



DATE June 3, 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

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. New Organizational Chart and Revisions on Job Description -
Veteran Supportive Services (VSS) – Action Item (p.2-8) | Rebecca Moreno, Director of Housing &
Supportive Services |
| b. New Organization Chart and Reclassify Job Description - M
Street Navigation Center – Action Item (p.9-18) | Rebecca Moreno, Director of Housing &
Supportive Services |
| c. Head Start Personnel Update - Info Item (p. 19-20) | Robert Espinosa, Program Design and
Management Administrator |

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
August 5, 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 12:00 pm, May 29, 2026, by Amber Jackson, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From:  Rebecca Moreno, Director of Housing & Supportive Services

Date: June 3, 2026

Subject: *Agenda Item 4a*: New Organizational Chart and Revisions on Job Description - Veteran Supportive Services (VSS) - **Action Item**

Summary of Proposed Changes

On January 7, 2026, this Board approved the job descriptions presented by Chief of HR, Lisa McGrabahan, which were subsequently finalized and approved on January 26, 2026. On April 8, 2026, I presented to the Board a revised organizational chart requesting that the VSS program be moved under the Housing and Supportive Services Division, which was subsequently approved on April 29, 2026.

Since that time, we have been working to review and strengthen staff functions while ensuring that job descriptions accurately align with assigned duties and operational needs. During our review of the Program Supervisor I and Program Supervisor II classifications, we identified that there were only minimal differences between the two positions, primarily related to wording and required experience. After further consultation and review with Human Resources, it was determined that both positions ultimately carry the same responsibilities, expectations, and functional requirements.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Program Supervisor I –VSS	Eliminate position	10 Min. \$28.67 Mid. \$35.84 Max. \$43.02	N/A
Program Supervisor II -VSS	Retitle Program Supervisor – VSS	11 Min. \$32.06 Mid. \$40.08 Max. \$49.69	11 Min. \$32.06 Mid. \$40.08 Max. \$49.69

Therefore, we are requesting that the Program Supervisor I classification be eliminated and that the organizational chart be updated to reflect the Program Supervisor II position change to a single Program Supervisor – VSS titled position. All Program Supervisor I and Program Supervisor II positions will be titled Program Supervisor – VSS.

Fiscal Impact and Timeframe

Based on a full-time schedule of 2,080 annual work hours, the estimated full annual fiscal impact is approximately \$21,195 in additional salary costs, excluding associated benefits. Funding for this adjustment will be absorbed within the approved departmental budget. This is due to significant salary savings in VSS from unfilled positions and the elimination of the VSS Director of Veterans and Supportive Services.

Strategic Plan Impact

As part of the 2026–2029 Strategic Action Plan, specifically under Priority C, Key Goal 2: *Invest in attracting and retaining a high-quality and engaged workforce*, this proposal supports staff development, professional growth, and employee retention by creating greater consistency in classification structure, clarifying roles and responsibilities, and ensuring equitable alignment of staff duties and expectations across the division..

Recommendation:

Staff recommend the Personnel Committee approve the elimination of the Program Supervisor I and Program Supervisor II positions and authorize the update to the organizational chart to reflect a single Program Supervisor and submission to the Board of Directors for final approval.

Attachments:

Program Supervisor -Veteran Supportive Services Job Description
Housing & Supportive Services Division Org Chart



Program Supervisor-Veterans Supportive Services

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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

The Program Supervisor assists in managing and monitoring Veterans & Supportive Services programs including grants, identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Supervisor drafts and implements policies for resident handbooks and must be well-versed in Agency policies and guidelines, ensuring major decisions are approved by the Administrator. This position will serve as a liaison with stakeholders and community partners.

