



DATE September 9, 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	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. New Position Donor Relations Coordinator for CAPK Foundation under the Community Development Division – Action Item (p.2-8) | Catherine Anspach, Director of Development |
| b. Proposed Operations Division Reorganization – Action Item (p.9-28) | Emilio Wagner, Chief Facilities & Technology |
| c. Revised Job Description, Shelter Worker at M Street Navigation Center - Action Item (p.29-38) | Rebecca Moreno, Director of Housing & Supportive Services |
| d. Head Start Personnel Update - Info Item (p.39-40) | Robert Espinosa, Program Design and Management Administrator |

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
October 7, 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, September 4, 2026, by Amber Jackson, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Catherine Anspach, Director of Development
Catherine Anspach

Date: September 9, 2026

Subject: *Agenda Item 4a*: New Position Donor Relations Coordinator for CAPK Foundation under the Community Development Division – **Action Item**

Purpose

This memo requests the Personnel Committee's review and approval to create a new Donor Relations Coordinator position (Grade 10) within the Foundation. This is a newly created position, not a reclassification of an existing role. The current Administrative Coordinator will transition into the new position, and the Administrative Coordinator position will not be backfilled at this time.

Background

Over the past year, donor-facing needs within the Foundation have grown significantly, including expanded database management, gift processing, donor stewardship, and direct coordination of fundraising campaigns and events. The current Administrative Coordinator has been performing much of this donor relations work in addition to her existing administrative duties and is well-positioned to step into the new role. The Administrative Coordinator position (Grade 9) will remain in the Foundation's organizational structure as a vacant position; it is not being eliminated or reclassified.

To accurately reflect the increased scope of work and responsibility, staff is proposing the new position of Donor Relations Coordinator at Grade 10.

Summary of Proposed Changes

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	Inactive (not to be filled)	Grade 09 \$25.70 \$32.13 \$38.56	
Donor Relations Coordinator	New position		Grade 10 \$28.67 \$35.84 \$43.02

Fiscal Impact and Timeframe

The current Administrative Coordinator position will not be backfilled. Mindful of the Foundation's budget, we do not intend to hire a replacement for this role at this time. The incumbent's existing administrative duties will be absorbed into the new Donor Relations Coordinator position until such time as budget and scope require reinstating a dedicated Administrative Coordinator role. Because the position is not being backfilled, the net impact on the Foundation's budget is limited to the proposed 3% salary increase associated with the reclassification. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of \$2,059.20 for the proposed changes can be supported by the CAPK Foundation budget, under the Community Development Division.

Strategic Plan Impact

As part of the 2026-2029 Strategic Plan, specifically under Strategic Priority C – Culture: fosters a learning-focused culture and positions CAPK as an employer of choice, Key Goal 2: Workforce Retention: Invests in attracting and retaining a high-quality, engaged workforce.

Recommendation:

Staff recommend the Personnel Committee approve the new Donor Relations Coordinator job description within the CAPK Foundation.

Attachments:

Foundation Donor Relations Coordinator Job Description
CAPK Foundation Organizational Chart



Donor Relations Coordinator - CAPK Foundation

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: TBD

SUMMARY:

Under the direction of the Director of Development, the Donor Relations Coordinator supports the organization's fundraising efforts by coordinating donor relations, fundraising campaigns, sponsorships, special events, and development operations. This position plays a key role in strengthening donor engagement, maintaining accurate fundraising records, preparing communications and reports, and supporting strategies that generate charitable revenue for the organization. The Donor Relations Coordinator works collaboratively with leadership, staff, board members, volunteers, donors, community partners, and other stakeholders to help meet fundraising goals and promote the organization's mission.

