DATE	February 4, 2026
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)	Gema Perez
Rocio Munoz	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. Proposed Staffing Changes in the Finance Department – **Action *Item (p.2-11)***	Tracy Webster, Chief Financial Officer
b. Head Start and State Child Development Organization Chart Revision - ***Action Item (p.12-15)***	Jerry Meade, Assistant Director PDM of Head Start & State Child Development
c. Head Start Personnel Update – ***Info. Item (p.16-17)***	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**
Personnel Committee
12:00 pm
February 4, 2026
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 1:00 pm, January 30, 2026, by Amber Jackson, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Date: February 4, 2026

Subject: *Agenda Item 4a*: Proposed Staffing Changes in the Finance Department - **Action Item**

The Finance Department has implemented many system changes in the last year. These changes include the implementation of Sage Intacct, Martus, Re-Leased, PayStand, Sage Expense Management, and electronic approvals. With the implementation of a revised de minimus indirect rate, the Finance team is looking to streamline departmental resources with current organizational needs to foster efficient operations.

Summary of System Changes

The Finance Department has recently implemented several key system upgrades to improve financial management and reporting capabilities:

- Platform Implementation: Deployment of new financial software platforms to streamline accounting processes, enhance data accuracy, and facilitate real-time reporting.
- Revised De Minimus Indirect Rate: Adoption of an updated de minimus indirect cost rate, reflecting current federal guidelines and best practices, to ensure consistent and compliant allocation of indirect costs.
- In the upcoming year, the Finance team will be working to improve the data integration from Finance and program. The Finance team will also provide ongoing monthly training to leverage tools such as dashboards and strengthen the fiscal knowledge of front line staff.

Title Change and Realignment

To streamline tasks, we are proposing that the Accounting Administrator-Energy be changed to Accounting Administrator. This change has no change in grade and will reflect the level of responsibility of the position.

This position will be moved to 18th Street. The individual will continue to complete Energy accounting as well as supervising the accounting functions across a range of programs and agencywide accounting tasks.

This Accounting Administrator will no longer supervise the Energy billing staff. The oversight of these roles will be transferred to the Energy Administrator.

Position Additions and Eliminations

- Add Accountant I: The addition of an Accountant I position is recommended to address increased workload resulting from system changes and expanded energy program activities. This entry-level role will support routine accounting operations, improve workflow, and provide a talent pipeline for future departmental needs.
- Eliminate Vacant Contracts Specialist (Procurement): It is recommended that the currently vacant Contracts Specialist (Procurement) position be eliminated. This change reflects a shift in procurement responsibilities to other team members and supports a more efficient organizational structure.

Fiscal Impact

The proposed staffing changes are designed to be budget neutral. The costs associated with adding the Accountant I position will be offset by eliminating the vacant Contracts Specialist (Procurement) position. No net increase in departmental expenditure is anticipated.

Alignment with Strategic Plan Priorities

- Strategic Priority C: These actions support our commitment to being an employer of choice by fostering a learning-focused work culture that drives continuous growth and professional development across the Finance department.
- Strategic Priority D: The proposed staffing changes also directly advance our goal to increase the use of data-driven decision-making processes, thereby strengthening organizational capacity and supporting informed, evidence-based management practices.

Recommendation

Staff recommends the Personnel Committee approve the following actions:

1. Title change and realignment of the Accounting Administrator-Energy position to Accounting Administrator with revised responsibilities and supervisor structure.
2. Authorize the addition of an Accountant I position to support expanded accounting operations.
3. Approve the elimination of the vacant Contracts Specialist (Procurement) position.

These actions will allow the Finance Department to better meet current demands while supporting long-term organizational goals.

Accounting 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 14 **FLSA Status:** Exempt **Date Approved:** 05/29/2024

SUMMARY:
Maintains and enhances the organization's finance department by planning, implementing directing, and coordinating the day-to-day accounting operations of the organization. Assists the Director of Finance with strategic leadership, implementation, and coordination of Finance activities and internal communications to ensure a positive culture and work environment, as well as appropriate fiscal compliance and accountability. Additionally, responsible for specialized accounting, auditing, and monitoring tasks.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance or Chief Financial Officer (CFO) in the absence of the Director of Finance.

