DATE	September 7, 2022
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: 406 118 681#

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 San Joaquin Job Descriptions - ***Action Item (p. 3-34)***	Jerry Meade, Assistant Director, Program
b.	Head Start Personnel Update – ***Info Item (p. 35)***	Jerry Meade, Assistant Director, Program
c.	New Job Title and Job Description for M Street Navigation Center - ***Action Item (p. 36-45)***	Rebecca Moreno, Director of Community Development
d.	New Job Title and Job Description for Coordinated Entry Services - ***Action Item (p. 46-54)***	Rebecca Moreno, Director of Community Development
e.	Human Resources Restructure and Update to Job Descriptions - ***Action Item (p. 55-59)***	Lisa McGranahan, Director of Human Resources
f.	2022 Employee End-of-the-Year Gift – ***Action Item (p. 60)***	Lisa McGranahan, Director of Human Resources

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
Wednesday, October 5, 2022
5005 Business Park North
Bakersfield, CA 93309

7. 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

Date: September 7, 2022

Subject: *Agenda Item 4(a): Head Start San Joaquin Job Descriptions* – **Action Item**

On June 29, 2022, the CAPK Board of Directors approved the renewed SEIU agreement. Following this approval, in August 2022 the job descriptions for the represented positions were approved by the Board of Directors. To ensure a clear and concise distinction exists between positions represented within the SEIU agreement from those same positions that are not included in the SEIU agreement, staff are presenting job descriptions as "non-represented" for our like positions in other service areas not covered by the SEIU agreement. Program staff in consultation with the Human Resources are presenting eight (8) job descriptions for approval.

The revised job descriptions reflect the consolidation efforts from program since the HS/EHS grants were consolidated in March 2022. The programmatic changes being made over the last year regarding grant consolidation efforts focused on inclusivity amongst program options regardless of community served. Program staff will remain focused on this effort. The only differences within the represented and non-represented job descriptions are in relation to salary range. The positions included within the SEIU agreement follow the approved Step system outline within the contract. The non-represented positions will be added to the CAPK Compensation Schedule using the grades included in the job descriptions. Even with the differences between step and grade, staff aligned wage ranges to mirror the same levels based on education. These job descriptions as presented will support all teaching staff in San Joaquin County, and any future positions if expansion into new communities materializes.

Recommendation:
Staff recommend the Personnel Committee approve the Head Start/Early Head Start non-represented job descriptions attached.

Attachments:

Head Start Teacher Job Description Non-Represented
Early Head Start Teacher Job Description Non-Represented
Head Start Assistant Teacher Job Description Non-Represented
Early Head Start Assistant Teacher Job Description Non-Represented
Family Service Worker Job Description Non-Represented
Food Service Worker Job Description Non-Represented
Custodian Job Description Non-Represented
Classroom Aide Job Description Non-Represented

Head Start Assistant Teacher
Non-Represented

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: Step 1-3 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for prepping and food service. Along with center staff, provided a safe, clean, and supervised environment for children 0-5 years of age (e.g., indoor classroom, outdoor play area, and during field trips). Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Receives direct supervision from the Site Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Performs necessary work in set up, preparation for meal service, cleans up after meals, and maintains a system of inventory and ordering of paper goods and cleaning supplies.
- Requisitions, receives, and stores kitchen materials and supplies.
- Ensures standards of sanitation are met and maintained by implementing food safety and sanitation policies and procedures.
- Reviews Allergy Folder at each meal preparation to ensure compliance of meal service with children's dietary requirements.
- Assists the teaching staff to ensure the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, is respectful of children's cultures and ethnic diversity, and reflects the needs of the children served. Ensures that space in the classroom is well organized into easily recognizable functional areas.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists teacher with implementing classroom behavior management strategies.
- Assists in following a consistent schedule that meets individual needs, including small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Accompanies children to the bathroom as needed.
- Always maintains confidentiality of records and information on children and families.
- In collaboration with teaching staff, follows appropriate transitioning activities for children.

- Assists in and/or carries out and documents monthly fire and emergency drills.
- Reports all child injuries and unusual incidents to the Teacher and/or Site Supervisor immediately.
- Follows procedure as a Mandated Reporter to report suspected child abuse/neglect.
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
- Assists in the accurate completion of meal count and sign-in and out sheets.
- Is proactive in the effort to recruit and enroll families that qualify for Early Head Start, Head Start, or state infant/toddler and preschool programs.
- 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:

- Difficulties of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Establish professional working relationships with staff, agencies, and parents.
- Attend evening and weekend meetings.
- Effectively present Head Start program services information to the public.
- Reasonably obtain knowledge of 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 be 18 years of age or older.
- Must have at least six (6) units in child development from any accredited college or university.
- At least one (1) year of classroom experience in a preschool setting and at least one (1) year working with food is 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.
- Must possess or obtain a SafeServ Certificate within one (1) year of date of hire.
- Must have a First Aid/CPR certificate or will obtain one within 30 days of employment and monitor and recertify prior to expiration.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required

vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Head Start Assistant Teacher Non-Represented			
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		

Classroom Aide
Non-Represented

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

SUMMARY:
Under the supervision of the Site Supervisor, the Aide helps to maintain a safe and healthy environment for children. Responsible for compliance with Head Start Performance Standards, State Program Funding Terms and Conditions, and Community Care Licensing Title 22 and Title 5.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor I/II.

