



DATE	November 1, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Personnel Committee Agenda

### 1. Call to Order

### 2. Roll Call

Maritza Jimenez (Chair)  
Nila Hogan

Jonathan Mullings  
Guadalupe Perez

### 3. Public Forum

*The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

### 4. New Business

#### a. Head Start Personnel Update – **Info Item (p. 3-4)**

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

#### b. Head Start Revised Job Description – **Action Item (p. 5-9)**

Robert Espinosa, Program Design and Management Administrator

#### c. Operations Reorganization - **Action Item (p. 10-12)**

Emilio G. Wagner, Director of Operations

### 5. Old Business

#### a. Proposed Title for Reclassification of Executive Position – **Action Item (p. 13-24)**

Jeremy T. Tobias, Chief Executive Officer

### 6. Committee Member Comments

### 7. Next Scheduled Meeting

Personnel Committee  
12:00 pm  
To Be Determined  
5005 Business Park North  
Bakersfield, CA 93309

8. **Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, October 27, 2023 by Margaret Frazier-Sanchez, Administrative Coordinator.*



## MEMORANDUM

To: Personnel Committee

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

Date: November 1, 2023

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

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

The following information is provided to the Personnel Committee as of October 24, 2023:

- 597 staff employed.
- 104 vacant positions.
- Onboarded 12 staff.
- Nine (9) resignations (eight [8] direct services staff and one [1] administrative position).
- Seven (7) days of interviews were conducted for 12 open requisitions.

Job postings are still being featured on the Head Start California website. Ongoing recruitment efforts are being made for our direct service positions. The approved recruitment incentives are being marketed to reach qualified staff. Additionally, the retention incentive has been promoted and addressed at New Hire Orientation, and mentorship program staff are made aware of the requirements to obtain the incentive and remain employed with the organization.

Additionally, a new cohort of new hires were selected to be mentored by seasoned staff to receive guidance and support as they begin their journey as Head Start employees. Lastly, enclosed is the Enrollment Staffing Data Sheet that details the closed classrooms and staff vacancies for the closed and open classrooms.

**Attachments:**  
*Enrollment Staffing Data Sheet*

## Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	37	93%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	15	63%	9	7	2	78%
Angela Martinez HS	60	37	62%	19	11	8	58%
Bakersfield College	32	24	75%				
Blanton	16	16	100%				
Broadway (PY)	40	29	73%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	25	104%	14	14	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	13	87%	6	5	1	83%
Delano (PY)	76	57	75%	19	17	2	89%
E. Cal	40	30	75%	13	13	0	100%
E. Cal EHS	12	12	100%	6	5	1	83%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	39	26	67%	9	8	1	89%
Garden Pathways	11	8	73%				
Gianone	16	4	25%	8	5	3	63%
Harvey L. Hall EHS	60	35	58%	24	19	5	79%
Harvey L. Hall	80	31	39%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	16	100%	9	8	1	89%
Lamont (PY)	20	20	100%	4	4	0	100%
Lathrop	24	17	71%	14	12	2	86%
Lodi	24	17	71%	13	10	3	77%
M. Massei	16	14	88%	9	8	1	89%
MJM EHS	16	14	88%	6	4	2	67%
MJM HS	55	19	35%	14	9	5	64%
McFarland (PY)	20	9	45%	5	4	1	80%
Mojave (PY)	20	12	60%	4	4	0	100%
Oasis EHS (PY)	8	3	38%	3	1	2	33%
Oasis (PY)	37	19	51%	11	9	2	82%
Pete Parra EHS	48	22	46%	18	11	7	61%
Pete Parra HS	80	47	59%	23	17	6	74%
Primeros Pasos EHS	16	15	94%	6	6	0	100%
Primeros Pasos HS	60	29	48%	15	11	4	73%
Rosamond (PY)	60	35	58%	16	13	3	81%
San Diego EHS	32	27	84%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	17	71%	13	11	2	85%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	29	45%	26	20	6	77%
Sterling HS	60	52	87%	18	16	2	89%
Sunrise Villa (PY)	20	17	85%	5	5	0	100%
Taft (PY)	60	43	72%	14	14	0	100%
Taft College	42	15	36%				
Tehachapi (PY)	34	30	88%	4	4	0	100%
Vineland (PY)	20	11	55%	4	4	0	100%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	27	45%	11	10	1	91%
Willow (PY)	40	35	88%	9	9	0	100%
Home Base Kern 152	152	113	74%	14	14	0	100%
SJC EHS HB 130	130	82	63%	12	10	2	83%
<b>Total</b>	<b>2071</b>	<b>1368</b>	<b>66%</b>	<b>546</b>	<b>447</b>	<b>99</b>	<b>82%</b>