SUPERVISION EXERCISED:
Directly supervises Accountant II's, Accountants I's, and Accounts Payable 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist Director in strategic planning and implementation of best practices and processes with respect to Generally Accepted Accounting Principles, policies and procedures, and funding guidelines. Position is a hands-on leadership role.
- Train key management staff and division staff on effective use of the accounting and project management software modules/applications.
- Manage, plan, and coordinate the day-to-day accounting operations of the organization to include cash disbursements, cash receipts, and recording of all accounting transactions to the general ledger.
- Ensure the accuracy of the financial records of the organization.
- Review and analyze general ledger accounts to ensure reliability and accuracy.
- Review voucher packages to ensure completeness and accuracy, including proper authorizations and proper coding of transactions in accordance with the established chart of accounts.
- Assist with cash flow analysis to determine vendor payments to be processed in conjunction with cash availability.
- Maintain effective working relationships and communication with vendors of the organization.
- Ensure the timely depositing and recording of all cash and cash equivalents.
- Prepare audit schedules and financial schedules and reports as assigned.

- Assist with facilitating the annual organization-wide audits and funding source financial onsite monitoring reviews.
- Provide technical support to program managers on use of the chart of accounts and maximizing use of grant/program funds.
- Direct the work of accountants charged with managing and monitoring program grant/contract spending.
- Coordinate with the Procurement on purchase orders and contract services agreements.
- Coordinate with Payroll on the recording of payroll related transactions.
- Ensure that the established general ledger, cash receipts, accounts payable and payroll accounting procedures and processes are followed.
- Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
- Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
- Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
- Supervise and evaluate Finance staff in performance of duties.
- Keep the Director of Finance and Chief Financial Officer informed on all issues affecting the accounting activities of the organization in a timely manner.
- Provide divisional oversight on all areas of the Finance Division in the absence of the CFO and/or Director of Finance.
- Stays current with relevant federal and state regulations and policies.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.

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:

- Organization and Finance Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles, methods, practices, and procedures concerning financial record management and reporting systems.
- Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment.
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems.
- Advanced accounting concepts: cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis.

Ability to:

- Work under frequent time pressures or deadlines.
- Research and resolve accounting issues.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Use good organizational methods and procedures.
- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships, both internally and externally.
- Exercise good and independent judgment.
- Demonstrate initiative and ingenuity.
- Prepare fiscal, statistical, and written reports in a clear and concise manner.

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 accounting, business administration or related field with at least 24 units in accounting and accounting related courses.
- Master's degree preferred but not required.
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

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 and pass pre-employment background check.
- 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 Accounting Administrator				
Activity	**Hours Per Day**	**NEVER**	**OCCASIONALLY**	**FREQUENTLY**

	0 HOURS	UP TO 4 HOURS	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		

Accountant I

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:** Non-Exempt **Date Approved:** 05/29/2024

SUMMARY:
Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues, and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Accounting Administrator or Finance Administrator (Head Start).

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:
- Prepare organization financial statements.
- Prepare financial reports for grants/contracts in accordance with funding source requirements.
- Analyze general ledger accounts for propriety and accuracy.
- Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
- Reconcile bank accounts monthly.
- Analyze organization cash balances daily by grant and program.
- Prepare U.S. Treasury cash drawdown supporting schedules.
- Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
- Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
- Prepare annual audit schedules.
- Provide technical support to program staff in resolving budget, financial, and reporting issues.
- Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
- Train key management staff and division staff on effective use of the accounting software applications/modules.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.

- Maintain safe and functional work environment.

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:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment,
- Word processing, advanced spreadsheet, general ledger database, and other related software applications.

Ability to:
- Prepare financial statements and reports.
- Analyze financial data.
- Research and resolve accounting issues.
- Work independently.
- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

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 accounting, business administration or related field.
- 3-5 years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.

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 and pass pre-employment background check.
- 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.