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:
- Assists teaching staff in setting up indoor and outdoor environment.
- Assists teaching staff to ensure the physical environment is clean, safe, and inviting; is stimulating and conducive to learning; respectful of children's cultures and ethnic diversity and reflects the needs of all children.
- Maintains confidentiality for children, families, and staff.
- Reports all observed child injuries immediately to Site Supervisor.
- Works in collaboration with all program service areas as needed
- May be temporarily re-assigned to provide support at other centers.
- Works one on one with children to help promote and support individual needs.

Other Job Specific Duties:
- Works alternative hours as required.
- Attends meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.

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:
- Current trends of culturally diverse families.
- Modern office practices, methods, procedures, and equipment, including iPads and computers, databases, and software applications

Ability to:

- Work as a positive team member.
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff and parents.
- Communicate effectively, verbally and in writing.
- Prioritize, plan, and manage time effectively.
- 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 or equivalent
- Experience working with children and families is desirable. Must complete 16 hours of training on preventative health practices as required by Health and Safety code within 60 days.

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.
- Bilingual fluency is highly desired.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Classroom Aide Non-Represented			
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		

Custodian
Non-Represented

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

SUMMARY:
In collaboration with center teaching staff, maintains a safe and healthy environment for children.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Under direction of the Site Supervisor, performs necessary work to maintain a clean and safe environment, managing general clean-up of all areas.
- Manages routine upkeep of exterior areas and removes garbage daily, both indoors and outdoors.
- Requisitions, receives, and stores materials and supplies in a safe place, which is always kept locked and away from children.
- Ensures standards of sanitation are met and maintained by implementing health, safety, and sanitation policies and procedures.
- Ensures general maintenance and cleaning of kitchen, classroom, and restrooms using a cleaning schedule that defines the tasks on a daily, weekly, and monthly basis.
- Assists the teaching staff in ensuring that the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served and ensures space in the classroom is well organized into easily recognizable functional areas.
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities.
- Immediately reports all child injuries and health and safety concerns to the Site Supervisor and/or Teacher.

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

- Is proactive in the effort to recruit and enroll families that qualify for HS/SCD programs.
- Performs any other like duties as assigned.
- Four-hour position, either 10-month (part-year) or 12-month (full-year) status.

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:

- Familiarity with problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Establish professional working relationships with staff, agencies, and parents.
- Attend evening and weekend meetings as needed/required.
- Effectively present Head Start program services information to the public.
- Reasonably obtain knowledge of 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 be 18 years of age or older.
- High school diploma or equivalent.
- Experience working with children and family's 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.
- Must have a current First Aid/CPR certificate or will obtain one within 90 days of employment.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Custodian Non-Represented			
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		

Early Head Start (EHS) Assistant Teacher
Non-Represented

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

SUMMARY:
Along with the Teacher, provides a safe, healthy, developmentally appropriate, educational, and supervised environment for children 0-3 years of age (e.g., indoor classroom, outdoor play area, and during field trips). Encourages parent involvement in all aspects of the program. Promotes the social, emotional, physical, and cognitive development of children. Develops individual goals for children, provides ongoing assessments of children's progress, and facilitates transitions to kindergarten. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor I/II.

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:

- Assists in setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ITERS standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served.
- Supports classroom staff in meeting all timelines for developmental screenings by assisting teaching staff.
- Reports all injuries and unusual incidents to the Teacher and/or Site Supervisor immediately.
- Observes and records behaviors of children to assist the Teacher and/or Site Supervisor.
- Changes diapers, as needed, and assists with potty training techniques as age and developmentally appropriate.
- Assists during daily routines.
- Provides breaks for teaching staff, as assigned, ensuring consistency and timeliness. May assist in other classrooms and/or centers.
- Prepares/assists with meals for children, as assigned, including cleanup in accordance with health and safety and CACFP requirements.

- Always maintains confidentiality of records and information on children and families.
- In collaboration with teaching staff, follows appropriate transitioning activities for children.
- Works in cooperation with Mentor Coaches, as assigned, to implement strategies, techniques, and/or recommendations.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follow procedures as a Mandated Reporter to report suspected child abuse/neglect.
- Participates in, documents, and/or carries out monthly fire and emergency drills, as planned.
- Is proactive, in cooperation with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities.
- In collaboration with disabilities staff and Local Education Agencies (LEA), ensures the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individual Family Services Plan (IFSP).
- Performs other like duties as assigned.

Other Job Specific Duties:

- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start programs.
- Center assignment will be 12-month (full-year) status.

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:

- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:

- Work as a positive team member.
- Demonstrate good interpersonal skills.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.

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 have three (3) units in infant/toddler coursework and must obtain another three (3) units within twelve (12) months of hire as part of an established education plan.
- 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.
- 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 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.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Early Head Start (EHS) Assistant Teacher Non-Represented			
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		

Early Head Start Teacher
Non-Represented

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: Permit – Grade 5
Associate degree – Grade 6
Bachelor's degree – Grade 8

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

SUMMARY:
The EHS Teacher is responsible for the respectful care, active supervision, development, and instruction of infants and/or toddlers in a child development program in accordance with approved curriculum, Early Head Start policies, philosophy, and OHS Performance Standards. The EHS Teacher must be an appropriate role model for staff, parents, and children. The EHS Teacher is responsible for exhibiting respectful communication, problem solving, and priority setting skills as well as maintaining an overall positive attitude. The EHS Teacher must be capable of writing clearly and maintaining current documentation for each child.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
- Teachers will observe, collect, and analyze individual and group data.
- Responsible for setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ERS standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served, and meets all safety standards established by the program and complies with state and federal regulations.
- Implements the CLASS domains as required.
- Ensures the screening of each child's development is completed within mandated timelines. Assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
- Implements individualized education plans specifying developmental goals and activities. Make appropriate adaptations as needed, in both the indoor and outdoor environments, including children with disabilities.
- Implements diversity, inclusion, and belonging strategies using the cultural and linguistic approach to school readiness.

- Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness are integrated into the class activities.
- 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.
- Creates a well-organized, clean, and developmentally appropriate classroom where children feel comfortable and secure (e.g., toys and materials are properly labeled, etc.).
- Interacts with and actively always supervises children.
- Always maintains ratios per Community Care Licensing and Head Start Program Performance Standards.
- Changes diapers as needed and assists with toilet training techniques per Community Care Licensing and Head Start Program Performance Standards.
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
- Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program
- Demonstrate competencies to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use screenings and assessments to promote children's progress across the standards, including children with disabilities and dual language learners.
- Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing environment that encourages play, exploration, and learning.
- 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.
- Conducts a minimum of two (2) home visits each year with families to participate in the development of children.
- Conducts required parent-teacher conferences to discuss the child's development, plan goals, and action steps for home and school.
- Collaborates with families, schools or other appropriate agencies to ensure children's successful transition.
- Maintains confidentiality of records and information on children and families.
- Works in cooperation with Mentor Coaches and support services staff to implement strategies, techniques, and/or recommendations.
- Participates and collaborates in the BIR (Behavior Information Report) process with Site Supervisor, teaching staff, support staff and families for children exhibiting concerns and/or challenging behaviors.
- Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
- In collaboration with disabilities staff, Part 303 (Part C) of Individuals with Disabilities Education Act (IDEA) and Local Education Agencies (LEA) to ensure the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individual Family Services Plan (IFSP).
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.
- Adheres to safe sleep guidelines.
- Conducts monthly fire and emergency drills.

- Is proactive with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- May be temporarily re-assigned to provide support at other centers as needed.
- Performs other like duties as assigned.

Other Job Specific Duties:

- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required, including nights and weekends.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
- Participate in video recording as required to help improve teacher/child interactions.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists in the accurate completion of meal count and sign-in and out sheets.

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 trends of culturally diverse families
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:

- Work as a positive team member.
- Demonstrate good interpersonal skills
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff, agencies, and families.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.
- Plan, organize, allocate, and control resources.

EDUCATION AND EXPERIENCE:

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

Permit Salary Range

- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Associate Degree Salary Range

- Must possess an Associate Degree from an accredited college or university in early childhood education or related field.

- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Bachelor's Degree Salary Range

- Must possess a valid Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- A Bachelor's degree from any accredited college or university, with a major in one of the following disciplines: Early Childhood Development, Education, Human Development, or related field required.
- Six (6) months experience working in a state or federally funded childcare program is 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.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 90 days of employment and ensure certificate remains current.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level 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.

POSITION TITLE: Early Head Start Teacher Non-Represented			
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		

Family Service Worker
Non-Represented

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

SUMMARY:

Under the supervision of the Site Supervisor I/II, the Family Service Worker is responsible for the recruitment of children, verification of eligibility, collaboration with parent orientation, referral of parents to community resources and local social services, agencies, and updating children's records. Maintains child/family files and reference records and engages in respectful, positive, goal-oriented partnerships with families to promote positive child and family outcomes. Works closely with the Enrollment and Attendance and support services to ensure family services are met. Promotes an inclusive and respectful environment for all families to participate in the program. Responsible for compliance with Head Start Performance Standards, State Programs Funding Terms and Conditions, and Community Care Licensing Title 22 and Title 5.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

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:

- Responsible for assisting with recruitment and completion of application for children and families including all necessary follow-up.
- Maintains full enrollment and waitlist in assigned classrooms and/or center(s) throughout the year.
- Collaborates with Teaching staff to support home visits to identify challenges and contributes to developing strategies to improve attendance.
- Maintains confidentiality for children, families, and staff at all times.
- In collaboration with families, completes parent survey(s) to assess family strengths, needs and interests.
- In collaboration with the families, develops a Family Partnership Agreements to establish and obtain goals and ongoing communication as needed.
- Enters and maintains accurate and up-to-date records in the family file and in the electronic database.
- Maintains all parent boards and ensures materials and resources are up to date.
- Documents home visits, phone calls and group activities to promote partnerships and regular communication.
- Maintains up to date data records for children's immunizations, physicals/well-baby exams,

dental screenings, and other data as required, including entry into database and children's files. Performs a variety of clerical tasks including, but not limited to word processing, data entry, filing, copying, running reports, and mailing and tracking information.
- Reports all observed child injuries immediately to Site Supervisor.
- Facilitates Very Important Parent (VIP) meetings including scheduling guest speakers, preparing the agenda and signing in attendees.
- Discusses with families the importance of coordinating health, social, educational, and transitional services.
- Assists with crisis intervention and case conferencing as needed.
- Maintains a community resource binder to support family needs and child/family referrals.
- Supports classroom team for breaks/lunches in the classroom as needed.
- Attends trainings, meetings, conferences, and community collaborative meetings as required. Transports families for Agency business in Agency provided vehicles (must have a clear driving record and Agency driving authorization).
- Works in collaboration with Managers/Coordinators/Specialists for all program service areas.
- May be temporarily re-assigned to provide support at other centers as needed.