SUPERVISION RECEIVED:

Program Manager

SUPERVISION EXERCISED:

Lead Case Manager, Program Assistant, Outreach Specialist, Healthcare Navigator, Intake/Eligibility Technician, Housing Navigator

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by Veterans & Supportive Services, including Grants.
- Monitor each program and inform leadership of ongoing program and policy issues to seek ways to resolve concerns.
- Review and participate in an emergency contact schedule of Veterans & Supportive Services employees for all programs.
- Monitor reports generated by Program staff for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to assigned leadership for approval.
- Establish and maintain the safety and security of Agency property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Understanding of the current edition of the Agency Employee Handbook, Resident Handbooks, Veteran & Supportive Services programs Guidelines, and all operational policies.



- Ensure decisions affecting the Veteran & Supportive Services are not made without consultation and approval by leadership.
- Generate a morning report and submit to leadership for approval.
- Prepare Monthly and Quarterly Program Reports.
- Create and review performance requirements for the Veteran & Supportive Services Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.
- Responsible for timesheet review and approval including supervision, and evaluation of assigned staff.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required, including nights, weekends, holidays and rotating on-call duties.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated Veteran & Supportive Services programs.
- Maintain confidentiality of client information and records.
- Other duties and special projects 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:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics,
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.



- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Three (3) years of management experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

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 have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed 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.