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela M. EHS ~ 24		
Class 3	8	2
Angela M. HS ~ 60		
Class C-FD	20	3
Gianone ~ 16		
Class 2	8	3
Harvey Hall EHS ~ 80		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
MJM HS ~ 55		
Class B- FD	20	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	8	2
Oasis HS ~ 37		
Class B-SS	17	1
Pete Parra EHS ~ 48		
Class 5	8	2
Class 6	8	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		
Class C- FD	20	
Rosamond ~ 60		
Class C	20	2
Shafter EHS ~ 24		
Class 2	8	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 6	8	0
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Stockton 6	12	1
Stockton 7	12	1
<b>Classrooms Closed</b>	<b>Total Slots</b>	<b>Staff Vac.</b>
<b>27</b>	<b>352</b>	<b>55</b>

	<b>Slots</b>	<b>Staff Vac.</b>
<b>Closed Enrollment</b>	<b>17%</b>	<b>55.56%</b>
<b>Open Enrollment</b>	<b>83%</b>	<b>44.44%</b>

Funded Enrollment	2071	1368 66%
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Active Enrollment	1719	1368 80%
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## MEMORANDUM

To: Personnel Committee

From: Robert Espinosa, Program Design and Management Administrator

Date: November 1, 2023

Subject: *Agenda Item 4(b)*: Head Start Revised Job Description – **Action Item**

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In response to the organizational structure changes made earlier this year, the Head Start and State Child Development division is presenting the Enrollment Coordinator job description for review and approval.

### ***Summary of Proposed Changes***

Program staff have worked with Human Resources to revise the job description to reflect the approved position within the organizational structure. Included with this memo is the job description as revised. Most of the routine tasks associated with the position remain unchanged. However, one significant change is the removal of supervisory responsibilities. This change will lower the grade from a grade nine (9) to a grade eight (8) in the CAPK compensation schedule.

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

Position Title	Proposed Changes	Current Grade	New Grade
Enrollment Coordinator	Reclassified from grade 9 to 8 due to removal of supervisory responsibilities.	9 Min: \$24.21 Mid: \$30.30 Max: \$36.36	8 Min: \$21.09 Mid: \$26.34 Max: \$31.61

Additionally, program changes shifted within the Enrollment and Attendance Department to increase the enrollment tasks required for this position. The attendance responsibilities have been removed to support these additional duties to ensure equity with the department.

### **Recommendation**

Staff recommends the Personnel Committee approve the revised Enrollment Coordinator job description for the Head Start and State Child Development division.

### ***Attachments:***

*Enrollment Coordinator Job Description*



## Enrollment Coordinator

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

**Salary Range:** Grade 08

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the supervision of the Enrollment Supervisor, the Enrollment Coordinator is responsible for the oversight and management of the eligibility, recruitment, selection, and enrollment of the HS/SCD Division. The Enrollment Coordinator provides management and oversight of the Head Start and California Department of Education (CDE) state contracts enrollment requirements through an auditing and monitoring process completed by the enrollment department to mitigate fraud risks. Work is carried out under the general supervision of the Enrollment Supervisor but calls for considerable independent judgment on technical matters.