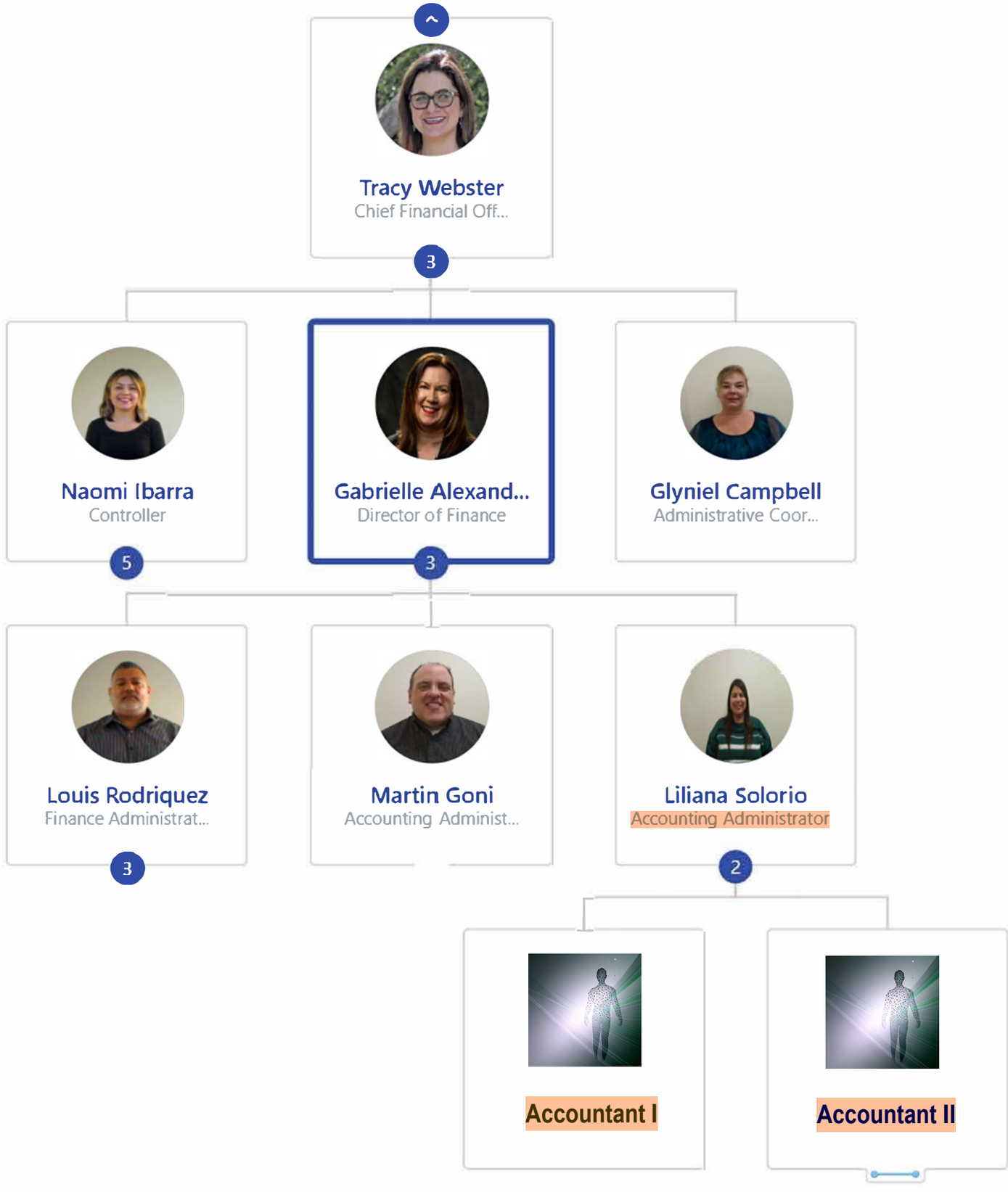
ESSENTIAL PHYSICAL DEMANDS:

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 Accountant I			
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		

Proposed



As of 02/04/2026

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director Program

Date: February 4, 2026

Subject: *Agenda Item 4b:* Head Start & State Child Development Organization Chart Revision – **Action Item**

The Head Start and State Child Development Division (HSSCD) is requesting approval from the Personnel Committee for proposed revisions to the organizational structure for the division. The HSSCD organizational structure attached includes title changes that align to approved job descriptions to report to a new supervisor. The purpose of these approved changes aligns San Joaquin Staff to report to direct supervisors in San Joaquin County in lieu of supervisors in Kern. Revisions are highlighted in the attached documents for quick reference.