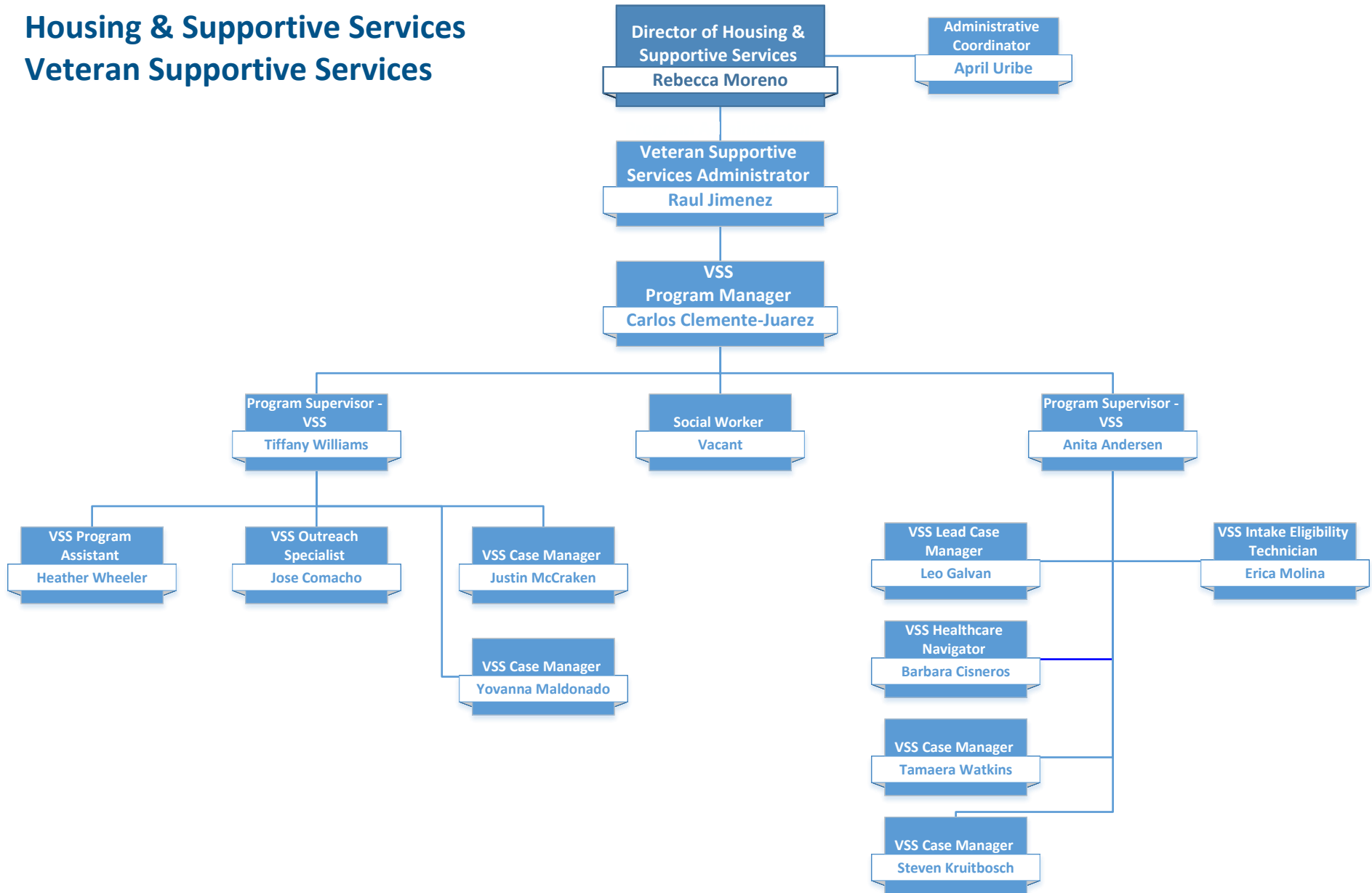


POSITION TITLE: Program Supervisor II-Veterans Supportive Services				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (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		



Housing & Supportive Services Veteran Supportive Services





MEMORANDUM

To: Personnel Committee



From: Rebecca Moreno, Director of Housing & Supportive Services

Date: June 3, 2026

Subject: *Agenda Item 4b*: New Organization Chart and Reclassify Job Description - M Street Navigation Center - **Action Item**

Summary of Proposed Changes

The Safe Camping Program was required to reduce its operating budget in order to secure funding for the upcoming fiscal year. As part of those reductions, three full-time Shelter Worker positions were eliminated. Because these positions were cross-trained to support both the Safe Camping Program and the M Street Navigation Center, the reduction has created a staffing gap, particularly during off-shifts and weekends. To address this operational need, staff are requesting Board approval to eliminate the current Custodian position and reclassify it as a Shelter Worker position within the M Street Navigation Center program. This change will allow the program to maintain four full-time equivalent (FTE) Shelter Worker positions and improve coverage for critical operational hours.

While the duties of the Custodian and Shelter Worker positions are relatively similar in supporting the overall operations and cleanliness of the facility, the Shelter Worker position includes additional responsibilities related to client engagement, program operations, documentation, de-escalation, safety monitoring, and service coordination. Due to these expanded responsibilities, the Shelter Worker position is assigned a higher rate of pay. Staff believes this reclassification better aligns staffing resources with the current operational and service needs of the M Street Navigation Center.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Shelter Worker	Formerly Custodian and grade change from 2 to 4	02 Min. \$16.90 Mid. \$16.90 Max. \$19.41	04 Min. \$16.90 Mid. \$19.36 Max. \$23.27

Fiscal Impact and Timeframe

The current salary allocation for this position has already been included in the upcoming fiscal year budget. With position wages overlapping, there will be no changes to the budget for wages. As a result, staff anticipates no significant impact to the overall program budget associated with this reclassification.

Strategic Plan Impact

As part of the 2026–2029 Strategic Action Plan, specifically under Priority C, Key Goal 2: *Invest in attracting and retaining a high-quality and engaged workforce*, this proposal supports staff development, professional growth, and employee retention by creating greater consistency in classification structure, clarifying roles and responsibilities, and ensuring equitable alignment of staff duties and expectations across the division..

Recommendation:

Staff recommend the Personnel Committee approve the elimination and reclassification of the Custodian position to the Shelter Worker position within the Housing and Supportive Services Division and submission to the Board of Directors for final approval.

Attachments:

Custodian-Housing Services Job Description
Shelter Worker-Housing Services Job Description
Housing & Supportive Services Division Org Chart



Custodian - Housing Services

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 02

FLSA Status: Non-Exempt

Date Approved: 01/27/2025

SUMMARY:

In collaboration with shelter staff, maintains a safe and healthy environment for homeless and disadvantaged adults, staff, providers, volunteers, and other community members.