Other Job Specific Duties:
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs other tasks as may be required within the job classification.

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

Ability to:
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Attend evening and weekend meetings.
- Effectively present CAPK program services information to the public.
- Establish professional working relationships with staff, agencies, community partners and parents demonstrate the skills and willingness to deal with sensitive family situations in a non- threatening and professional manner.
- Communicate effectively, verbally and in writing.

EDUCATION AND EXPERIENCE:

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

- Within eighteen (18) months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field must be acquired.
- Minimum two (2) years of case management experience in family services with Head Start, Early Head Start, child welfare, medical social work, public assistance, psychiatric social work, or related group work with community organizations.
- One (1) year of customer service experience preferred.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Family Service Worker Non-Represented			
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	

	LIFTIN G			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		

Food Service Worker
Non-Represented

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

SUMMARY:
Responsible for setting up serving stations, serving food, and cleaning service area at a designated center.

SUPERVISION RECEIVED:
Receives direct supervision from the Site Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Performs necessary work in set up, preparation of meal service, clean up after meals daily, and maintains a system of inventory and ordering of paper goods and cleaning supplies.
- Ensures standards of sanitation are met and maintained by implementing food safety and sanitation policies and procedures.
- Maintains sanitary conditions in center's food preparation area, eating area, while serving meals, and with all utensils.
- Reviews Allergy Folder at each meal preparation to ensure compliance of meal service with child's dietary requirements.
- Ensures Material Safety Data Sheet (MSDS) is completed for all chemicals stored in the kitchen.
- Attends classes on nutrition and sanitation, staff meetings, and in-service trainings.
- General maintenance cleaning of the kitchen and food service areas.
- Immediately reports all child injuries and unusual incidents to the Teacher and/or Site Supervisor.
- Adheres to the Americans with Disabilities Act (ADA 1992) which prohibits discriminatory actions toward children and/or adults with disabilities.

Other Job Specific Duties:
- Works alternative hours as required, including nights and weekends.
- Assists in adult/child ratio, as needed, including rotating between classrooms or centers.

- Is proactive, in cooperation with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start, Head Start, or State infant/toddler and preschool programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Familiarity with problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Establish professional working relationships with staff, agencies, and parents.
- Attend evening and weekend meetings.
- Effectively present Head Start program services information to the public.
- Reasonably obtain knowledge of 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 be 18 years of age or older.
- Have or obtain a high school diploma or equivalent within one (1) year.
- At least two (2) years working with food is 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.
- Must possess or obtain a ServSafe Certificate within one (1) year of date of hire.
- Must have a current First Aid/CPR certificate or will obtain the one within 30 days of employment and must keep it current.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Service Worker Non-Represented			
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		

Head Start Teacher
Non-Represented

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: Permit – Grade 5
Associate degree – Grade 6
Bachelor's degree – Grade 8

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

SUMMARY:
The HS Teacher is responsible for the respectful care, active supervision, development, and instruction of Pre-School in a child development program in accordance with approved curriculum, Head Start policies, philosophy, and OHS Performance Standards. The HS Teacher must be an appropriate role model for staff, parents, and children. The HS Teacher is responsible for exhibiting respectful communication, problem solving, and priority setting skills as well as maintaining an overall positive attitude. The HS Teacher must be capable of writing clearly and maintaining current documentation for each child.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
- Teachers will observe, collect, and analyze individual and group data.
- Responsible for setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ERS standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served, and meets all safety standards established by the program and complies with state and federal regulations.
- Implements the CLASS domains as required.
- Ensures the screening of each child's development is completed within mandated timelines. Assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
- Implements individualized education plans specifying developmental goals and activities. Make appropriate adaptations as needed, in both the indoor and outdoor environments, including children with disabilities.
- Implements diversity, inclusion, and belonging strategies using the cultural and linguistic

approach to school readiness.

- Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness are integrated into the class activities.
- 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.
- Creates a well-organized, clean, and developmentally appropriate classroom where children feel comfortable and secure (e.g., toys and materials are properly labeled, etc.).
- Interacts with and actively always supervises children.
- Always maintains ratios per Community Care Licensing and Head Start Program Performance Standards.
- Responsible for diapering and toileting training per Community Care Licensing and Head Start Program Performance Standards.
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
- Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program
- Demonstrate competencies to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use screenings and assessments to promote children's progress across the standards, including children with disabilities and dual language learners.
- Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing environment that encourages play, exploration, and learning.
- Conducts a minimum of two (2) home visits each year with families to participate in the development of children
- Conducts required parent-teacher conferences to discuss the child's development, plan goals, and action steps for home and school.
- Collaborates with families, schools or other appropriate agencies to ensure children's successful transition.
- Maintains confidentiality of records and information on children and families.
- Works in cooperation with Mentor Coaches and support services staff to implement strategies, techniques, and/or recommendations.
- Participates and collaborates in the BIR (Behavior Information Report) process with Site Supervisor, teaching staff, support staff and families for children exhibiting concerns and/or challenging behaviors.
- Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
- In collaboration with disabilities staff, Part 303 (Part C) of Individuals with Disabilities Education Act (IDEA) and Local Education Agencies (LEA) to ensure the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individualized Education Plan (IEP).
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.
- Conducts monthly fire and emergency drills.
- Is proactive with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.

