3/30/2020 | 2 Years, 5 Months | 6 | 7 |
| Vacent | Program Specilist | | Homeless Services | 12 | 21.21 | $3.60 | $44,116.80 | $22.24 | 5% | $1.03 | $2,142.40 | 6/22/2020 | 2 Years, 3 Months | 6 | 7 |
| Ruben Rivera | Homeless Food Prep Lead | Food Prep Coordinator | Homeless Services | 12 | 16.98 | $3.60 | $35,318.40 | $18.02 | 6% | $1.04 | $2,163.20 | 3/30/2020 | 2 Years, 5 Months | 2 | 7 |
| Louis Chavez | Homeless Food Prep Assistant | | Homeless Services | 12 | 15.88 | $3.60 | $33,030.40 | $16.75 | 5% | $0.87 | $1,809.60 | 5/3/2021 | 1 Years, 4 Months | 2 | 3 |
| Adam Ramos | Homeless Navigator | | Homeless Services | 12 | 18.36 | $3.60 | $38,188.80 | $19.25 | 5% | $0.89 | $1,851.20 | 4/6/2021 | 1 Years, 5 Months | 4 | 6 |
| Lori Worley | Homeless Navigator | | Homeless Services | 12 | 18.36 | $3.60 | $38,188.80 | $19.25 | 5% | $0.89 | $1,851.20 | 4/6/2020 | 2 Years, 5 Months | 4 | 6 |
| Kelly Hedgeck | Homeless Navigator | | Homeless Services | 12 | 18.00 | $3.60 | $37,440.00 | $18.00 | 0% | $0.00 | $0.00 | 1/24/2022 | 0 Years, 8 Months | 4 | 6 |
| Vacent | Homeless Navigator | | Homeless Services | 12 | 18.00 | $3.60 | $37,440.00 | $18.00 | 0% | $0.00 | $0.00 | | 122 Years, 8 Months | 4 | 6 |
| Vacent | Homeless Navigator | | Homeless Services | 12 | 18.00 | $3.60 | $37,440.00 | $18.00 | 0% | $0.00 | $0.00 | | 122 Years, 8 Months | 4 | 6 |
| Jeremy Guirdry | Shelter Worker | Shelter Worker II | Homeless Services | 12 | 15.88 | $3.60 | $33,030.40 | $17.09 | 8% | $1.21 | $2,516.80 | 3/30/2020 | 2 Years, 5 Months | 2 | 4 |
| Crystal Webb | Shelter Worker | | Homeless Services | 12 | 16.65 | $3.60 | $34,632.00 | $16.80 | 1% | $0.15 | $312.00 | 8/27/2020 | 2 Years, 1 Months | 2 | 4 |
| Lavecia Page | Shelter Worker | | Homeless Services | 12 | 15.26 | $3.60 | $31,740.80 | $16.00 | 5% | $0.74 | $1,539.20 | 10/4/2021 | 0 Years, 11 Months | 2 | 4 |
| William Wooton | Shelter Worker | | Homeless Services | 12 | 15.00 | $3.60 | $31,200.00 | $15.50 | 3% | $0.50 | $1,040.00 | 4/18/2022 | 0 Years, 5 Months | 1 | 4 |
| Bobby Guzman | Driver | | Homeless Services | 12 | 15.00 | $3.60 | $31,200.00 | $15.50 | 3% | $0.50 | $1,040.00 | 2/7/2022 | 0 Years, 7 Months | 2 | 3 |
| Thomas Headley | Custodian | | Homeless Services | 12 | 15.00 | $3.60 | $31,200.00 | $15.75 | 5% | $0.75 | $1,560.00 | 4/6/2020 | 2 Years, 5 Months | 1 | 2 |
| | | | | | | | $798,990.40 | | | Total | **$22,214.40** | | | | |

