| | |
|---|---|
| DATE | August 5, 2026 |
| TIME | 12:00 PM |
| LOCATION | CAPK Administrative Office<br>Board Room<br>1300 18th Street, 3rd Floor<br>Bakersfield, CA 93301 |

# Personnel Committee Agenda

1. **Call to Order**

2. **Roll Call**

| | |
|---|---|
| Denise Boshers (Chair) | Gema Perez |
| Rocio Munoz | Geovany Lizarraga |

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. East Kern Program Administrator Position – **Action *Item (p.2-8)*** — Freddy Hernandez, Director of Youth & Community Services

b. WIC Job Description Revisions – ***Action Item (p.9-18)*** — Susana Magana, Director of Health & Nutrition Services & Marissa Ortiz-Cortez, WIC Program Administrator

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
September 9, 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, July 31, 2026, by Amber Jackson, Administrative Coordinator.*

# MEMORANDUM

**To:** Personnel Committee

**From:** Freddy Hernandez – Director of Youth & Community Services
**Date:** August 5, 2026

**Subject:** *Agenda Item 4a: East Kern Program Administrator Position* – **Action Item**

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As program services expand and new contracts are secured across East Kern County, the Youth and Community Services Department needs dedicated administrative support to ensure consistent oversight, strengthen staff support, guide program expansion, and build relationships with community partners.

This request seeks approval to create the East Kern Program Administrator position to support the rapid expansion, coordination, and oversight of services provided by current and future Family Resource Centers located throughout East Kern County.

The East Kern Program Administrator would oversee and support management with the day-to-day operations, program reporting, budgets, community partnerships, and compliance with all applicable state and federal regulations and contract requirements for programs operated throughout East Kern County.

The job description has been reviewed and approved by Human Resources and the Chief Business Development Officer. A salary summary of the proposed new position is provided below.

**Summary of Proposed Changes**

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

| Position Title | Proposed Changes | Current Grade |
|---|---|---|
| East Kern Program Administrator | The addition of a new position. | 13<br>Min. $40.37<br>Mid. $50.46<br>Max. $60.55 |

### *Fiscal Impact and Timeframe*

Subject to approval by the Personnel Committee and Board, the East Kern Program Administrator position could begin around September 1, 2026. However, further approvals may be needed to incorporate the position into the FY 2026/2027 budget through the Budget & Finance Committee. Funding for the position will be supported by the East Kern Cal AIM program, Kern County HHAP Program, First 5 Kern, and other eligible funding sources. The position is expected to have a minor fiscal impact because existing and anticipated program revenue is sufficient to support the cost of the new position.

### Strategic Plan Impact:

This proposal supports Goal Group A of the 2026–2029 CAPK Strategic Plan: supporting initiatives that foster pathways out of poverty by promoting community-led investments, thereby expanding access to education, employment, affordable housing, healthcare, and essential services.

### Recommendation:

Staff recommend that the Personnel Committee approve the addition of the East Kern Program Administrator position to the Youth and Community Services Division and recommend submission to the Board of Directors for final approval.

***Attachments:***
*Program Administrator Job Description*
*East Kern Revised Organizational Chart*

# Program Administrator - East Kern

*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: TBD**

**SUMMARY:**
Under the direction of the Director of Youth and Community Services, the Program Administrator oversees the daily operations of the East Kern Family Resource Centers, ensuring compliance with federal, state, and local regulations, grant requirements, and CAPK policies. Responsibilities include administering grants, assisting with grant writing, preparing reports, supporting audits, monitoring program performance and budgets, supervising Program Managers, staff, and volunteers, coordinating community partnerships and outreach, and representing the Family Resource Centers at community meetings.

**SUPERVISION RECEIVED:**
Receives supervision from the Director of Youth and Community Services.

**SUPERVISION EXERCISED:**
Program Managers, staff, volunteers, and coordinates with community partners and community members as needed.