- Collaborates with families, schools, or other appropriate agencies to ensure successful kindergarten transition.
- May be temporarily re-assigned to provide support at other centers as needed.
- Performs other like duties as assigned.

Other Job Specific Duties:
- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required, including nights and weekends.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
- Participate in video recording as required to help improve teacher/child interactions.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists in the accurate completion of meal count and sign-in and out sheets.

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 trends of culturally diverse families
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:
- Work as a positive team member.
- Demonstrate good interpersonal skills
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff, agencies, and families.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.
- Plan, organize, allocate, and control resources.

EDUCATION AND EXPERIENCE:

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

Permit Salary Range
- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Associate Degree Salary Range
- Must possess an Associate Degree from an accredited college or university in early childhood education or related field.
- Must possess a valid Associate Teacher Permit or higher to meet standards established by

California Commission on Teacher Credentialing.
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Bachelor's degree Salary Range
- Must possess a valid Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- A Bachelor's degree from any accredited college or university, with a major in one of the following disciplines: Early Childhood Development, Education, Human Development, or related field required.
- Six (6) months experience working in a state or federally funded childcare program is 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.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 90 days of employment and ensure certificate remains current.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

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

- Work is performed indoors and outdoors.
- Noise level 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.

POSITION TITLE: Head Start Teacher Non-Represented			
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: Jerry Meade, Assistant Director, Program
Robert Espinosa, Program Design and Management Administrator

Date: September 7, 2022

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

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

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

- Onboarded four (4) staff
- Promoted three (3) staff
- Three (3) days of interviews for three (3) open requisitions
- Eight (8) new job descriptions drafted and approved by Human Resources
- Eleven (11) resignations

As previously noted, a job fair is being coordinated to support external candidates to apply for open positions. Additional recruitment activities have been in practice which include "now hiring" banners posted at all Head Start facilities as well as flyers have been distributed throughout the communities served. Job postings have also been 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 will be released this week for those that meet the criteria.

Currently, 74 positions in Kern and 25 positions in San Joaquin County remain vacant. Current vacant direct service positions include:

Teaching Staff			
EHS Teachers	2 Kern & 9 SJC	HS Teachers	23 Kern
EHS Assistant Teachers	22 Kern & 11 SJC	HS Assistant Teachers	6 Kern
Support Staff		**Home Base**	
Family Service Worker	12 Kern & 2 SJC	EHS Home Base	0
Food Service Worker	1 Kern	HS Home Base	2 (Pending approval from OHS)
Custodian	6 Kern & 3 SJC		

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: September 7, 2022

Subject: *Agenda Item 4(c)*: New Job Title and Job Description for M Street Navigation Center: Program Administrator (Replacing Program Manager) and Operations Manager (Replacing Operations Supervisor) - **Action Item**

The M Street Navigation Center is requesting approval to update the current job descriptions for the Homeless Services Program Manager to Homeless Services Program Administrator and Homeless Services Operations Supervisor to Homeless Services Operations Manager.

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. The Homeless Services Program Administrator was pointed at a grade 12 (replacing the Homeless Services Program Manager) and the Homeless Services Operations Manager was pointed at a grade 10 in the CAPK compensation schedule. The leadership team works hard at maintaining the safety and security of the staff, contracted providers, volunteers, and the residents of M Street.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensuring 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%.

Recommendation:,
Staff recommends that the Personnel Committee approve the new Homeless Services Program Administrator and Homeless Services Operations Manager job title and descriptions.

Attachment:
Homeless Service Program Administrator Job Description
Homeless Services Operations Manager Job Description
Personnel Budget 2022-2023

Homeless Services Program Administrator

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

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

SUMMARY:

To provide leadership for the Homeless Services program in accordance with Community Action Partnership of Kern (CAPK) and in partnership with local government regulations and program policies and procedures, including, but not limited to, program management, supportive client services, community partner participation, Coordinated Entry Services (CES), case management, data collection and reporting, volunteer and donor engagement, and food services, and complete oversight of client encampment.

SUPERVISION RECEIVED:

Director of Community Development.

SUPERVISION EXERCISED:

Homeless Services Supervisor, Homeless Services Operations Manager, Homeless Services Volunteer Coordinator, Homeless Services Coordinator

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provide operational administration of the M Street Navigation Center, Safe Camping, Safe Parking, and any future shelter projects including maintaining most efficient staffing of the center, development and oversight of policies and procedures, and maintaining building up to code.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive Homeless Services program policies, best practices, and procedure guidelines.
- Provide technical assistance, training, and consultation to program staff, partners, agencies, and local entities for effective implementation of the Homeless Services program.
- In collaboration with CAPK Community Development staff, researches and develops proposals for fundraising, maintaining, and expanding the Homeless Services Division, as appropriate.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach and public relations and assists in identification and cultivation of volunteers and donors.
- Oversee the safety and operation of navigation center.
- Oversee the safety and operation of the Safe Camping, Safe Parking, and any future shelter programs.
- Ensure timely and accurate data management as required by funding sources, central administration, and finance and ensure reporting deadlines are met.
- Build and develop positive collaborations with CAPK programs, other agencies and service providers, and attends any necessary community meetings.