**Also requesting that the Homeless Navigator and Sheltor Worker be changed to a teired position to promote growth and will allow for increase pay and responsibility.**

| | |
|---|---|
| Homeless Navigator I | $18.00 |
| Homeless Navigator II | $19.73 |
| Homeless Navigator III | $20.50 |
| | |
| Shelter Worker I | $15.00 |
| Shelter Worker II | $17.09 |
| Shelter Worker III | $18.75 |

| Funding Category | | Budget Amount LBNC 2021-2022 | Anticipated Cost of Proposal |
|---|---|---|---|
| Personnel | | $798,990.40 | $821,204.80 |
| Operations | | $553,298.00 | $553,298.00 |
| Client Services/Supplies | | $266,267.00 | $266,267.00 |
| Contengency | | $174,233.79 | $174,233.79 |
| Indirect | | $191,657.17 | $ 191,657.17 |
| | | $1,984,446.36 | $2,006,660.76 |

| Total | | Current Annual Salary | New salary cost | % increase | | Total Cost |
|---|---|---|---|---|---|---|
| $ 384.13 | | $ 798,990.40 | $22,214.40 | 2.8% | | $821,204.80 |

# Homeless Services Food Prep 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 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

**SUMMARY:**
Under direction of the Homeless Services Operations Manager, the Food Prep Coordinator is responsible for planning, coordinating, evaluating, and supervising the food services at the M Street Navigation Center and Safe Camping in accordance with all state, federal, and local regulations.

**SUPERVISION RECEIVED:**
Homeless Services 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:**

- Provide leadership in the kitchen by establishing and maintaining quality work standards.
- Assists in the training of new food service employees and volunteers.
- Responsible for budget and invoice tracking and monitoring and processing check requests as needed.
- Evaluate food service appliances and operating supplies used for food service.
- Monitor the preparation of food, ensuring compliance with policies, procedures, food safety, and sanitation requirements.
- Responsible for ensuring the overall maintenance of the kitchen and equipment is kept up to standards.
- Oversees the storage of delivered meals and snacks according to accepted procedures to maintain temperature, sanitation, and quality control.
- Ensures ongoing communication with food prep staff in a timely manner and conducts weekly meetings to plan and implement new food service strategies.
- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and support to food prep staff, custodial staff, shelter staff, shelter providers, and

volunteers as needed.
- Responsible for ensuring that Health and Safety protocols are followed.

**Other Job Specific Duties:**
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Prepares and coordinates kitchen staff schedules.
- Work alternative hours as required, including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Works with Volunteer Coordinator to promote volunteers and donations.

**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
- Principles of good nutrition and quantity food preparation and service
- Basic cost accounting techniques
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current challenges of homeless and socially and economically challenged families.
- Food meal preparation, safety, and sanitation.
- The contributions of volunteers and clients 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.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present shelter program services information to the public.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with vendors, staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and 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.*

- High School Diploma
- Associate degree in Nutrition and Dietetics, food service management, or related field.
- Additional experience may be substituted for education requirements on a year for year basis.
- At least two (2) years' experience in food services administration.

- Experience working with the homeless and economically challenged.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification, Serv-Safe Certification, and Narcan Training certification within 90 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 clearance, physical, substance abuse screening, TB, and all required vaccinations
- Fully fluent in English and Spanish 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

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

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

# Homeless Services Food Prep Lead

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

**SUMMARY:**

Under direction of the Homeless Services Operations Manager, the Homeless Services Food Prep Lead is responsible for overseeing and maintaining quality meal services that are provided to the residents of the M Street Navigation Center.

**SUPERVISION RECEIVED:**
Homeless Services 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:**
- Prepare meal items to be distributed to M Street Navigation Center and Safe Camping/Parking clients.
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.
- Assist the Food Prep Coordinator to develop holiday and special event menus and meals.
- Prepares and submits accurate and timely reports, assessments, incidents reports and all correspondence as required.
- Must be able to work alternative schedules including nights, weekends, and holidays.
- Prepares food from approved menus and/or from food donations.
- Ensures food is prepared and ready for distribution on time.
- Follows daily cleaning schedule to perform janitorial duties.
- Receives, inspect, ~~confirms counts~~ and records the quantity and quality of food and food supplies delivered.
- Ensures all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Maintains all food at appropriate temperatures.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and reports any concerns.
- Assist in maintaining the kitchen inventory.
- Assists in the training of new kitchen staff and volunteers.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Ability to work independently and as a team.
- Performs other duties as assigned.

**Other Job Specific Duties:**
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.

- Maintains a safe and functional work environment.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.