SUPERVISION RECEIVED:

Receives supervision from the Director of Development- CAPK Foundation

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:

- Support the implementation of fundraising plans, campaigns, sponsorship initiatives, and donor engagement strategies.
- Assist with identifying, cultivating, soliciting, and stewarding individual donors, corporate partners, foundations, and community supporters.
- Maintain accurate donor records, gift entries, pledge information, acknowledgments, mailing lists, reports, and other fundraising data in the donor management system.
- Monitor the Foundation budget by tracking expenses, preparing, processing, and tracking purchase orders, check requests, invoices, and reimbursement requests.
- Support donor development activities, including maintaining calendars, gathering program information, compiling required documents, assisting with proposal preparation, and tracking reporting deadlines.
- Coordinate small to medium fundraising events, community outreach events, and campaign-related logistics, including invitations, registrations, sponsorship tracking, event materials, guest lists, budgets, and post-event follow-up.
- Develop, update, and maintain the CAPK Foundation website, online fundraising pages, donation portals, and campaign content to support agency fundraising goals.



- Provide administrative and project support to development leadership, including scheduling meetings, preparing agendas, maintaining files, tracking deadlines, and supporting board or committee communications.
- Coordinate volunteer, committee, and staff support for fundraising initiatives as assigned.
- Ensure donor confidentiality, data accuracy, and compliance with applicable fundraising policies, procedures, and ethical standards.

Other Job Specific Duties:

- Ensure timelines, deliverables, and follow-up activities are completed accurately and on schedule.
- Recommend improvements to fundraising systems, donor stewardship processes, event workflows, and reporting practices.
- Support training or guidance for staff, interns, or volunteers assisting with development activities.
- Prepare briefing materials, donor profiles, sponsorship packets, and meeting preparation documents for leadership or board members.
- Assist in monitoring progress toward annual fundraising goals and provide updates to leadership as requested.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Other 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.
- Modern office practices, methods, procedures and equipment.
- Graphic design and producing marketing materials and collateral including proficiency with Canva and Acrobat, for example.
- Microsoft Outlook, Word, Excel, and PowerPoint.
- Donor stewardship best practices and donor engagement strategies.
- Fundraising ethics, donor confidentiality, and professional standards.
- Fundraising campaign planning, implementation, and evaluation.
- Event sponsorship solicitation, fulfillment, and recognition practices.



- Basic fundraising metrics, reporting methods, and data tracking techniques.

Ability to:

- Build and maintain positive relationships with donors, volunteers, board members, staff, vendors, and community partners.
- Communicate effectively and provide exceptional donor-centered customer service.
- Organize, prioritize, and manage multiple projects, deadlines, and responsibilities with accuracy and attention to detail.
- Handle confidential donor and organizational information with discretion and professionalism.
- Prepare reports, track fundraising data, analyze results, and identify trends or opportunities for improvement.
- Work independently while contributing effectively in a collaborative team environment.
- Demonstrate initiative, sound judgment, problem-solving skills, and follow-through.
- Utilize donor management software, fundraising platforms, and Microsoft Office applications effectively.
- Support and promote the organization's mission, values, and community impact through daily work activities.
- Attend all meetings, trainings, conferences and work events as assigned. Includes out-of-town travel.

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 nonprofit management, communications, business administration, public relations, marketing, or a related field preferred.
- Three (3) to five (5) years of experience in fundraising, nonprofit development, donor relations, event coordination, community engagement, or a related field.
- Experience supporting fundraising campaigns, donor stewardship, sponsorships or special events.
- Experience maintaining donor databases, fundraising records, CRM systems, or similar data management platforms.
- Any equivalent combination of related education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- 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/outdoor.
- Noise level is quiet to moderately quiet.
- Hazards are relevant to work environment.

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 Donor Relations Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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



-  Proposed Position
-  Current Position *(scheduled as not active once the proposed position is approved.)*



To: Personnel Committee

From: Emilio G. Wagner, Chief Facilities and Technology Officer

Date: September 09, 2026

Subject: *Agenda Item 4b: Proposed Operations Division Reorganization – Action Item*

Purpose

To align the Operations Division's classification structure with the scope of work now required to support the Agency's owned and leased property portfolio, four existing budgeted positions have been reviewed and reclassified. The proposed structure establishes dedicated management of the Agency's real property and residential housing portfolio, consolidates accountability for facilities program administration under a single classification, establishes clear approval authority for construction and procurement activity, and strengthens supervision of the maintenance workforce. No new positions are requested. Job descriptions have been developed for each classification and are attached for the Committee's review.