### **SUPERVISION RECEIVED:**

Receives supervision from the Enrollment 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 accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Ensures full enrollment is always maintained.
- Provides guidance and ensures compliance on procedures and overall department production related to eligibility, selection, recruitment, and enrollment.
- Conducts department performance evaluations through a scheduled monitoring, reporting, and audit process that is data driven.
- Develops staff training from data outcomes that is delivered through on-site consultation, coaching, and mentoring of staff, and group trainings that includes measurable criteria leading to quality outcomes.
- Identifies and implements strategies to ensure consistency in process and compliance of departmental procedures.
- Ensures eligibility criteria and selection processes are implemented according to regulations and funding requirements.
- Ensures documentation for eligibility and certification is accurate and in compliance according to funding sources, prior to enrollment.
- Collaborates with Attendance, Program Staff, Support Service Staff, other departments, and community members as appropriate.
- Supervises recruitment, including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community partners, and other recruitment activities to ensure compliance for the



program.

- Provides technical and procedural assistance and training to administrative and program staff on ChildPlus.net and NoHo.
- Assists with audits and funding source reviews.
- Monitors for compliance with internal controls.
- Assists with developing, maintaining, and updating written policies and procedures as needed.
- Performs Attendance Specialist and Attendance Technician duties as needed.

**Other Job Specific Duties:**

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

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Understanding of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Knowledge of proper grammar in written communication.

**Ability to:**

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Work independently.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with staff, agencies, and parents.

**EDUCATION AND EXPERIENCE:**

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



- Associate degree from an accredited college or university in public administration, business administration, early childhood education, child development, social services, or related field required.
- Bachelor's degree from accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is preferred.
- Three (3) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.

#### **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 and Community Care Licensing.
- 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 is quiet to moderately quiet.
- Hazards are minimal.

#### **ESSENTIAL PHYSICAL DEMANDS:**

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

POSITION TITLE Enrollment Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X





Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

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



## MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Director of Operations

Date: November 1, 2023

Subject: *Agenda Item 4(c)*: Operations Reorganization – **Action Item**

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CAPK has experienced substantial growth over the last few years. With the increase of employees and facility needs, the current Operational structure needs additional staff support.

### *Facilities*

Facility improvement projects have always been a large demand of the facilities team along with lease space management. Currently, there is one facility manager who oversees both lease administration and facility improvements.

The proposal is to add an additional facility manager to the structure. One manager will be responsible for lease space negotiations, maintenance, utilities, and CAPK facility maintenance. The second manager will be focused on facility improvements to include replacement of finishes, renovation, minor expansion, and minor construction. The two managers will also be cross trained on both sides of the operation to ensure there is no lapse in coverage.

### *Information Technology (IT)*

Recently, a modification of the IT structure was made to distribute the load of the IT department by creating an infrastructure and service desk support arms of the department. The infrastructure side currently has a manager that oversees the CAPK communication infrastructure, and the services desk was structured with a supervisor. Both leadership roles report to the IT administrator.

To better support the service desk, we are proposing to return the former technology services manager position to oversee the service desk and maintain standards for technology. The current service desk lead will move into the manager position and the service desk lead will remain in the structure.

### *Fiscal Impact and Timeframe*

The facility manager position was included in the Indirect Budget revision approved in October. The service desk lead will move into the technology services manager role and will have a \$2,500 impact on the current year's budget. Salary savings with the division

will absorb the increase. The service desk lead will not be filled but will remain within the organizational chart to provide opportunities for advancement within the department. At that time, a budget revision will be requested.

*Strategic Plan Impact*

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by balancing the workload of such an important department of CAPK.