Summary of Proposed Changes

The positions in the proposed organizational structure include Support Services, Education and Enrollment & Attendance team members in San Joaquin that currently report to supervisors in Kern to be assigned to supervisors in San Joaquin. The title change from Education Manager to Support Services Manager is included to incorporate all service areas under one manager in SJC. Through ongoing collaboration, the existing teams will maintain consistency in systems and process through our departmental procedures, but the direct supervision will move to a local model in both counties.

Fiscal Impact and Timeframe

These revisions are budgeted in the Head Start FY 2025-26 and FY 2026-27 budgets. The program staff have developed a transition plan for these revisions. All departments are targeted to be fully implemented upon approval from the Board. Allocation changes will also support San Joaquin County Office of Education funding to support fewer positions located in Kern County.

Strategic Plan Impact

As part of CAPK's Strategic Plan, Strategic Priority C ~ Agency Culture: CAPK seeks to be an employer of choice by fostering a learning-focused work culture that drives continuous growth, while attracting and retaining a high-quality engaged workforce. This proposal supports staff development, growth, and retention by aligning the job description with the pressing needs of the Head Start program.

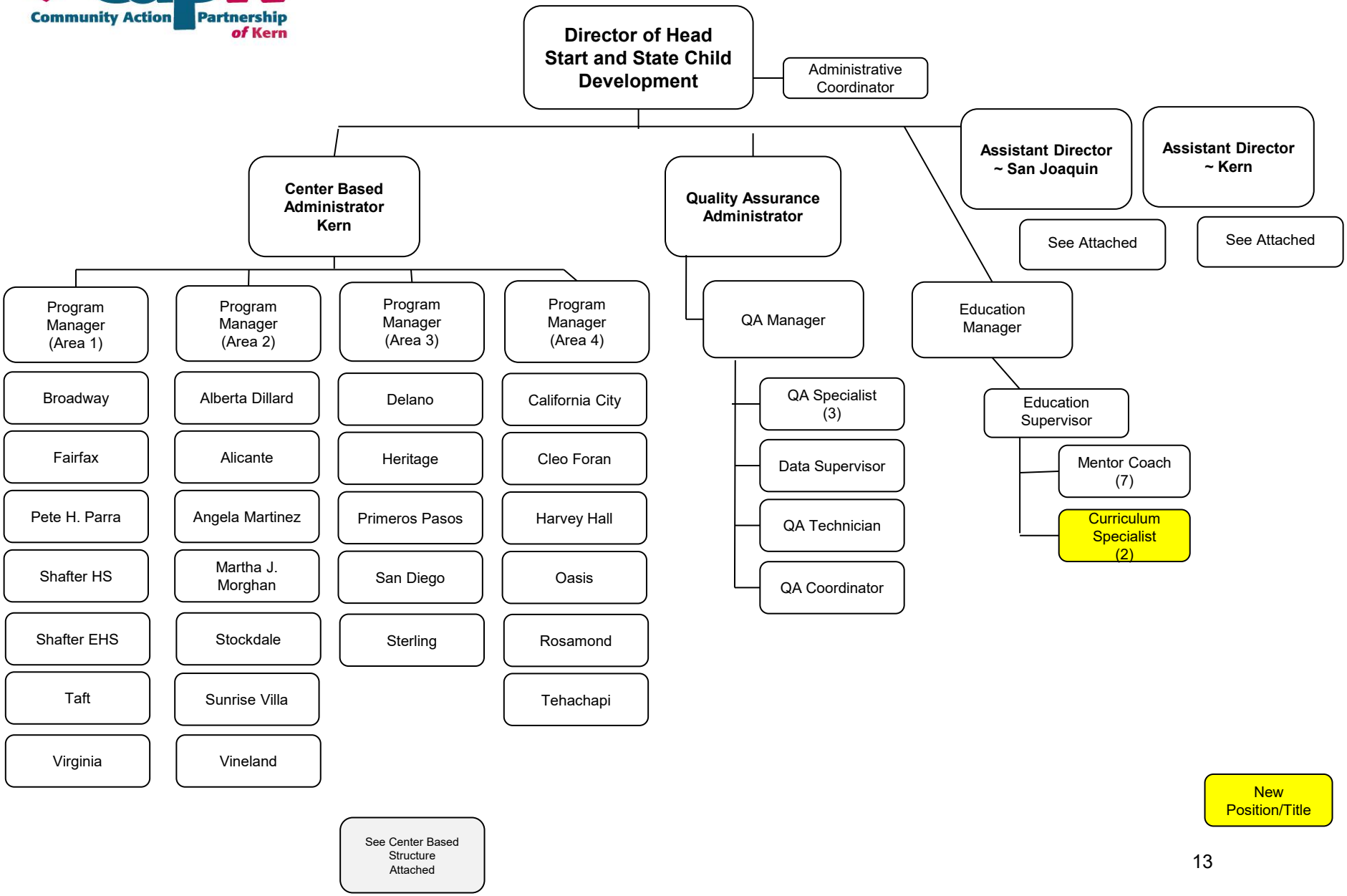
Recommendation

Staff recommends the Personnel Committee approve the revised Head Start and State Child Development Organizational Structure as presented.

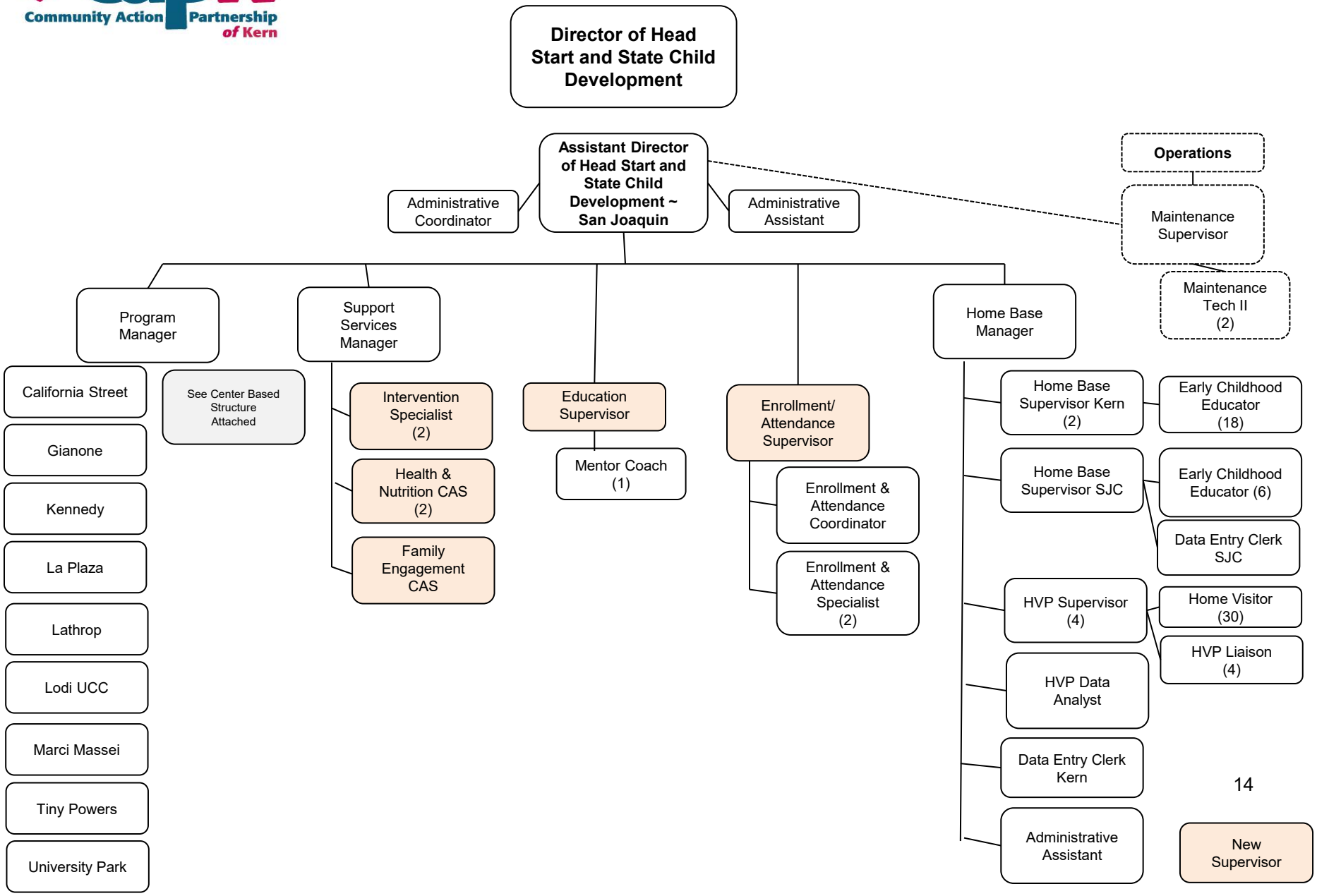
Attachments:

HSSCD Organizational Structure

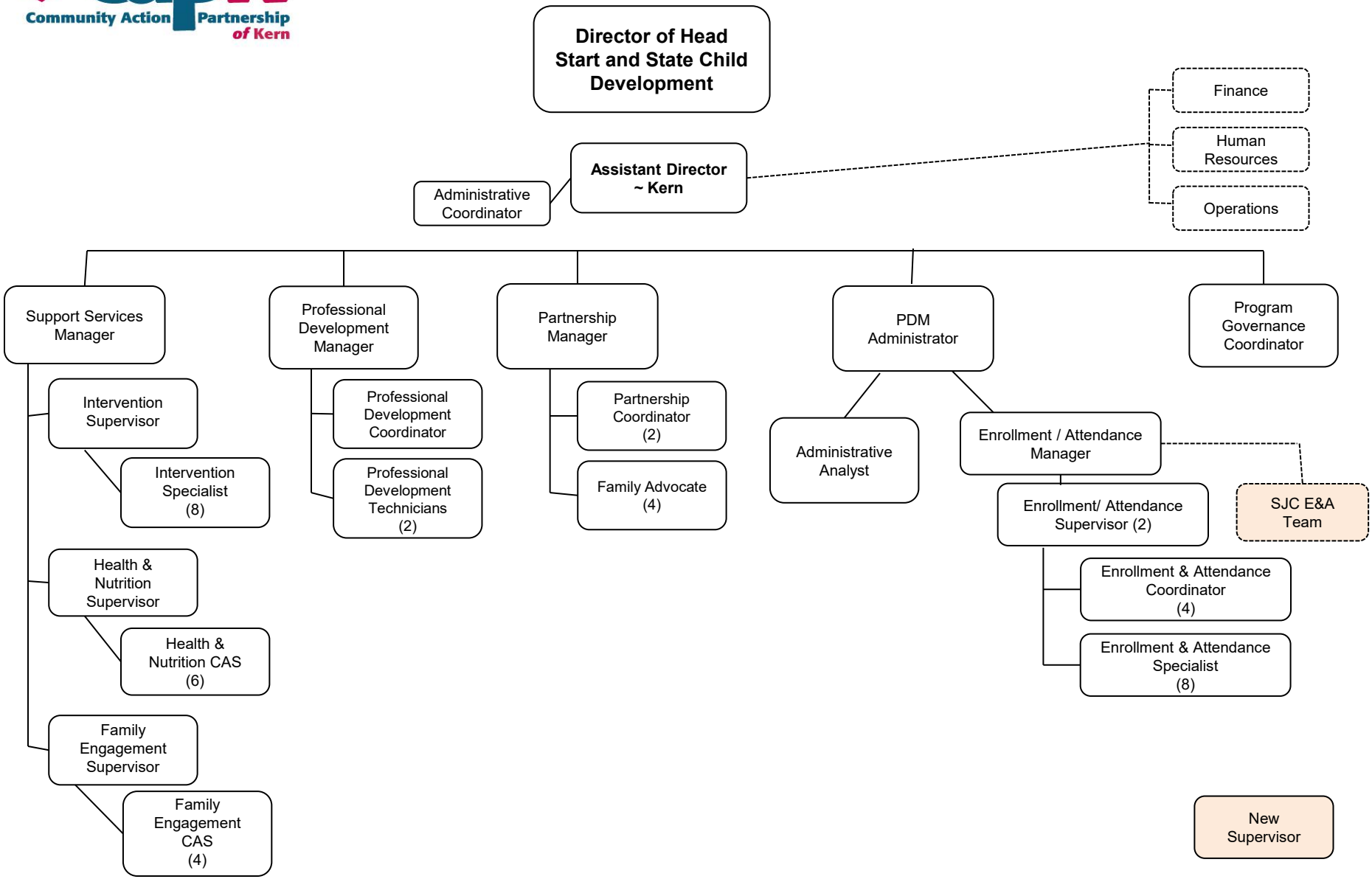
Head Start/State Child Development Programs