SUPERVISION RECEIVED:

Housing Services Operations Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Performs necessary work to maintain a clean and safe environment managing general clean-up of all areas as directed.
- Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors, as needed for the safety of all clients and staff.
- Requisitions, receives, and stores materials and supplies in a safe place which is always kept locked and away from clients.
- Ensure standards of sanitation are met and maintained by adhering to health and safety and sanitation policies and procedures.
- Ensures general maintenance and cleaning of kitchen, staff areas, grounds, showers, and restrooms using a cleaning schedule which defines the tasks on a daily, weekly, and monthly basis.
- Assists the staff to ensure that the physical environment is clean, safe, and inviting, respectful of the clients' cultures and ethnic diversity, reflects the needs of the clients served and that areas are well organized into easily recognizable functional areas.
- Works with shelter volunteers and clients and assists when donations are delivered.
- Must be able to work alternative schedules such as nights, weekends, and holidays.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Familiarity with problems of homeless, socially, and economically challenged families.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Custodial experience preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- 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 performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Custodian – Housing Services				
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		



Shelter Worker - Housing Services

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

Salary Range: Grade 04

FLSA Status: Non-Exempt

Date Approved: 01/27/2025

SUMMARY:

Under the direction of the Housing Services Operations Manager, identifies and provides social services to homeless individuals at the M Street Navigation Center and Safe Parking and Encampment. Works collaboratively with operations staff, providers, and volunteers.

SUPERVISION RECEIVED:

Housing Services Operations Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Identifies and provides direct services to homeless individuals at the M Street Navigation Center and Safe Camping/Parking around the clock. Services may include intake, information and referral, distribution of basic supplies needed, as well as on-site client supervision.
- Works with security, emergency services personnel (law enforcement and paramedics, etc.) as well as shelter providers (e.g., medical, and mental health personnel).
- Performs client sign-in and data collection process and maintains appropriate program attendance records and other records as required.
- Works with shelter staff, volunteers, and multiple service providers to enhance, augment, and coordinate service delivery to program clients.
- May be required to assist security with screening clients for entry to homeless programs, including identifying inappropriate behavior, checking for possession of weapons, and evidence of alcohol or controlled substances.
- Maintains a safe environment by continually monitoring the immediate site and premises.
- Enforces Homeless Services and site-specific policies and procedures.
- Acts as a client resource by providing referrals for services available in the community.
- Manage clients by utilizing conflict resolution skills and crises management techniques.
- Manages Homeless Services documentation, including client mail, daily log, client warnings, incident reports, filing, and other clerical duties as required.
- Coordinates and oversees ongoing client housekeeping activities to ensure programs are always clean and safe, especially prior to clients vacating program premises (e.g., cleaning dorms, removing bedding, encampment clean up, etc.).



- Addresses housekeeping and maintenance issues as they occur and will be responsible for day center laundry equipment.
- Distribute personal hygiene items to clients.
- Supports CAPK mission by providing care and assistance to clients and encouraging and facilitating self-sufficiency.
- Assists with food preparation, serving, and maintaining the cleanliness of the kitchen to comply with the department of public health standards.

Other Job Specific Duties:

- Assists with training and providing directions to other staff, providers, and volunteers, as needed.
- Attends staff meetings and training sessions as required.
- Ability to work alternative schedules such as morning, evening, overnight, with a rotating schedule every three months, to include weekends, and holidays.
- Performs other duties as required.

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 and departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work collaboratively in a teamwork environment.
- Communicate effectively, verbally and in writing.
- Problem solve and make informed decisions
- Work with conceptual matters.
- Administer Narcan to clients as required.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.