- Advocate on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as necessary.
- Strategically plan and monitor contract expenditures to ensure expenditures are within budget guidelines
- Responsible for all Health and Safety Protocols.
- Responsible for communicating and ensuring all staff are following Public Health Department and CDC guidelines as it pertains to COVID-19 and all other communicable outbreaks.

Other Job Specific Duties:
- Attend all meeting, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Must be able to work alternative hours as required, including nights, weekends, and holidays.
- Communicate effectively, both orally and in writing.
- Perform other duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of the homeless and socially and economically challenged individuals and families.

Ability to:
- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two years of supervisory experience.
- Any equivalent combination of education and/or experience may be acceptable.

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 live scan clearance, physical, TB, and substance abuse screening upon offer of employment.
- NARCAN certification within six months of hire.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

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 Homeless Services Program Administrator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
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 Operations Manager

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

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under direction of the Program Administrator, the Operations Manager is responsible for the supervision of maintenance, renovation, and /or alteration all homeless shelter program sites including but not limited to, the low barrier navigation center, safe parking, and encampment. The Operations Manager will also oversee the day-to-day operations of the homeless shelter program and staff, specifically related to meal delivery and preparation, shelter beds, laundry, contracted kennels, bathrooms/showers, partner support, client support, and contracted security, ensuring compliance of all regulations. Provides a successful and supervised setting for staff, providers, volunteers, and clients. Provides on-going assessment on data reporting and collection as required, facilitates the progress of the shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:

Homeless Services Food Prep Lead, Homeless Services Food Prep Assistant, Custodian, Homeless Shelter Worker/s

SUPERVISION EXERCISED:

Food Prep Lead, Custodian, Homeless Shelter Worker/s

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:

- In coordination with Business Services and/or Operations Division, plans relocations, alterations, modification, or major repairs.
- In coordination with the Risk Management Supervisor, develops and implements quality assurance activities such as training, on-site visitation, program review, and follow-up for maintenance.
- Work with Risk Management Supervisor regarding all OSHA requirements.
- Coordinate and/or oversee maintenance of shelter vehicle.
- Assist Program Administrator with project status reports for all renovation projects.
- Produce and monitor annual budgets for the Operations Department.
- Monitor all aspects of facilities to include record keeping of all appropriate facility related documents and ensures that check requests are completed in a timely manner.
- Ensures timely follow up of maintenance and repairs where safety standards are an issue.
- Ensures ongoing communication with center staff in a timely manner and conducts weekly meetings
- Conducts monthly meetings with county, law enforcement, contracted security leadership to discuss concerns, renovations, security practices and implementations at the shelter.
- Supervises Shelter staff and ensures overnight client's numbers are accurately reported daily.
- Monitors kennel and staff kennel to ensure kennel is operating safely.

- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Responsible for all site purchases and invoices. Monitors invoices and submits to Account Payables.
- Updates Public Health on any health and safety issues.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for the operation and safety of client encampment.
- Responsible for minor repairs and ensures that all sitework orders are submitted in a timely manner.
- Responsible for the overseeing the ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and guidance to food preparation staff, custodial staff, shelter staff, shelter providers, and volunteers.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification and Narcan Training certification.
- Responsible for requisitioning and/or monitoring appropriate janitorial supplies, materials for the department, including, but not limited to, linens, blankets, pillows, towels, soap, shampoo, bathroom supplies, food supplies, and animal care supplies.
- Responsible for making sure 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.
- Schedule staff and 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
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- Food meal preparation, overnight shelter services, client personal care services and kennel operation.
- 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.
- Vehicle maintenance/repair.

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.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Repair and maintain equipment
- 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.

- Associate degree from any accredited college or university with major in one of the social services, psychology, or related field.
- At least two (2) years' supervisory experience.
- 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 and Narcan Training certification within six months 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.
- Fully fluent in English and Spanish desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

POSITION TITLE: Homeless Services Operations Manager			
Activity **Hours Per Day**	**NEVER** **0 HOURS**	**OCCASIONALLY** **UP TO 4 HOURS**	**FREQUENTLY** **4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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

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, 7 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, 7 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, 7 Months	8	9	Completed
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, 3 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, 2 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, 3 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, 4 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, 4 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, 7 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, 0 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, 10 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, 4 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, 6 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, 4 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/Benefits/COLA		$922,722.88	$944,937.28
Operations		$553,298.00	$553,298.00
Client Services/Supplies		$266,267.00	$266,267.00
Contengency		$174,228.79	$176,450.23
Indirect		$191,651.67	$194,095.25
		$2,108,168.33	$2,135,047.76

Total		Current Annual Salary	New salary cost	% increase		Total Cost
$ 384.13		$ 922,722.88	$22,214.40	2.4%		$944,937.28

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: September 7, 2022

Subject: *Agenda Item 4(d)*: New Job Title and Job Description for Coordinated Entry Services: CES Program Manager - **Action Item**

The Coordinated Entry System (CES) is requesting approval of the new job description for the CES Program Manager. The CES program continues to grow and has added two new service lines. The CES Program Manager will provide oversight to the Kern County CES, Stanislaus/Modesto CES, and the KHS CalAIM project. With those additions, we have identified the need to include additional responsibilities and requirements. The new job descriptions were approved by Human Resources, and the CES Program Manager was pointed at a grade 10 in the CAPK compensation schedule.