Position Reclassifications

- **Property Manager – Grade 12, Exempt.** Reclassified from Facility Manager. The Agency's real property portfolio has grown to include residential housing operated under Agency ownership or control, facilities leased from third parties, and Agency-owned space leased to other agencies and community partners. These obligations are presently distributed among positions whose primary duties lie elsewhere, and they carry legal exposure that warrants a dedicated classification. This position administers residential tenancies in accordance with California landlord-tenant law and fair housing requirements, including tenant selection, eligibility and income certification, rent and security deposit administration, statutory notices, and coordination of unlawful detainer actions with Agency legal counsel. It administers leases under which the Agency acts as lessor to third parties, and serves as the Agency's primary point of contact for landlord relations on premises the Agency leases, including review and development of lease instruments in coordination with landlords, routing of leases for authorized signature, and resolution of maintenance and habitability concerns. The position also coordinates preventive and corrective maintenance across the owned and leased portfolio. The position reports to the Chief Facilities and Technology Officer and supervises the Administrative Assistant.
- **Facilities Administrator – Grade 14, Exempt.** Reclassified from Facility Manager. This position becomes the senior administrative authority for facilities operations below the Director of Facilities, with Agency-wide responsibility for the maintenance and building operations program, facilities operating budgets, recurring service contracts, regulatory and licensing compliance, the vehicle and equipment fleet, and approval authority over project scope, procurement, contracts, and change orders. The position supervises the Project Supervisor, the Maintenance Manager, and the Facilities Specialist, and acts on behalf of the Director of Facilities in that individual's absence.
- **Project Supervisor – Grade 11, Exempt.** Reclassified from Drafting/GIS Project Supervisor. This position coordinates and carries out assigned facility improvement, renovation, and repair projects from concept through construction, closeout, and warranty, including design and

drafting in AutoCAD and Revit, permitting, preparation of bid packages, solicitation, and field oversight of contractors. Assigned projects are limited to a total project cost of up to \$300,000, with the Facilities Administrator approving scope, budget, selection, contracts, and change orders. Geographic information system (GIS) development is removed from this classification and has been assigned to the Information Systems Web & GIS Developer position previously approved by the Committee.

- **Maintenance Manager – Grade 12, Exempt.** Reclassified from Maintenance Supervisor. This position manages the day-to-day maintenance operation for all Agency-owned and leased facilities, including work planning and scheduling across sites, preventive and corrective maintenance, the work order program, materials and equipment, safety and code compliance in the field, and the after-hours on-call rotation. The position supervises Maintenance Technicians I, II, and III directly; no intermediate supervisory layer is retained.

Proposed Reporting Structure

The Property Manager reports directly to the Chief Facilities and Technology Officer, reflecting the position's Agency-wide real property and legal compliance responsibilities and its work across program divisions. The reclassified positions establish a three-tier structure within the Facilities Department reporting to the Director of Facilities:

- The Facilities Administrator reports to the Director of Facilities.
- The Project Supervisor and the Maintenance Manager report to the Facilities Administrator.
- The Maintenance Technicians report to the Maintenance Manager.

This structure separates project delivery from maintenance operations while consolidating budget, procurement, contract, and compliance authority in one classification, and reserves capital planning, property planning, and renovations to the Director of Facilities. The Property Manager coordinates with the Facilities Administrator on maintenance obligations at leased and tenant-occupied premises, and with the Project Supervisor on projects at leased locations requiring landlord consent.

Fiscal Impact

Human Resources has completed its classification and compensation review and assigned salary grades to all four positions: Property Manager – Operations, Grade 12; Facilities Administrator, Grade 14; Project Supervisor, Grade 10; and Maintenance Manager, Grade 12. All four positions are currently budgeted; no new positions are added and no additional headcount is requested. Budget impact is therefore minimal and is limited to the difference between the current and proposed classifications. The anticipated salary adjustments are expected to be absorbed within the remaining balance of the current operating budget.

Alignment with Strategic Plan Priorities

- **Strategic Priority B:** Strengthens the Agency's facilities and real property infrastructure and its capacity to meet Head Start, Community Care Licensing, Cal/OSHA, landlord-tenant, fair housing, and accessibility compliance obligations across a multi-site portfolio.
- **Strategic Priority C:** Creates a defined classification progression within the Operations Division, supporting CAPK's commitment to being an employer of choice and improving retention of skilled trades, project, and property management staff.