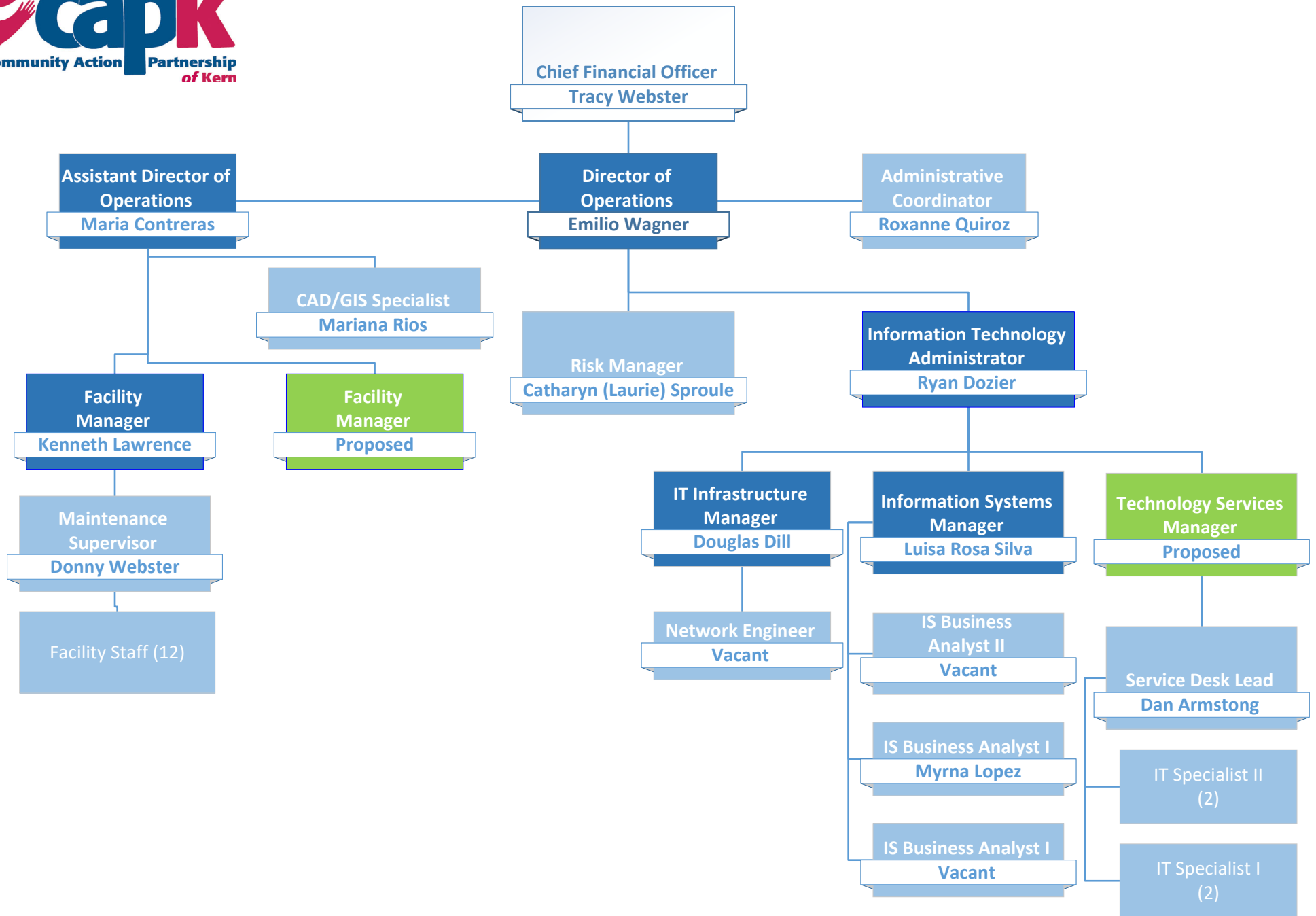
**Recommendation:**

Staff recommends the Personnel Committee approve the addition of the Facility Manager and Technology Services Manager to the Operations organizational chart.

**Attachments:**

*Operations Organizational Chart*

## Operations Division – Proposed Organizational Chart





## MEMORANDUM

To: Personnel Committee

*J. T. B.*

From: Jeremy T. Tobias, Chief Executive Officer

Date: November 1, 2023

Subject: *Agenda Item 5(a)*: Proposed Title for Reclassification of Executive Position  
– **Action Item**

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The item referenced above was presented to the Personnel Committee on October 4, 2023, and was approved for consideration and approved by the full Board on October 25, 2023. The item was listed as IV(d) on the Consent Agenda and was pulled from the Consent Agenda for further discussion and review. The Board deemed that the Chief Operating Officer (COO) title did not match up with the job description in relation to industry standards and requested the item be returned to the Personnel Committee for further evaluation and to propose a new title for the position.

