



DATE October 8, 2025
TIME 12:00 PM
LOCATION CAPK Administrative Office
Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Denise Boshers (Chair)
Rocio Munoz

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. CVAF: Position Addition - **Action Item (p. 2-8)**

Deborah Johnson, Director of Veterans & Supportive Services

b. Housing and Supportive Services: Revised Job Description
– **Action Item (p. 9-14)**

Rebecca Moreno, Director of Housing and Supportive Services

c. Head Start Personnel Update – **Info. Item (p. 15-16)**

Robert Espinosa, Program Design and Management Administrator

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
November 10, 2025
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA 93301, and online at www.capk.org by 12:00 pm, October 3, 2025, by Amy Tapia, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Deborah Johnson, Director, Veterans and Supportive Services Division

Date: October 8, 2025

Subject: *Agenda Item 4(a):* CVAF - New Position Addition – **Action Item**

Background:

We are requesting approval for the Administrative Coordinator job description for the Supportive Services for Veteran Families Program. This is a new position that performs sensitive and confidential administrative/secretarial functions for the Director with special assistance to the Division's team.

The Administrative Coordinator will perform a wide variety of duties for the Director that are complex, detailed, and highly confidential. Duties also include maintaining official records system for the Veterans & Supportive Services Division, serving as the primary point of contact for the Director, helping manage the priorities of the Director, acting as the primary liaison for communication within CAPK departments and provides general information to the public as required.

Current Events:

During the merger between the California Veterans Assistance Foundation and CAPK, administrative, financial and operational support for the Director was absorbed in staffing changes. During recent discussions with Human Resources and through the budgeting process with Finance, an Administrative Coordinator position was discussed to provide necessary support for the Veterans & Supportive Services Division. It has been confirmed that the position is consistent with organizational competencies and is competitively graded in alignment with the local labor market. The proposed job description has been reviewed and approved by Human Resources.

Summary of Proposed Job Descriptions:

Below is a description of the new proposed positions and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	New Position	Grade 9 Min. \$25.45 Mid. \$31.81 Max. \$38.18	Grade 9 Min. \$25.45 Mid. \$31.81 Max. \$38.18

Fiscal Impact and Timeframe:

The Administrative Coordinator is a budgeted position and was approved by the Director of Human Resources and the CFO during budget development processes and meetings. The budget impact is \$55,307.00 and will be supported through the programs under the Veterans & Supportive Services Division.

Strategic Plan Impact:

This proposal supports Goal 4 of the 2021–2025 CAPK Strategic Plan: *To be an employer of choice and attract and retain a high-quality workforce*. Specifically, it aligns with:

- Objective 4.2: Increase employee satisfaction, morale, and retention.
 - *Action 4.2.1*: Conduct internal and external equity analyses and finalize revised job descriptions based on findings.

Recommendation:

Staff recommend that the Personnel Committee approve the job description and assigned salary grade for the Administrative Coordinator position and submit it to the Board of Directors for final approval.

Attachments:

Administrative Coordinator Job Description
VSS Organizational Chart



Administrative 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 09

FLSA Status: Non-Exempt

Date Approved: 08/21/2024

SUMMARY:

Under the direction of the Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:

Receives supervision from Division Director.

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:

- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Maintains official records system for the Division.
- Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
- Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Director.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.
- Monitors budget for department managed by the Director.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.



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.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and equipment, including computers.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.
- Any combination of education and or experience that demonstrates a high degree of competency.



OTHER REQUIREMENTS:

- 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 (English/Spanish) desirable.
- Successful completion of live scan, 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.