Head Start/State Child Development Programs



Head Start/State Child Development Programs



MEMORANDUM

To: Personnel Committee

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

Date: February 4, 2026

Subject: *Agenda Item 4c: 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 months of November and December 2025, the following information is provided to the Personnel Committee:

- 650 Staff employed.
- 50 Vacant Positions.
- Onboard 10 new staff members.
- Five (5) Resignations.
- Six (6) days of interviews for 7 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 outlining the closed classrooms and current staff vacancies for both closed and open classrooms as of January 28, 2026.

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	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	23	96%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	30	94%				
Blanton	16	13	81%				
Broadway (PY)	37	25	68%	6	6	0	100%
California City (PY)	17	19	112%	2	2	0	100%
California Street	24	24	100%	11	8	3	73%
Cleo Foran EHS	8	9	113%	3	2	1	67%
Cleo Foran HS	15	15	100%	3	2	1	67%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	38	112%	6	6	0	100%
Family Childcare EHS	24	26	108%				
Family Childcare HS	21	25	119%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	69	101%	27	27	0	100%
Harvey L. Hall	74	61	82%	12	12	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	15	94%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	23	96%	9	9	0	100%
Lathrop HS	17	15	88%	3	3	0	100%
Lodi	32	24	75%	12	12	0	100%
M. Massei	24	24	100%	9	8	1	89%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	17	106%	6	5	1	100%
MJM HS	34	41	121%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	35	103%	6	6	0	100%
Pete Parra EHS	48	47	98%	15	13	1	87%
Pete Parra HS	68	79	116%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	8	1	89%
Rosamond (PY)	51	49	96%	9	9	0	100%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	20	118%	3	3	0	100%
Stockdale HS	41	39	95%	9	8	1	89%
Sterling EHS	64	60	94%	9	9	0	100%
Sterling HS	53	59	111%	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	15	68%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Tiny Powers	8	0	0%	3	0	0	0%
Tiny Powers HS	34	10	29%	6	0	6	0%
University Park	44	0	0%	9	0	9	0%
Vineland (PY)	17	18	106%	2	2	0	100%
Virginia (PY)	17	18	106%	2	2	0	100%
Home Base Kern 160	160	157	98%	16	14	2	88%
SJC EHS HB 80	80	67	84%	8	6	2	75%
Total	**1842**	**1685**	**91%**	**359**	**315**	**44**	**88%**

Funded Enrollment	1842	1685
		91%

Active Enrollment	1682	1685
		100%

Closed Classrooms	Funded Enrollment	Staff Vacancies
*Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	2
EHS HB ~ 100		
ECE 2	10	0
ECE 9	10	1
ECE 11	10	0
Kennedy HS~ 17		
Class A	17	3
La Plaza~ 24		
Class A	12	2
Class B	12	3
SJC HB ~ 80		
Stockton 2	10	1
Stockton 3	10	0
Tiny Powers~ 8		
Class 1	8	2
Tiny Powers HS ~ 34		
Class B	17	1
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
14	**160**	**18**

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	**9%**	**40.91%**
Open Enrollment	**91%**	**59.09%**