- Must be 18 years of age or older.
- Requires one (1) year of experience providing direct human or health services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at-risk youth.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Narcan Training certification within 90 days of employment.
- 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 performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

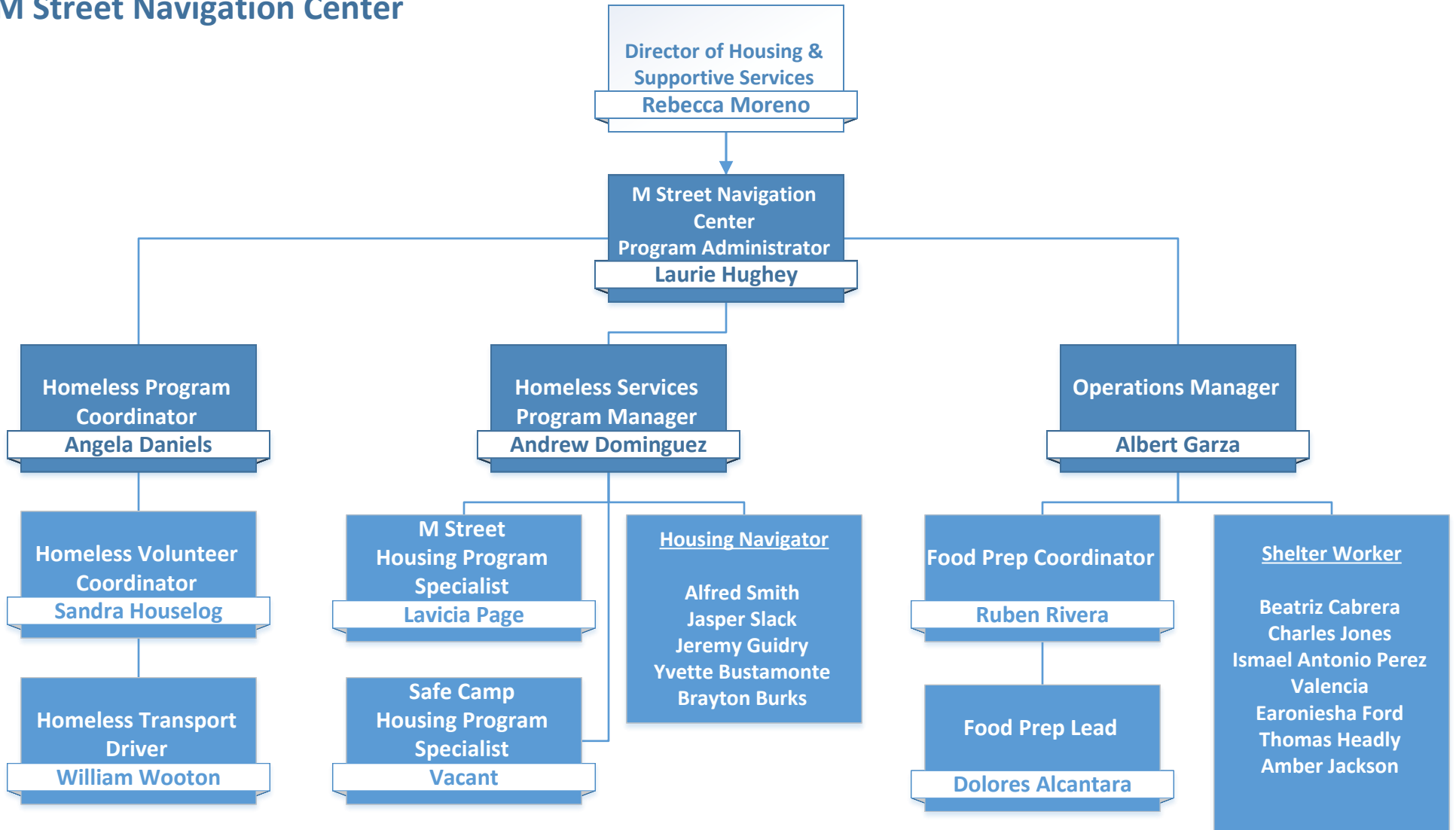
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Shelter Worker – Housing Services				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X	
Walking			X	
Standing			X	
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	



Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)						X
Pushing & Pulling (left hand)						X
Reaching (above shoulder level)						X
Reaching (below shoulder level)						X
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X				X
26-50 lbs		X			X	
51-75 lbs		X		X		
76-100 lbs	X			X		
100+ lbs	X			X		

M Street Navigation Center





MEMORANDUM

To: Personnel Committee

A handwritten signature in blue ink, appearing to read "Jerry Meade".

From: Jerry Meade, Assistant Director of Program

A handwritten signature in blue ink, appearing to read "Dr. Robert Espinosa".

Dr. Robert Espinosa, Program Design and Management Administrator

Date: June 3, 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 month of May 2026, the following information is provided to the Personnel Committee:

- 653 Staff employed.
- 47 Vacant Positions.
- Onboard 9 new staff members.
- Rehired 2 staff members.
- Nine (9) Resignations.
- Six (6) days of interviews for 5 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 May 25, 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	33	97%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	26	108%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	29	91%				
Blanton	16	14	88%				
Broadway (PY)	37	31	84%	6	6	0	100%
California City (PY)	17	18	106%	2	2	0	100%
California Street	24	25	104%	9	9	0	100%
Cleo Foran EHS	8	9	113%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	59	98%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	37	109%	6	6	0	100%
Family Childcare EHS	24	20	83%				
Family Childcare HS	24	20	83%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	68	100%	27	27	0	100%
Harvey L. Hall	74	61	82%	12	12	0	100%
Heritage (PY)	17	18	106%	2	2	0	100%
Kennedy	16	17	106%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	24	100%	9	7	2	78%
Lathrop HS	17	17	100%	3	3	0	100%
Lodi	32	24	75%	12	12	0	100%
M. Massei	24	23	96%	9	9	0	100%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	16	100%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	4	50%	3	3	0	100%
Oasis (PY)	34	33	97%	6	6	0	100%
Pete Parra EHS	48	48	100%	15	13	1	87%
Pete Parra HS	68	78	115%	12	12	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	8	1	89%
Rosamond (PY)	51	50	98%	9	9	0	100%
San Diego EHS	32	33	103%				
Shafter EHS	24	24	100%				
Shafter	17	19	112%	12	12	0	100%
Stockdale HS	41	39	95%	9	9	0	100%
Sterling EHS	64	65	102%	3	3	0	100%
Sterling HS	53	60	113%	9	8	1	89%
Sunrise Villa (PY)	17	16	94%	9	8	1	89%
Taft (PY)	51	60	118%	24	22	2	92%
Taft College	22	11	50%	9	9	0	100%
Tehachapi (PY)	15	17	113%	3	2	1	67%
Tiny Powers	16	0	0%				
Tiny Powers HS	34	34	100%	2	2	0	100%
Vineland	17	17	100%	2	2	0	100%
Virginia	17	17	100%	2	2	0	100%
Home Base Kern 170	170	145	85%	6	0	0	0%
SJC EHS HB 70	70	61	87%	6	0	6	0%
Total	1798	1673	93%	16	15	1	94%
				7	6	1	86%
				347	318	29	92%

Funded Enrollment	1798	1673
		93%

Reportable Enrollment	1665	1673
		100%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	1
EHS HB ~ 110		
ECE 8	10	0
ECE 11	10	0
ECE 17	10	1
Kennedy HS~ 17		
Class A	17	3
La Plaza~ 24		
Class A	12	1
Class B	12	3
SJC HB ~ 70		
Stockton 2	10	1
Tiny Powers EHS ~ 16		
Class 1	8	3
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	Total Slots	Staff Vac.
13	133	17

Closed Enrollment	Slots	Staff Vac.
Open Enrollment	7%	58.62%
	93%	41.38%