- **Strategic Priority D:** Establishes clear ownership of facility condition, deferred maintenance, work order, lease, occupancy, and project cost data, advancing data-informed decision making in capital, housing, and maintenance planning.

Recommendation

Staff recommends the Personnel Committee approve the following actions:

1. Approve the reclassification of one Facility Manager position to Property Manager – Operations (Grade 12, Exempt) and adopt the attached job description.
2. Approve the reclassification of the second Facility Manager position to Facilities Administrator (Grade 14, Exempt) and adopt the attached job description.
3. Approve the reclassification of the Drafting/GIS Project Supervisor position to Project Supervisor (Grade 10, Exempt) and adopt the attached job description.
4. Approve the reclassification of the Maintenance Supervisor position to Maintenance Manager (Grade 12, Exempt) and adopt the attached job description.

Attachments:

Property Manager Job Description Facilities

Administrator Job Description Project

Supervisor Job Description Maintenance

Manager Job Description Operations

Organizational Chart

Property Manager- Operations

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 12

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Chief Facilities and Technology Officer, manages the Agency's real property portfolio, including residential housing, Agency-leased facilities, and properties leased to third parties. Oversees lease administration and compliance, landlord and tenant relations, property maintenance, lease tracking, and related documentation. Coordinates legal, maintenance, and operational matters as needed and ensures lease agreements are properly reviewed, documented, and routed for authorized approval.

SUPERVISION RECEIVED:

Receives supervision from the Chief Facilities and Technology Officer.

SUPERVISION EXERCISED:

Directly supervises the Administrative Assistant.

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:

- Administers residential leases, occupancy agreements, tenant selection, eligibility, certifications, waiting lists, and related documentation for Agency housing.
- Manages rent, tenant charges, receivables, security deposits, utility billing, and related financial records.
- Prepares and administers lease notices, renewals, terminations, grievances, accommodations, and eviction actions in coordination with Legal.
- Ensures compliance with landlord-tenant, fair housing, Violence Against Women's Act (VAWA), confidentiality, habitability, accessibility, licensing, and applicable funding requirements.
- Conducts tenant and property inspections and coordinates maintenance, repairs, turnover, and habitability concerns.
- Coordinates with program and supportive service staff to promote lease compliance, housing stability, and resident services.
- Administers leases, subleases, licenses, and occupancy agreements for Agency-owned or controlled property and coordinates related negotiations and approvals.
- Serves as the primary Agency contact for landlords, property managers, brokers, tenants, and other property stakeholders.
- Maintains lease abstracts and centralized property records, including terms, rent schedules, insurance, inspections, maintenance, deadlines, and compliance documentation.

- Coordinates property maintenance, insurance, environmental, accessibility, life safety, and other regulatory requirements with Facilities, Risk Management, and other stakeholders.
- Coordinates site selection, space planning, occupancy, relocations, lease surrender, and tenant displacement activities.
- Prepares required compliance, occupancy, property, and portfolio reports and supports audits, monitoring, executive reporting, and Board activities.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and participates in the after-hours emergency on-call rotation.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other 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.
- California landlord-tenant, fair housing, reasonable accommodation, accessibility, and Section 504 requirements.
- Residential and commercial property management, lease administration, and compliance practices.
- Affordable and supportive housing requirements, including income certification, rent restrictions, and funder reporting.
- Federal grant and real property requirements, including 2 CFR Part 200 and Head Start facilities standards.
- Property insurance, indemnification, budgeting, financial reporting, and cost allocation.
- Property management, database, spreadsheet, and standard office software applications.

Ability to:

- Interpret and apply leases, regulations, statutes, and agreements.
- Prepare accurate notices, correspondence, and lease documents.
- Exercise sound judgment, manage competing priorities, and oversee substantial resources.
- Manage multiple leases, deadlines, tenant matters, and maintenance obligations accurately.
- De-escalate difficult interactions while maintaining professionalism and confidentiality.
- Recognize matters requiring Legal or Risk Management review and avoid providing legal advice.