Staff have engaged in additional research to bring forward a title that is a better match for the job description and propose the title of Chief Facilities and Technology Officer to replace the Chief Operating Officer title.

**Recommendation:**

Staff recommends the Personnel Committee approve the title of Chief Facilities and Technology Officer for the attached job description.

**Attachments:**

*Item IV(d) from the Consent Agenda*

*Chief Facilities and Technology Officer Job Description*



## MEMORANDUM

To: Personnel Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: October 4, 2023

Subject: *Agenda Item 4(b)*: Reclassification of Executive Position – **Action Item**

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In an effort to better streamline agency operations and to create a structure for better alignment of some of the Agency's key functions, Management is proposing approval of a reclassified Executive position and reorganization to be implemented immediately. The existing role of Director of Operations has grown in scope, as has the agency, and thus, this position should more accurately reflect an accurate workload and scope of responsibility.

### ***Summary of Proposed Changes***

After careful review of CAPK's operational support services, the scope of work for the Director of Operations has expanded due to the complexity and increase of demands from departments across the agency. The proposal is an upgrade of the job description of Director of Operations to be renamed to Chief Operating Officer.

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

Position Title	Proposed Changes	Current Grade	New Grade
Chief Operating Officer	Reclassified. The COO will oversee increased operations for facility maintenance, fleet management, IT, risk management, and business services.	14 Min: \$48.72 Mid: \$60.91 Max: \$73.10	16 Min: \$64.45 Mid: \$80.54 Max: \$96.66

### ***Fiscal Impact and Timeframe***

The proposed reclassified position is projected to have a fiscal impact of \$8,500 in salary and benefit costs for the remainder of the year. The fiscal impact for future years would be planned for during the annual budget development process.

The reclassification of the job description and fiscal impact have been reviewed and approved by the Human Resources and Finance departments, respectively.