The Stanislaus contract dated 03/07/2022-06/31/2023 supports .50 FTE for the CES Program Manager position and the Kern Health Systems CalAIM contract dated 09/01/2022-/30/2023 will support .50 FTE for the CES Program Manager position as well.

Recommendation:
Staff recommends that the Personnel Committee approve the new CES Program Manager job title and descriptions.

Attachment:
CES Program Manager Job Description
Stanislaus Annual Budget
KHS- CalAIM Annual Budget

Homeless Services CES Program Manager

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

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under direction of the Program Director, the CES Program Manager is responsible for supervising the day-to-day operations of the CES/Housing program, staff, HMIS, case management, including CRM specific programs and provider support. Will establish and develop partnerships, secure/maintain funding, and oversee eligibility and operations for CES/housing programs. Develop and maintain program policies and procedures, facilitate in the progress of the CES program and partner support. Ensure compliance of all funding source regulations, provide on-going assessment of data reporting and collection and case management relating to housing projects. Responsible for maintaining compliance with all regulations, policies, procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:
Director of Community Development

SUPERVISION EXERCISED:
CES 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.

Essential Job Specific Duties:
- Responsible supervising the day-to-day operations of the CES (Kern and Stanislaus County) Housing program, staff, HMIS, case management, including CRM specific programs and provider support.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive CES/ Housing Services program policies, best practices, and procedure guidelines.
- Advocate on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as needed.
- Negotiate, monitor, and evaluate the CES/Housing contracts, which include multiple counties, to ensure contract compliance.
- Ensures ongoing communication to staff and leadership in a timely manner.
- Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Director.
- Prepares and submits accurate and timely financial documents and budgets, reports, assessments, and correspondence as required.
- Monitors related and/or assigned electronic reports to ensure all mandatory requirements

are met.
- Prepares and submits accurate and timely reports, assessments, and correspondence as required.
- Ensures maintenance of required program files.
- Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
- Responsible for providing document planning and program implementation.
- Provides technical assistance and guidance to staff, providers, and community/volunteers.
- Responsible for requesting appropriate supplies and materials for the department.
- Conducts performance evaluations based on measurable and objective criteria.
- Ensures that personal and professional development plans are implemented for supervised staff.
- Completes disciplinary plan of actions, as identified, to maintain program compliance.

Other Job Specific Duties:
- Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers as appropriate.
- Ensures client records, individual case files, daily logs, and service statistics are maintained in an accurate and timely manner.
- Schedules staff and works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES 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.
- Current problems of the homeless and socially and economically challenged families.
- 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.
- Work as a positive team member.
- Work 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.
- Motivate subordinate employees.

- 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.
- Effectively present the CES/Housing program to the public.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university with major in one of the social services, psychology, or related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be able to obtain applicable certifications/licensing relating to housing programming as appropriate.
- Successful completion of 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 CES Program Manager			
Activity **Hours Per Day**	**NEVER** **0 HOURS**	**OCCASIONALLY** **UP TO 4 HOURS**	**FREQUENTLY** **4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	

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

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

Community Action Partnership of Kern (CAPK): Coordinated Entry System (CES) Revised Budget Proposal 07/01/2022-06/30/2023
Stanislaus County CES Proposal

SALARIES					
5105	**Personnel**	**FTE**	**RATE**	**TOTAL**	**Justification/Comments**
	Program Manager	0.50	$ 36.36	37,814	Annual salary hours: 2080
	Homeless Navigator	4.00	$ 18.00	149,760	Annual salary hours: 2080
	Information and Referral Specialist	2.00	$ 16.32	67,891	Annual salary hours: 2080
	Estimated increase (COLA, Merit) @ 3%			7,664	Cost of Living Increase
	Total Personnel	6.50		*263,129*	
	Fringe Benefits @ 28%			*73,676*	
	Total Personnel			**336,805**	
TRAVEL					
				-	
6120	Out of Town Travel - Staff			400	Travel to Stanslaus for trainings/meetings
				-	
				-	
	Total Travel			**400**	
SUPPLIES					
6305	Supplies			1,000	Paper, note pads, folders, etc…(office supplies)
6310	Computer & Peripheral Supplies				
6315	IT Communication Supplies				
6320	Computer Software			7,560	five9 system= $90.00 per user x7/per 12 months/
	Total Supplies			**8,560**	
OTHER OPERATING COSTS					
					CES 19th St: 1506SF x 148= $2228.88 per month (2228.88/14)4FTE x12= $7641.87 211 16th St: 2644 SF x 1.48= $3913.12 per month (3913.12/17)2FTE x12=
6205	Space Cost			13,166	$5524.40
6235	Utilities				
6605	Communication Services			5,000	Mitel

6610	Postage			-	
6615	Printing			-	
6625	Hiring Costs			1,000	New staff recruitment (turnover)
6645	Tuition and Registration Fees - Staff				
6675	Outreach			-	
6685	Meeting Expenses				
6690	Membership Dues			-	
6790	Misc Expense			1,000	
	Total Other Operating Expenses			**20,166**	
9999	10% Indirect Cost			**36,594**	10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
	TOTAL BUDGET			**402,525**	

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Kern Family Health Care™

Kern Health Systems: CalAIM Incentive Payment Program (IPP) Application

Part B

Name of organization:	Community Action Partnership of Kern (CAPK)
Prepared by (name, title, phone number(s), and email address:	T. Matthews-CPO; 661-808-4412; tmatthews@capk.org

Section 3: Project Budget

To complete your application please fill out the chart below and relevant tabs to the right.