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

**Essential Job Specific Duties:**
- Provide and maintain oversight of all program budgets to ensure expenses remain within approved budget guidelines.
- Provide administrative support to Program Managers, including maintaining appropriate staffing levels and supporting staff efficiency and professional development.
- Recruit, develop, train, supervise, and provide leadership to program managers, staff, and volunteers.
- Review and update program policies and procedures to ensure appropriate measures are in place and programs remain within expected guidelines.
- Develop strategies to research and obtain new initiatives and expand existing programs and services.
- Ensure program activities comply with funding requirements, contract terms, and the approved scope of work.
- Ensure compliance with federal, state, and local regulations.
- Develop and maintain partnerships with local community organizations and partners.
- Develop and maintain community programs for families and individuals, including programs offered during and outside normal work hours.
- Ensure that program managers and staff adhere to CAPK policies and procedures.

- Monitor established programs at East Kern Family Resource Centers to ensure staff maintain confidentiality and follow applicable program requirements.
- Develop and present memos related to the Family Resource Centers to the CAPK Board of Directors.
- Develop and maintain fundraising events that support the needs of new and current programs.
- Collaborate with CAPK marketing staff to create outreach materials and advertising for Family Resource Center programs.
- Maintain professional, respectful, and responsive communication with community members, partners, volunteers, and staff.

**Other Job Specific Duties:**
- Attend meetings, trainings, and conferences assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Travel for business needs.
- Develop new community programs to support the community's needs.
- Support new funding opportunities that enhance services for East Kern County communities.
- Perform other related 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:**
- Correspondence and report-writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and other software applications.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

**Ability to:**
- Analyze and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, both verbally and in writing.
- Demonstrate strong interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, volunteers, and community partners.
- Work independently and effectively communicate ideas and recommendations.
- Supervise program managers, staff, and volunteers.

## 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 business administration, public administration, health services, sociology, behavioral science, or related field.
- Possession of an advanced degree may be substituted for one (1) year of required experience.
- Demonstrated experience administering a social services program may be substituted for the education requirement on a year-for-year basis.
- Five (5) years of management experience supervising staff and volunteers.
- Extensive experience in supervising volunteers and staff.
- Case management supervisory experience is 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 have reliable transportation during work hours.
- Bilingual fluency in Spanish and English is highly 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:

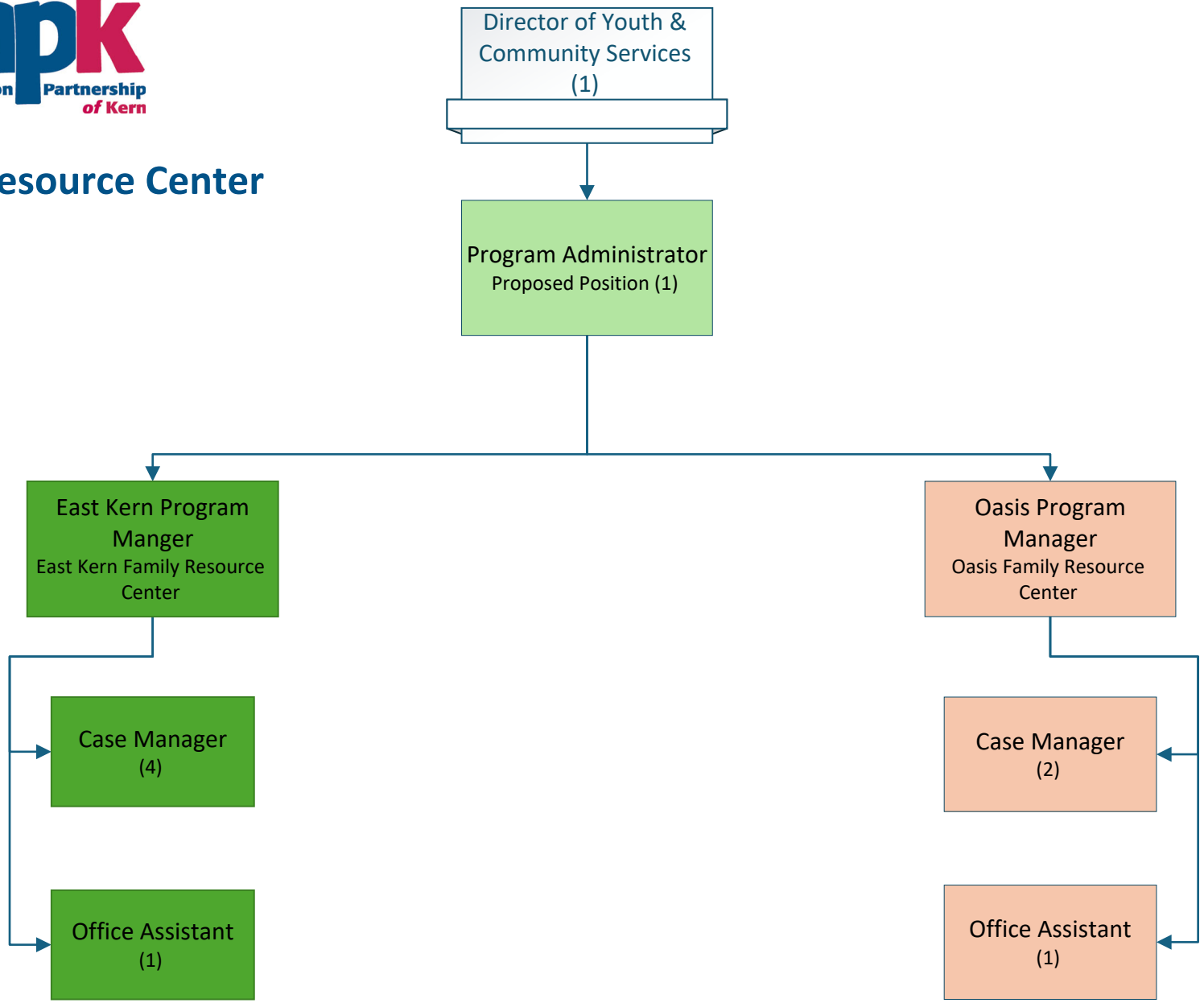
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