- Communicate effectively and maintain professional relationships with staff, tenants, landlords, agencies, and vendors.
- Supervise and motivate assigned staff.
- Present program information to the public and attend occasional evening or weekend meetings.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration, public administration, real estate, property management, construction management, or a closely related field. A Bachelor's degree is highly desirable. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of progressively responsible experience in property management or lease administration, of which at least three (3) years shall include direct responsibility for residential tenancies, including lease enforcement and termination.
- Three (3) years of supervisory or lead experience.
- Experience with affordable, subsidized, or supportive housing occupancy and compliance requirements is highly desirable.
- Professional certification is highly desirable, including Certified Property Manager (CPM) or Accredited Residential Manager (ARM) through the Institute of Real Estate Management; Certified Apartment Manager (CAM) through the National Apartment Association; California Certified Residential Manager (CCRM) through the California Apartment Association; Certified Occupancy Specialist (COS); or Tax Credit Specialist or Housing Credit Certified Professional (HCCP).

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- 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 performed both indoors and outdoors at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, crawl spaces, mechanical rooms, and active maintenance and construction areas.
- Noise level is quiet to moderate in the office and moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Exposure to dust, fumes, solvents, cleaning agents, paints, temperature extremes, weather conditions, uneven surfaces, and work at elevation may occur.
- Hazards are moderate.

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: Property Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)			X	
Twisting (waist)			X	
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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

Facilities Administrator- Operations

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: TBD

SUMMARY:

Under general direction of the Director of Facilities, the Facilities Administrator plans, organizes, and administers the Agency's facilities program for all owned and leased sites. The position directs assigned facilities staff and administers the preventive and corrective maintenance program, work order system, facilities operating budgets, recurring service contracts, project delivery, and the Agency vehicle and equipment fleet. The Facilities Administrator ensures that all facilities are maintained in a safe, functional, accessible, and code-compliant condition consistent with Head Start, Community Care Licensing, Cal/OSHA, ADA, and funder requirements, and performs related work as required.

SUPERVISION RECEIVED:

Receives supervision from the Director of Facilities.

SUPERVISION EXERCISED:

Directly supervises the Project Supervisor, Maintenance Manager, and Facilities Coordinator.

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:

- Administers the Agencywide facilities program, including operations, maintenance, projects, fleet and site services.
- Develops and implements facilities policies, procedures, standards and service levels.
- Establishes goals and performance measures; monitors results and advises leadership on facility conditions, risks, staffing, and resources.
- Supervises, trains and evaluates staff; recommends hiring, promotion, corrective action, and discipline.
- Acts for the Director of Facilities in their absence and represents the department with internal and external stakeholders.
- Oversees preventive and deferred maintenance, facility assessments, work orders and maintenance priorities.
- Determines in-house or contracted services and oversees assignments, schedules, on-call coverage, and overtime.
- Directs emergency response and coordinates temporary relocations and service continuity.
- Oversees fleet, grounds, custodial, pest control, waste and landscaping services.
- Directs project priorities and assignments and reviews project scope, budgets, schedules and deliverables.

- Reviews project procurement and contracts within delegated authority and monitors performance, change orders, costs, schedules and completion.
- Coordinates renovations and construction and ensures completed projects transition into ongoing maintenance.
- Coordinates space planning, site suitability, occupancy and licensing needs with program divisions.
- Ensures facilities comply with applicable safety, licensing, accessibility, environmental, and regulatory requirements.
- Coordinates inspections, permits, certifications, corrective actions, audits, monitoring and emergency preparedness.
- Develops and monitors operating and capital budgets; reviews purchases, invoices, and cost allocations.
- Administers maintenance and service contracts and monitors vendor performance, insurance, licensing, and renewals.
- Maintains facility and compliance records; prepares management and Board reports and communicates closures, emergencies, and facility responsibilities.