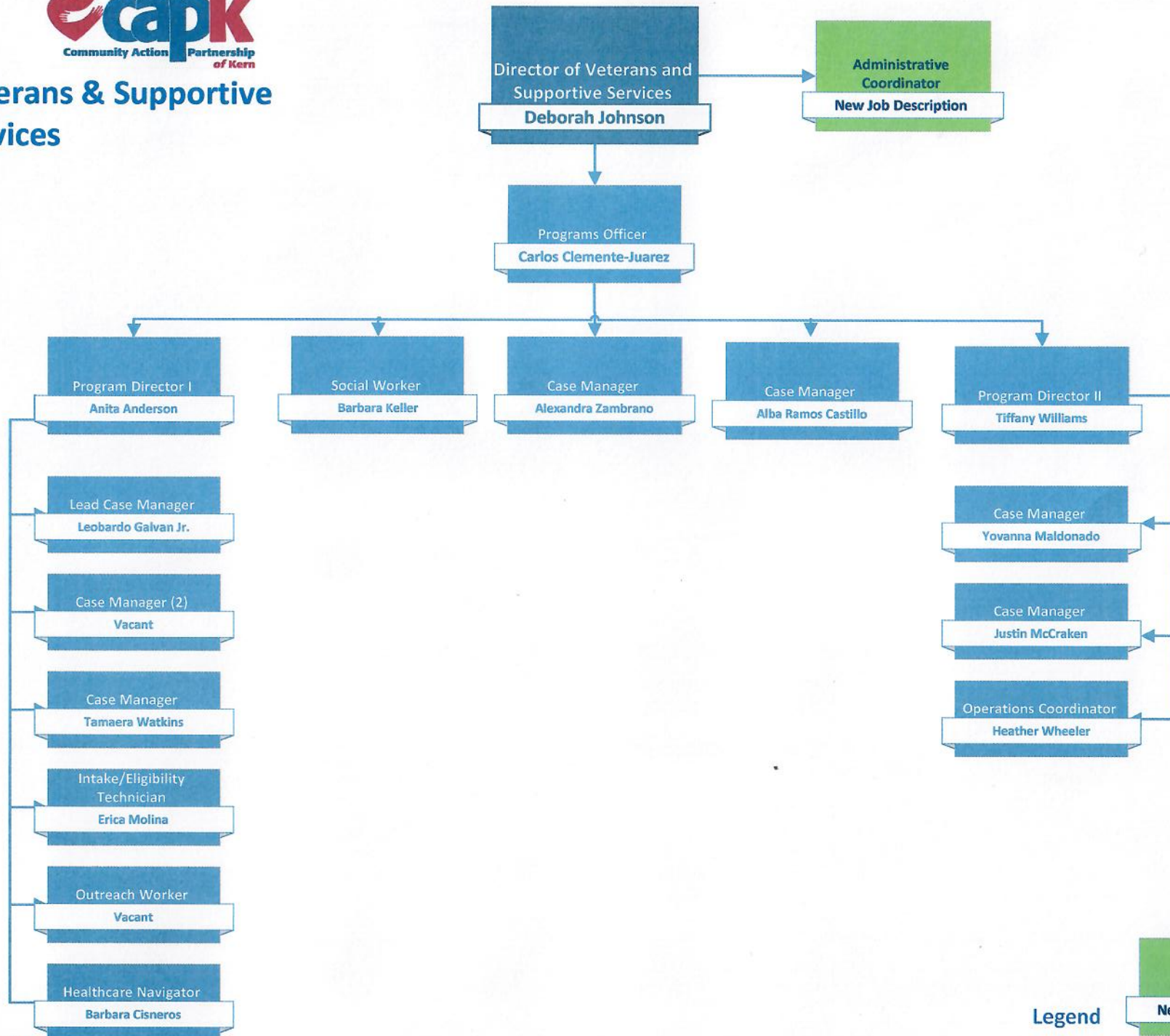
POSITION TITLE Administrative Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				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					



Veterans & Supportive Services



Legend

New Job Description



MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: October 8, 2025

Subject: *Agenda Item 4(b):* Housing & Supportive Services Division - Revised Job Description - **Action Item**

Background:

In June the Housing & Supportive Services Division (HSS) brought the ECM Lead Care Manager position to the Personnel Committee for approval. After several months of trying to recruit for the position, we found that we needed to update the language in the job summary portion of the description to have it reflect what we are seeking.