| POSITION TITLE Program Administrator- East Kern | | | |
|---|---|---|---|
| **Activity Hours Per Day** | **NEVER 0 HOURS** | **OCCASIONALLY UP TO 4 HOURS** | **FREQUENTLY 4-8 HOURS** |
| Sitting | | | x |
| Walking | | | x |
| Standing | | | x |
| Bending (neck) | | | x |
| Bending (waist) | | | x |
| Squatting | | x | |
| Climbing | x | | |
| Kneeling | | x | |
| Crawling | x | | |
| Twisting (neck) | | | x |
| Twisting (waist) | | | x |

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

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

# Family Resource Center




Revised 7-2026

*Subject to change as organizational changes occur*

# MEMORANDUM

**To:** Personnel Committee

**From:** Marissa Ortiz-Cortez, WIC Program Administrator

Susana Magana, Director of Health & Nutrition Services

**Date:** August 5, 2026

**Subject:** *Agenda Item 4b:* WIC Job Description Revisions – **Action Item**

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A review of WIC Program supervisory positions identified the need to update select job descriptions to accurately reflect current duties, responsibilities, level of authority and work performed.

**Summary of Proposed Changes:**

This request seeks approval of the updates to WIC job descriptions. The WIC Nutrition Education Supervisor and WIC Breastfeeding Education Supervisor positions are both currently vacant. We have taken this opportunity to revise the job descriptions before recruitment. The WIC Program supervisory positions were reviewed to ensure alignment between assigned duties, level of responsibility, and FLSA classification requirements. The position has experienced a reduction in authority and independent decision-making and no longer exercises the level of discretion, judgment, or management responsibility required for exempt classification. Its primary duties have shifted from directing the WIC program, developing procedures, and making significant independent decisions to carrying out established processes and day-to-day operational tasks. Additionally, the workload can reasonably be completed within a standard 40-hour workweek, and the position does not routinely require the flexibility expected of an exempt role, making it more appropriately classified as overtime eligible when additional hours are necessary. Based on the review, the positions more closely align with non-exempt criteria due to the nature of the work performed and the level of decision-making authority.

This change does not impact the assigned job grade, compensation structure, or overall scope of responsibilities. The existing grade remains appropriate based on the position's duties and organizational classification structure.

The job description has been reviewed and approved by Human Resources and the Director of Health and Nutrition. A salary summary of the proposed new position is provided below.

| Position Title | Proposed Changes | Current | Proposed |
|---|---|---|---|
| WIC Nutrition Education Supervisor<br>WIC Breastfeeding Education Supervisor | Exempt to Non-Exempt | Grade11<br>Exempt<br>Min. $32.06<br>Mid. $40.08<br>Max. $49.69 | Grade 11<br>Non-Exempt |

**Fiscal Impact:**
There is no current fiscal impact because the positions are already included in our current budget and WIC contract.