**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.
- Correspondence and report writing practices and procedures.
- Food meal preparation, safety, and sanitation.
- 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.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and 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.*

- High School Diploma
- At least two (2) years' experience in food services administration
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, ServSafe and Narcan Training certification within 90 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 clearance, physical, substance abuse screening, TB, and all required vaccinations
- Fully fluent in English and Spanish 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

| POSITION TITLE Homeless Services Food Prep Lead | | | |
|---|---|---|---|
| **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 Committee

**From:** Lisa McGranahan, Director of Human Resources

**Date:** October 5, 2022

**Subject:** *Agenda Item 4(d):* 2023 Agency Holiday Schedule - **Action Item**

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Below is the Agency Holiday Schedule for 2023 for approval.

## 2023 Holiday Schedule

| Date | Holiday |
|---|---|
| Monday, January 2, 2023 | New Year's Day (Observed) |
| Monday, January 16, 2023 | Martin Luther King Jr. Day |
| Monday, February 13, 2023 | Lincoln's Birthday |
| Monday, February 20, 2023 | President's Day |
| Monday, May 29, 2023 | Memorial Day |
| Monday, June 19, 2023 | Juneteenth |
| Tuesday, July 4, 2023 | Independence Day |
| Monday, September 4, 2023 | Labor Day |
| Friday, November 10, 2023 | Veteran's Day (Observed) |
| Thursday, November 23, 2023 | Thanksgiving Day |
| Friday, November 24, 2023 | Day After Thanksgiving |
| Friday, December 22, 2023 | Christmas Eve (Observed) |
| Monday, December 25, 2023 | Christmas Day |
| Friday, December 29, 2023 | New Year's Day (Observed) |

| Date | Holiday |
|---|---|
| Monday, January 1, 2024 | New Year's Day |

**Recommendation:**
Staff recommends the Personnel Committee approve the 2023 agency holiday schedule.

# MEMORANDUM

To: Personnel Committee

From: Traco Matthews, Chief Program Officer
Susana Magana, Director of Health & Nutrition
Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 5(a):* Revised Bilingual Pay Policy – **Action Item**

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On August 3, 2022, CAPK Management presented the Bilingual Pay policy to the Personnel Committee for review and approval. Since implementation, Management has amended the policy to better represent the process as well as provide clarity to the eligibility guidelines. As such, CAPK Management is proposing additional modifications to the policy. The attached policy reflects the changes to the policy proposed by key stakeholders.

**Recommendation:**
Staff recommends the Personnel Committee approve the revisions to the Bilingual Pay Policy.

***Attachment:***
*Bilingual Pay Policy*

# POLICY AND PROCEDURE

| | |
|---|---|
| **TITLE:** | Bilingual Pay |
| **APPROVED:** | August 24, 2022 |
| **APPLIES TO:** | Community Action Partnership of Kern Employees |

**PURPOSE:**
The purpose for the Bilingual Pay Policy is to recognize a diverse skillset that adds value to the organization and helps attract and retain employees. Upon approval by the CAPK Board of Directors, this Policy will be permanently established for pre-selected agency roles.

**OBJECTIVE:**
The primary goal of the Bilingual Pay Policy is to provide additional compensation for employees who demonstrate language competencies will improve how the agency delivers services to our targeted communities. Secondary goals for the Bilingual Pay Policy would be to attract more candidates for agency positions requiring bilingual skills, reduce employee turnover rates, and lengthen bilingual employee's service time with CAPK. The Bilingual Pay Policy applies to all employees including full-time, part-time, temporary, and emergency hires that are retained by the organization.

**GOALS:**
1. Compensate bilingual skills.
2. Reduce employee turnover.
3. Lengthen employee's service time with CAPK.

**POSITION CRITERIA:**
The position must be in a CAPK work setting with a demonstrated flow/intake of clients, phone calls, or correspondence where bilingual skills are regularly needed to meet the language needs of clients. The two types of bilingual positions are defined below:

- **Tier 1 – Bilingual positions:** Due to the nature of some positions where most client interactions are conducted in another language (i.e., MCAP), bilingual skills may be a requirement as stated on the job description.
- **Tier 2 – Bilingual stipend positions:** Some positions may not require bilingual skills, but the agency recognizes that bilingual skills add value (i.e., taking occasional calls in a second language, providing translation services, or using bilingual skills for other work-related duties).