Position Title	Proposed Changes	Current Grade	New Grade
Enhanced Care Management (ECM) Lead Care Manager	Revised Summary	Grade 13 Min. \$39.97 Mid. \$49.96 Max. \$59.95	Grade 13 Min. \$39.97 Mid. \$49.96 Max. \$59.95

Summary of Proposed Changes:

With the guidance and approval of HR, the summary was modified to reflect the need of a licensed clinical professional (RN or LCSW) and highlight the clinical oversight and care coordination that will be needed to ensure compliance with DHCS and ECM requirements.

Fiscal Impact and Timeframe:

Currently, there is no immediate impact on the budget. New positions associated with the proposed restructuring will be filled incrementally as funding sources are secured. CAPK is currently awaiting notification regarding the PATH Cited Round 4 funding, with award announcements expected in Fall 2025.

Additionally, the existing Cal-AIM operating budget is structured to absorb salary expenses if necessary. Once the Enhanced Care Management (ECM) program becomes fully operational, the program is expected to generate sufficient revenue to sustain its long-term financial needs, including staffing and service delivery.

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 adding an opportunity for growth within the agency.

Recommendation:

Staff recommend the Personnel Committee approve proposed revision to the Enhanced Care Management Lead Care Manager job description.

Attachments:

ECM Lead Care Manager Job Description



Enhanced Care Management (ECM) Lead Care 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 13

FLSA Status: Exempt

Date Approved: 06/25/2025

SUMMARY:

Under the supervision of the Enhanced Care Management (ECM) Program Administrator, the Enhanced Care Management (ECM) Lead Care Manager, a licensed clinical professional (RN or LCSW preferred), provides clinical oversight and leadership to a multidisciplinary care coordination team serving high-need, high-risk populations. This role combines direct service with staff support, carrying a reduced caseload while offering clinical guidance, mentoring, and expertise on complex cases. The Lead Care Manager ensures care coordination is person-centered, trauma-informed, and compliant with ECM requirements, while also fostering collaboration across physical health, behavioral health, and social service systems. This position plays a key role in improving client outcomes, supporting staff development, monitoring performance, and building a culture of compassionate, integrated care.

SUPERVISION RECEIVED:

Enhanced Care Management Program Administrator

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:

- Evaluate a patient's medical, behavioral, and social needs through interviews, records, and collaboration with providers.
- Create individualized care plans tailored to each client's needs, goals, and preferences. Often in collaboration with other staff like Community Health Workers.
- Connect clients with medical providers, housing assistance, mental health services, substance use programs, food access, and more.
- Track client's progress over time, updating care plans as needed to ensure ongoing support and successful outcomes.
- Maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Conduct comprehensive assessments, including intake evaluations using standardized tools, while entering client information into the electronic health record system.
- Process appropriate referrals for healthcare services, housing assistance, and additional community resources.
- Monitor and document client progress in addressing health needs and achieving housing stability to support overall well-being.
- Enter data accurately, including client information and status updates, into the electronic health record system, while collaborating closely with other service providers to minimize



errors and prevent duplicate entries. Ensure the quality of data and documentation, addressing discrepancies as needed with relevant providers.

- Provide ongoing education and support to clients, assisting them in understanding available resources and encouraging active participation in their care.
- Serve as an advocate for clients, ensuring their preferences and rights are upheld throughout the care process.
- Collaborate with interdisciplinary teams to review client care plans and share insights that improve service delivery and outcomes.
- Effectively manage a diverse case load to ensure timely and appropriate interventions, prioritizing client needs and coordinating resources effectively.
- Facilitate client access to necessary follow-up appointments, medications, and treatment plans, ensuring continuity of care.
- Organize and participate in Care conferences and team meetings to discuss client progress and adjust care plans as necessary.
- Develop and implement strategies to engage clients who are difficult to reach or who have disengaged from services, fostering re-engagement in their care.
- Maintain up-to-date knowledge of community resources and healthcare regulations to provide accurate information to clients and ensure compliance with service delivery standards.

Other Job Specific Duties:

- Assists and participates in BKRHC meetings and community events as assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective Care management and partners with them.
- Works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Other duties and special projects as necessary.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Principles of trauma informed care and person-centered planning.
- Behavioral health conditions and treatment approaches.
- Social determinants of health and their impact on care and outcomes.
- HIPPA regulations and client confidentiality requirements.
- Health insurance systems, including Medi-Cal, Medicare, and managed care plans.
- Documentation standards and use of electronic health records (EHR).
- Crisis interventions and de-escalation strategies.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged individuals.