### ***Strategic Plan Impact***

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the*

*organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

**Recommendation:**

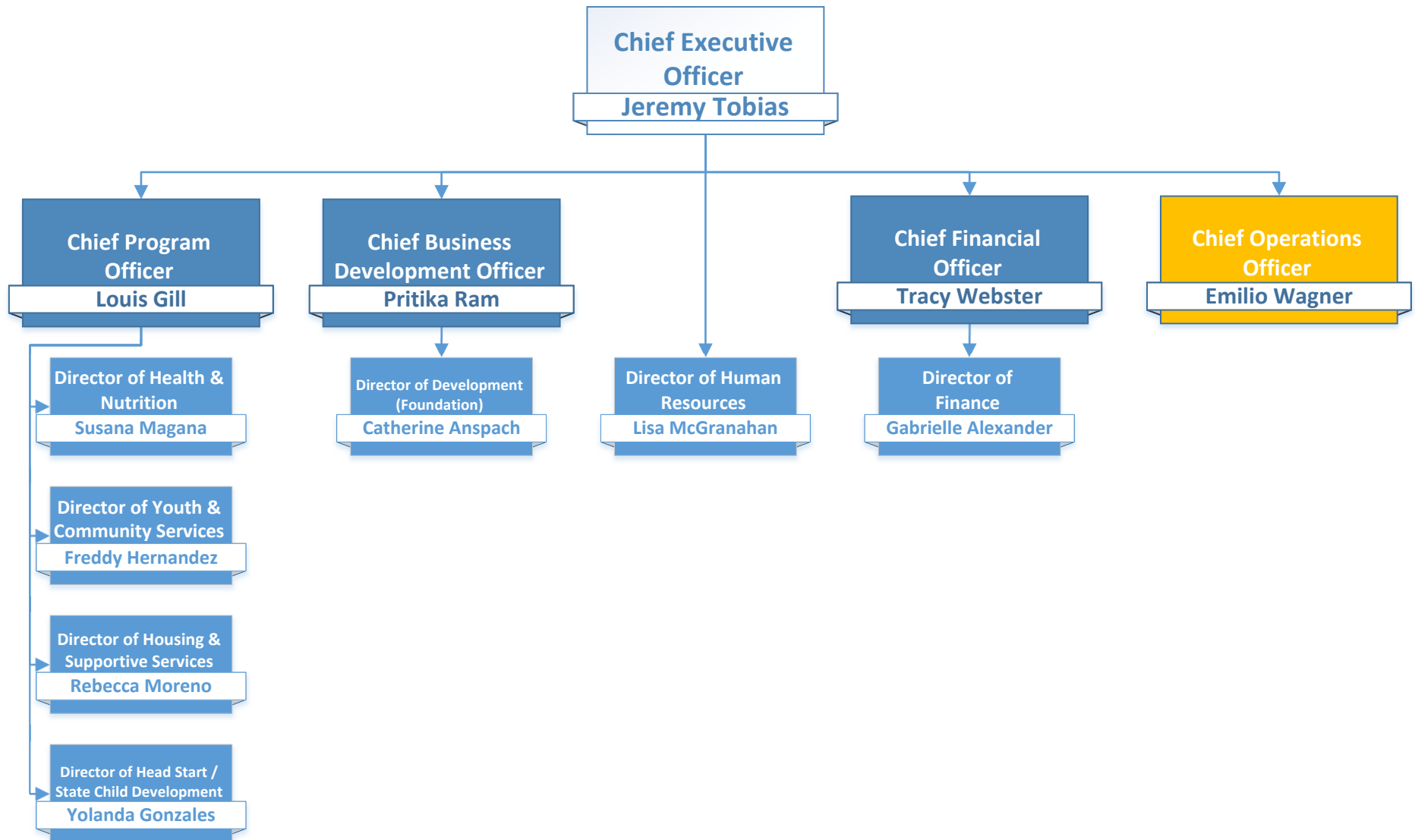
Staff recommends the Personnel Committee approve the reclassification of the Director of Operations to Chief Operating Officer and the organizational chart update.

**Attachments:**

*Organizational Chart*

*Chief Operating Officer Job Description*

## Executive Leadership Team







## Chief Operating Officer

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

**Salary Range:** Grade 16

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

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

### **SUPERVISION RECEIVED:**

Receives supervision from the CEO.

### **SUPERVISION EXERCISED:**

Directly supervises IT Administrator, Risk Manager, and Assistant Director of Operations.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **Essential Job Specific Duties:**

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



and Policy Council.

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

**Other Job Specific Duties:**

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

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency 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 other related software applications.
- Principles and practices of finance, real estate financing, economic development, and the Davis-Bacon Act.

**Ability to:**

- Solve problems effectively and efficiently.



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

#### **EDUCATION AND EXPERIENCE:**

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

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

#### **OTHER REQUIREMENTS**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services.
- 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 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.*

<b>POSITION TITLE Chief Operating Officer</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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	

	<b>LIFTING</b>			<b>CARRYING</b>		
	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



## **Chief Facilities and Technology Officer**

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

**Salary Range:** Grade 16

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

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

### **SUPERVISION RECEIVED:**

Receives supervision from the CEO.

### **SUPERVISION EXERCISED:**

Directly supervises IT Administrator, Risk Manager, and Assistant Director of Operations.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **Essential Job Specific Duties:**

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



and Policy Council.

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

**Other Job Specific Duties:**

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

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency 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 other related software applications.
- Principles and practices of finance, real estate financing, economic development, and the Davis-Bacon Act.

**Ability to:**

- Solve problems effectively and efficiently.





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

#### **EDUCATION AND EXPERIENCE:**

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

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

#### **OTHER REQUIREMENTS**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services.
- 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 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 Chief Operating Officer				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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