For bilingual positions, all employees in those defined roles must demonstrate proficiency by passing the certified bilingual examination. For positions where bilingual skills may add value but are not required, employees may voluntarily test to receive the stipend.

**ELIGIBILITY PROCEDURES:**
Employees who regularly utilize bilingual skills in their job are eligible to receive bilingual pay subject to the following provisions. To be eligible, employees must pass a certified test demonstrating their bilingual conversational fluency. Scoring for the proficiency test will be pass/fail, and that score will remain in place while the employee remains in a position requiring bilingual proficiency. Further, a recertification is required every five (5) years in order to continue to receive this stipend. It is the responsibility of the employee to test in advance so as not to experience a gap in stipend payment.

The bilingual pay will cease when an employee is transferred, promoted, demoted, or otherwise moved into a position that is not designated as bilingual or eligible for a bilingual stipend. Additionally, the stipend may end in the case that the program no longer has funding to sustain the stipend.

**BILINGUAL PAY:**
1. Employees in bilingual positions (Tier 1) will receive an additional $3/hour as premium pay.
2. Employees who qualify for a bilingual stipend (Tier 2) will receive $50 bi-weekly for their skills.
3. Compensation will be effective the first day of the payroll period following certification that the employee is eligible to receive the premium pay or bilingual stipend.
4. Bilingual pay will be processed through payroll and will be considered taxable wages.
5. Retroactive pay for bilingual skills will not be authorized.
6. Bilingual pay will be expensed to the program(s) or project(s) that receive the benefit of the employee's bilingual skills.

**PROGRAM GUIDELINES:**
For the purpose of this policy, English is considered to be the primary language, and any other language used under this program will be considered as a second language.

The Director of Human Resources shall designate qualifying languages and authorize the full number of positions to receive bilingual pay based on the needs of the agency. For newly developed positions in the organization, the determination of whether the job description should indicate bilingual skills are required or preferred will be made in partnership with Program Directors or Chiefs and the Director of Human Resources, and all such positions must be approved by the Personnel Committee. Directors and Chiefs alone retain the authority to determine if a position should no longer be designated as a bilingual position or offer a bilingual stipend. Notwithstanding the above, all personnel shall utilize any language skills they possess to the best of their ability in handling their responsibilities on a non-regular basis without compensation.

During the time of any leave of absence without pay, employees will not be eligible for bilingual pay.

The Bilingual Pay Policy can be suspended or canceled at any time as determined by the Chief Executive Officer, at their discretion. Any modification of this policy will require prior approval by the CAPK Board of Directors.

**EXAMINATIONS:**
Candidates for bilingual designated positions may select Bakersfield College, or any certificated location to conduct the test.

# MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 5(b)*: 2022 Employee End-of-the-Year Gift: Time Off – **Action Item**

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On September 7, 2022, CAPK Management brought this agenda item to the Personnel Committee for consideration and approval. After discussion, the Personnel Committee approved this benefit. However, during the September 28, 2022, Board of Directors meeting, this item was pulled from Consent for further discussion and approval.

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As the end of 2022 approaches, CAPK Management has begun discussing ways to acknowledge and reward our staff's accomplishments and hard work. After meeting and sharing ideas, CAPK Management has agreed to offer up to 8-hours of time off to benefit-eligible staff. We hope this will allow us to highlight and reward employees for their service and dedication during the year.

CAPK Management recommends up to eight (8) hours of time off be awarded to active eligible employees with a hire/rehire date of October 26, 2022, or earlier, with the number of hours granted coinciding with their regular daily schedule. Benefit-ineligible employees, including part-time, temporary, and substitute staff, are ineligible to receive this gift. Employees may not use this gifted time during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, up to eight (8) hour time off gift will be granted on October 31, 2022, and must be used by March 5, 2023. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited.

In accordance with our Strategic Plan Object 5.5, the benefits of this initiative will increase staff morale and continue to incentivize staff to continue contributing to the agency's success.

**Recommendation:**

Staff recommends that the Personnel Committee approve the one-time award of up to eight (8) hours of time off to all eligible employees to be used for the period of October 31, 2022, through March 5, 2023.