**Ability to:**

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines and exercises.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at community engagements about Enhanced Case Management.

EDUCATION AND EXPERIENCE:

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

- Must possess the required education and credentials for licensure as one of the following: Nurse Practitioner (NP), Registered Nurse (RN), Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT). This includes successful completion of all applicable California state licensing examinations and holding an active, unrestricted license to practice in the designated field.
- Care Management certification (e.g., CCM, ACM) is preferred but not required; trauma-informed care training or certification is a plus.
- Experience working with individuals or families facing housing instability.
- Strong understanding of housing programs and health-related social services preferred.
- Excellent communication, organizational, and critical thinking skills to effectively collaborate with MCPs, landlords, and community partners.

OTHER REQUIREMENTS:

- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain specialized certifications and/or licensing, including but not limited to, CPR, and Narcan Training certification within 90 days of employment.
- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desired.



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 and outdoors.
- Noise level is quiet to moderate.
- Hazards are minimal to moderate. This includes exposure to biohazards.

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 ECM Lead Care 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		



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: October 8, 2025

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

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel matters and their impact on the Head Start program.

For the month of September 2025, the following information is provided to the Personnel Committee:

- 648 Staff employed.
- 19 Vacant Positions.
- Onboard 10 new staff members.
- Seven (7) Resignations.
- Three (3) days of interviews for 3 open requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of September 30, 2025

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	22	65%	6	6	0	100%
Alicante	20	20	100%	3	2	1	67%
Angela Martinez EHS	24	24	100%	9	9	0	100%
Angela Martinez HS	81	63	78%	9	9	0	100%
Bakersfield College	32	28	88%				
Blanton	16	11	69%				
Broadway (PY)	37	26	70%	6	6	0	100%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	24	100%	9	8	1	89%
Cleo Foran EHS	8	9	113%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	17	106%				
Fairfax (PY)	34	34	100%	6	6	0	100%
Family Childcare EHS	24	32	133%				
Family Childcare HS	21	24	114%				
Garden Pathways	11	12	109%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	64	94%	27	27	0	100%
Harvey L. Hall	74	70	95%	12	12	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	16	100%	6	4	2	67%
Lathrop	24	24	100%	9	8	1	89%
Lodi	32	30	94%	12	12	0	100%
M. Massei	24	24	100%	9	9	0	100%
MJM EHS	16	19	119%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	2	1	67%
Oasis (PY)	34	24	71%	6	6	0	100%
Pete Parra EHS	48	46	96%	15	13	1	87%
Pete Parra HS	68	71	104%	12	12	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	52	102%	9	8	1	89%
Rosamond (PY)	51	51	100%	9	9	0	100%
San Diego EHS	32	32	100%	12	12	0	100%
Shafter EHS	24	25	104%	9	9	0	100%
Shafter	17	21	124%	3	3	0	100%
Stockdale HS	41	38	93%	9	8	1	89%
Sterling EHS	64	68	106%	9	8	1	89%
Sterling HS	53	63	119%	24	22	2	92%
Sunrise Villa (PY)	17	17	100%	9	8	1	89%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	12	55%				
Tehachapi (PY)	15	13	87%	2	2	0	100%
Tiny Powers	8	0	0%	0	0	0	0%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	18	106%	2	2	0	100%
Home Base Kern 160	160	162	101%	17	15	2	88%
SJC EHS HB 80	80	80	100%	8	7	1	88%
Total	1689	1657	98%	328	310	18	95%

Funded Enrollment	1689	1657
		98%

Active Enrollment	1651	1657
		100%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	0
EHS HB ~ 100		
ECE 9	10	0
ECE 10	10	0
SJB HB ~ 80		
Stockton 2	10	1
Tiny Powers ~ 8		
Class 1	8	3
Classrooms Fully	Total Slots	Staff Vac.
6	38	4

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	2%	22.22%
Open Enrollment	98%	77.78%