**Strategic Plan Impact:**
This proposal supports Goal 4 of the 2026–2029 CAPK Strategic Plan: *Strategic Priority C Culture*. Specifically, it aligns with:

- Key Goal 1 : Invest in attracting and retaining a high-quality and engaged workforce by August 2029.
    - *Objective 1*: Enhance recruitment strategies and increase agency visibility by March 2027

**Recommendation:**
Staff recommend that the Personnel Committee approve the revisions to the WIC job descriptions and recommend submission to the Board of Directors for final approval.

***Attachments:***
*WIC Nutrition Education Supervisor Job Description*
*WIC Breastfeeding Education Supervisor Job Description*

# WIC Nutrition Education Supervisor

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

**SUMMARY:**
The Nutrition Education Supervisor assists with the development, implementation, and evaluation of staff training and the WIC Nutrition Education Plan. This position supervises staff training activities, provides nutrition assessments and counseling for high-risk WIC participants and others as needed, and supports compliance with WIC Program standards and requirements.

**SUPERVISION RECEIVED:**
Receives supervision from the WIC Program Manager.

**SUPERVISION EXERCISED:**
WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

**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 with the development and implementation of the Nutrition Services Plan (NSP) as required by California Department of Public Health, WIC Division.
  - Review NSP plan with WIC Program Administrator and WIC Program Manager.
  - Assist with the completion of the NSP Plan and implement activities.
  - Maintain documentation of NSP activities.
  - Assist with the WIC staff training tracker
- Responsible for the development and oversight of the Nutrition Education training plan for WIC staff:
  - Assist with the development of individual training plans for new hire WNAs along with WIC Training Coordinator.
  - Assist with facilitating the WNA certification within a year of hire.
  - Works with the Program Manager to develop and present in-services and training for staff development.
  - Coordinate activity with quantitative outcome of WIC CQI as reported by the Quality Assurance Coordinator.
- Develop the lesson plans for WIC participant classes and teach staff how to present the class.
  - Develop and maintain a system of objective observation to ensure that class material is being presented correctly and effectively by staff.
- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provide nutritional counseling and assist participants in setting nutrition goals.
  - Document participant concerns, recommendations, and follow-up.

- Re-evaluate the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Understand the function of each WIC position and perform the function, if necessary, to deliver WIC services.
- Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility of the WIC sites.
- Prepare and present WIC information to community organizations.
- Complete and maintain required WIC documentation and reporting in the automated system.
- Responsible for the supervision of direct reports.

**Other Job Specific Duties:**

- Attend all meetings, trainings, and conferences as assigned.
- Transport WIC equipment, and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Perform 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:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications.

**Ability to:**

- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and 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.*

- Bachelor's degree or higher in Dietetics, Nutrition, Public Health, Health Sciences, or another closely related field from an accredited college or university, with education meeting the requirements for registration as a Registered Dietitian Nutritionist (RDN).
- Must possess and maintain current registration as a Registered Dietitian (RD) or

Registered Dietitian Nutritionist (RDN) through the Commission on Dietetic Registration (CDR)

- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs is highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Minimum of two (2) years supervisory experience.

## 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 Fluency (English/Spanish) preferred.
- 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 provided to enable employees with disabilities to perform the essential duties.*

| POSITION TITLE WIC Nutrition Education Supervisor | | | |
|---|---|---|---|
| **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 | | |

# WIC Breastfeeding Education Supervisor

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

**SUMMARY:**
The WIC Breastfeeding Education Supervisor assists with the development and implementation of the WIC Program breastfeeding policies to promote and support breastfeeding. Responsibilities include developing and implementing breastfeeding education, providing nutrition assessments and counseling for high-risk WIC participants and high-risk Breastfeeding Peer Counselor participants. Also responsible for the supervision of the WIC Breastfeeding Peer Counselor team.

**SUPERVISION RECEIVED:**
Receives supervision from WIC Program Manager.

**SUPERVISION EXERCISED:**
WIC Nutrition Education Specialists, WIC Nutrition Education Technicians and the Regional Breastfeeding Specialist.