Area	**Funding Request**
Funding Area 1 (Delivery System Infrastructure)	
Funding Area 2 (ECM Provider Capacity Building)	
Funding Area 3 (CS Provider Capacity Building)	
Funding Area 4 (Quality Reporting)	$523,502
TOTAL	$523,502

Project Budget for Kern Family Health Care

Please include a description of how funds will be spent using the below template:

			Funding Area Totals						
	Staff Title	**% FTE**	**Area 1 - Delivery System Infrastructure**	**Area 2 - ECM Provider Capacity Building**	**Area 3 - CS Provider Capacity Building**	**Area 4 - Quality Reporting**	**Other Revenue Sources**	**In Kind (If Applicable)**	**Total Funding Request**
Personnel/Staffing Expenses – (List title and % FTE on project)	Director of Community Development	0.15				$ 14,075.00			$14,075
	Program Manager	0.50				$ 37,814.00			$37,814
	Homeless Navigator	4.00				$ 162,240.00			$162,240
	I & R Specialist	1.00				$ 33,280.00			$33,280
	IT/Data Analyst	1.00				$ 69,992.00			$69,992
	COLA	1.00				$ 9,522.00			$9,522
	Fringe (benefits) 28%	$91,538				$ 91,538.00			$91,538
								Personnel Subtotal:	$418,461
Operating Expenses –	**Description**	**Expense Cost**							
	Travel	$8,000							$8,000
	Supplies & Furniture (if needed)	$12,000							$12,000
	Computers	$16,000							$16,000
	Other (space, comm)	$21,450							$21,450 Clarify Other please
								Expenses Subtotal:	$57,450
Other Costs –	**Description**	**Cost**							
	Indirect (admin) 10%	$47,591							$47,591

								Costs Subtotal:	$47,591
TOTAL REQUESTED AMOUNT									$523,502

SAMPLE Project Budget for Kern Family Health Care

Please include a description of how funds will be spent using the below template:

			Funding Area Totals						
Personnel/Staffing Expenses – (List title and % FTE on project)	**Staff Title**	**% FTE**	**Area 1 - Delivery System Infrastructure**	**Area 2 - ECM Provider Capacity Building**	**Area 3 - CS Provider Capacity Building**	**Area 4 - Quality Reporting**	**Other Revenue Sources**	**In Kind (If Applicable)**	**Total Funding Request**
	Director	100.00%	$100,000			$50,000			$150,000
	MA	50.00%		$50,000	$50,000				$100,000
	LSW	100.00%			$75,000				$75,000
								Personnel Subtotal:	$325,000
	Description	**Expense Cost**							
Operating Expenses –	X	$10,000							
	Y	$5,000							
	Z	$25,000							
								Expenses Subtotal:	$40,000
	Description	**Cost**							
Other Costs –	X	$5,000							
								Costs Subtotal:	$5,000
TOTAL REQUESTED AMOUNT									**$370,000**

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 7, 2022

Subject: *Agenda Item 4(e):* Human Resources Restructure and Update to Job Descriptions – **Action Item**

As the needs of the Human Resource Division shift, HR management is proposing the following department changes to include a more generalized position to better manage the ever-changing needs of the agency. This restructure provides an opportunity to reposition business activities and roles in a way that benefits the HR team and its clients as well as improve efficiency and communication and break down silos.

Proposal

Below are the details of the proposed restructure of the Human Resources Division:

- Elimination of Benefits Manager role (previously approved in May 2021 and never filled)
- Redesign Human Resources Manager position for a more generalized role

Fiscal Impact

The Fiscal impact is minimal due to the position was already budgeted in May of 2021, but the role was never filled.

Recommendation:

Staff recommends that the Personnel Committee approve the Human Resources Division restructure as presented.

Attachments:

Revised Human Resources Manager Job Description

Human Resources Manager

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** TBD

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

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

SUPERVISION EXERCISED:
TBD-reporting responsibility to be assigned by the Director.

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:

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

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

Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations critical to HR functions and personnel management.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

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

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

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Human Resources Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	

Crawling	x		
Twisting (neck)			x
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: Lisa McGranahan, Director of Human Resources

Date: September 7, 2022

Subject: *Agenda Item 4(f)*: 2022 Employee End-of-the-Year Gift – **Action Item**

As the end of 2022 approaches, CAPK Management has begun discussing ways to acknowledge and reward the accomplishments and hard work by our staff. After meeting and sharing ideas, CAPK Management has agreed to offer a floating holiday to all staff.

CAPK Management is recommending an eight (8) hour floating holiday to be awarded to eligible employees (part-time, temporary, substitutes, and employees on leave are exempt from receiving this benefit). We hope that this will allow us to highlight and reward employees for their service and dedication during the last year.

OMB Uniform Guidance allow our governing body to set benefits at its discretion. This one-time eight (8) hour floating holiday will be effective on October 31, 2022 and must be used by March, 5, 2023. The holiday must be used in its entirety and may not be split. To ensure proper coverage as to not interrupt regular business operations, employees must work with their supervisors to coordinate the time off and ensure proper coverage. Additionally, the benefit has no cash value, and may not be cashed out upon exit.

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 success of the agency.

Recommendation:
Staff recommends that the Personnel Committee approve the one-time award of an eight (8) hour floating holiday to all eligible employees to be used for the period of October 31, 2022, through March 5, 2023.