**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 with the development and implementation of program policies and plans that promote and support breastfeeding.
  - Assist with developing lesson plans for breastfeeding education classes for WIC participants.
  - Provides 20 hours of breastfeeding instruction to all new counseling staff.
  - Provides monthly breastfeeding training for staff meetings.
  - Oversee breast pump distribution, maintain breastfeeding supply inventory, and manage the WIC Wise online breast pump inventory system.
  - Develops and implements breastfeeding support activities.
  - Prepares and presents breastfeeding information to community organizations.
  - Attends/participates in meetings and trainings pertinent to WIC and/or breastfeeding support.
- International Board-Certified Lactation Consultant (IBCLC) for the Peer Counselor (PC) Program:
  - Works with Program Manager to oversee the PC Program.
  - Provides Peer Counselors with basic and current information on breastfeeding.
  - Provides breastfeeding counseling for high-risk PC participants.
  - Prepares records and reports required by CDPHWIC Branch Peer Counselor program.
- Supports the Regional Breastfeeding Specialists (RBS):
  - Assists with the review of the RBS action plan.
  - Acts as a resource for the RBS as needed

- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provide nutritional counseling, and assist participants in setting nutrition goals.
  - Documents counseling session to include concerns, recommendations, and follow-up.
  - Re-evaluate the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Maintains consistent contact with health care providers.
- Understands the function of each WIC position and performs the function, if necessary, to deliver WIC services.
- Stays abreast of high-risk criteria and other federal and state regulations used in determining eligibility of WIC sites.
- Complete and maintain required WIC documentation and reporting in the automated system.
- Assists with internal compliance protocols and special projects.
- Responsible for the supervision of direct reports.

**Other Job Specific Duties:**

- Attend meetings and conferences as assigned.
- Transports WIC equipment, and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- 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 CAPK programs.
- Perform 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:**

- The benefits and physiology of breastfeeding.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Regulations governing the administration federal and state programs.

**Ability to:**

- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and 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.*

- Bachelor's degree in Public Health, Nutrition, Dietetics, Health Education, Nursing, Maternal and Child Health, Health Sciences, or a closely related field.
- Possession of current certification as International Board-Certified Lactation Consultant (IBCLC).
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Possession of current certification as a Registered Dietitian 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.
- Bilingual language fluency (Spanish/English) preferred.
- 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 provided to enable employees with disabilities to perform the essential duties.*

| POSITION TITLE WIC Breastfeeding Education Supervisor | | | |
|---|---|---|---|
| **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

Dr. Robert Espinosa, Program Design and Management Administrator

Date: August 5, 2026

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

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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 June and July 2026, the following information is provided to the Personnel Committee:

- 645 Staff employed.
- 55 Vacant Positions.
- Onboard 11 new staff members.
- Rehired 2 staff members.
- Twenty-three (23) Resignations.
- Seventeen (17) days of interviews for 13 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 July 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 | 20 | 59% | 6 | 6 | 0 | 100% |
| Alicante | 17 | 16 | 94% | 3 | 3 | 0 | 100% |
| Angela Martinez EHS | 24 | 16 | 67% | 9 | 9 | 0 | 100% |
| Angela Martinez HS | 81 | 39 | 48% | 9 | 9 | 0 | 100% |
| Bakersfield College | 32 | 24 | 75% | | | | |
| Blanton | 16 | 12 | 75% | | | | |
| Broadway (PY) | 34 | 15 | 44% | 6 | 6 | 0 | 100% |
| California City (PY) | 17 | 11 | 65% | 2 | 2 | 0 | 100% |
| California Street | 16 | 15 | 94% | 6 | 6 | 0 | 100% |
| Cleo Foran EHS | 8 | 7 | 88% | 3 | 3 | 0 | 100% |
| Cleo Foran HS | 15 | 12 | 80% | 3 | 3 | 0 | 100% |
| Delano (PY) | 60 | 41 | 68% | 12 | 12 | 0 | 100% |
| Escuelita Hernandez | 16 | 14 | 88% | | | | |
| Fairfax (PY) | 34 | 28 | 82% | 6 | 6 | 0 | 100% |
| Family Childcare EHS | 35 | 12 | 34% | | | | |
| Family Childcare HS | 22 | 13 | 59% | | | | |
| Gianone | 16 | 14 | 88% | 3 | 3 | 0 | 100% |
| Harvey L. Hall EHS | 68 | 57 | 84% | 27 | 27 | 1 | 100% |
| Harvey L. Hall | 68 | 51 | 75% | 12 | 12 | 0 | 100% |
| Heritage (PY) | 17 | 17 | 100% | 2 | 2 | 0 | 100% |
| Kennedy HS | 17 | 0 | 0% | 0 | 0 | 0 | 0% |
| La Plaza | 24 | 8 | 33% | 6 | 0 | 6 | 0% |
| La Plaza HS | 24 | 8 | 33% | 6 | 2 | 4 | 33% |
| Lathrop | 24 | 23 | 96% | 9 | 7 | 2 | 78% |
| Lathrop HS | 17 | 17 | 100% | 3 | 3 | 0 | 100% |
| Lodi | 32 | 22 | 69% | 12 | 12 | 1 | 100% |
| M. Massei | 24 | 21 | 88% | 9 | 9 | 0 | 100% |
| M. Massei HS | 17 | 16 | 94% | 3 | 3 | 0 | 100% |
| MJM EHS | 16 | 12 | 75% | 6 | 5 | 1 | 100% |
| MJM HS | 34 | 30 | 88% | 6 | 6 | 0 | 100% |
| Oasis EHS (PY) | 8 | 2 | 25% | 3 | 3 | 0 | 100% |
| Oasis (PY) | 34 | 23 | 68% | 6 | 6 | 0 | 100% |
| Pete Parra EHS | 48 | 42 | 88% | 15 | 13 | 1 | 87% |
| Pete Parra HS | 68 | 57 | 84% | 12 | 12 | 0 | 100% |
| Primeros Pasos EHS | 16 | 15 | 94% | 6 | 6 | 0 | 100% |
| Primeros Pasos HS | 51 | 33 | 65% | 9 | 8 | 0 | 89% |
| Rosamond (PY) | 51 | 16 | 31% | 9 | 9 | 0 | 100% |
| San Diego EHS | 32 | 29 | 91% | | | | |
| Shafter EHS | 24 | 25 | 104% | | | | |
| Shafter | 17 | 17 | 100% | 12 | 12 | 0 | 100% |
| Stockdale HS | 41 | 35 | 85% | 9 | 8 | 1 | 89% |
| Sterling EHS | 64 | 63 | 98% | 3 | 3 | 0 | 100% |
| Sterling HS | 51 | 45 | 88% | 9 | 8 | 1 | 89% |
| Sunrise Villa (PY) | 17 | 7 | 41% | 9 | 8 | 1 | 89% |
| Taft (PY) | 51 | 26 | 51% | 24 | 22 | 2 | 92% |
| Taft College | 22 | 10 | 45% | 9 | 8 | 1 | 89% |
| Tehachapi (PY) | 15 | 4 | 27% | 3 | 2 | 1 | 67% |
| Tiny Powers | 16 | 0 | 0% | | | | |
| Tiny Powers HS | 34 | 32 | 94% | 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 | 129 | 76% | 6 | 0 | 0 | 0% |
| SJC EHS HB 70 | 70 | 54 | 77% | 6 | 0 | 6 | 0% |
| **Total** | **1793** | **1289** | **72%** | 17 | 17 | 0 | 100% |
| | | | | 7 | 5 | 2 | 71% |
| | | | | **343** | **312** | **31** | **91%** |

| | | |
|---|---|---|
| Funded Enrollment | 1793 | 1289<br>72% |

| | | |
|---|---|---|
| Reportable Enrollment | 1689 | 1289<br>76% |

| Closed Classrooms | Funded Enrollment | Staff Vacancies |
|---|---|---|
| Angela Martinez HS ~ 81 | | |
| Class D | 15 | 0 |
| Class E | 15 | 1 |
| Kennedy HS~ 17 | | |
| Class A | 17 | 3 |
| La Plaza~ 24 | | |
| Class B | 12 | 3 |
| SJC HB ~ 70 | | |
| Stockton 2 | 10 | 1 |
| Stockdale ~ 54 | | |
| Class A | 13 | 3 |
| 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.** |
| **11** | **104** | **18** |

| | Slots | Staff Vac. |
|---|---|---|
| **Closed Enrollment** | **6%** | **58.06%** |
| **Open Enrollment** | **94%** | **41.94%** |