Other Job Specific Duties:

- Attends all meetings, trainings and conferences as assigned and provides training as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and responds to emergency conditions at Agency facilities.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies, procedures, and applicable laws, codes and regulations.
- Facilities management, building operations, maintenance, construction and building systems.
- Supervision, training, performance management and workload planning.
- CCL, Head Start, ADA/Section 504 and Cal/OSHA requirements.
- Federal grant, procurement, prevailing wage and Davis-Bacon requirements.
- Contract, vendor, insurance, budgeting and cost-allocation practices.
- Maintenance, work order, fleet and standard office software systems.

Ability to:

- Plan, organize, and oversee multi-site facilities operations and resources.
- Supervise, evaluate, and develop managerial and technical staff.
- Interpret plans, specifications, contracts, codes and regulatory standards.
- Prepare scopes of work, estimates, reports and recommendations.

- Exercise sound judgment, prioritize competing demands, and respond to emergencies.
- Analyze issues and implement effective solutions.
- Maintain accurate records for audits and regulatory review.
- Communicate effectively and maintain professional relationships with staff, agencies, vendors, landlords and community members.

EDUCATION AND EXPERIENCE:

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

- Associate or bachelor's degree in facilities management, construction management, engineering technology, business administration, public administration, or a closely related field preferred.
- Four (4) years of progressively responsible experience in building construction, facilities maintenance, or building operations.
- Four (4) years of supervisory experience in facilities maintenance or the building and construction trades, including responsibility for budget administration and contracted services.
- Experience administering facilities across multiple sites in a publicly or federally funded environment, and experience administering a computerized maintenance management or work order system, are highly desirable.
- Professional certification is highly desirable, including Facility Management Professional (FMP) or Certified Facility Manager (CFM) through the International Facility Management Association, or a comparable credential.
- Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- 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 performed both indoors in an office setting and in the field at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, mechanical spaces, and active maintenance and construction areas.
- Noise level is quiet to moderate in the office and may be moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Incidental exposure to dust, fumes, cleaning agents, temperature extremes, and uneven surfaces may occur during site visits.
- Hazards are minimal to moderate.

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: Facilities Administrator						
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	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		

Project Supervisor- Operations

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:

Under direction of the Facilities Administrator, the Project Supervisor coordinates and carries out assigned facility improvement, renovation, alteration, and repair projects at Agency-owned and leased sites from concept through construction, closeout, and warranty. The Project Supervisor prepares design and construction documents using computer-aided design and building information modeling applications, prepares project scopes, cost estimates, and schedules, prepares and conducts the solicitation of construction and professional services, oversees contractor performance in the field, and maintains project records.

SUPERVISION RECEIVED:

Receives supervision from the Facilities Administrator.

SUPERVISION EXERCISED:

Provides day-to-day field direction to design consultants, contractors, and vendors on assigned projects, and functional direction to Agency staff assigned to project tasks.

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:

- Meets with program staff to define project needs, scope, occupancy requirements and constraints.
- Conducts site assessments and prepares plans, layouts, drawings, specifications and cost estimates using AutoCAD, Revit, or comparable systems.
- Coordinates space planning, permitting, regulatory reviews and consultant services.
- Maintains Agency drawing standards and central facility drawing and as-built records.
- Prepares scopes, bid documents, solicitations and procurement records in accordance with Agency, federal and funder requirements.
- Coordinates contractor solicitation, bid reviews, licensing, insurance, bonding and award recommendations.
- Identifies prevailing wage, Davis-Bacon and other applicable project requirements and monitors compliance.
- Coordinates contracts, purchase orders and furniture, fixtures, and equipment procurement through authorized approval channels.
- Serves as the day-to-day contact for assigned projects and coordinates contractors, consultants, program staff, and site operations.
- Conducts project meetings, site inspections and field oversight to monitor quality, safety, schedule, and compliance.

- Reviews submittals, RFIs, substitutions and change orders and makes recommendations regarding scope, cost and schedule impacts.
- Monitors project schedules, budgets, payments, and expenditures and reports variances to the Facilities Administrator.
- Coordinates project completion, punch lists, acceptance, closeout, warranties and turnover to the maintenance program.
- Coordinates staff, furniture, equipment, and site relocations associated with projects.
- Ensures projects comply with applicable building codes, ADA/Section 504, CCL, Head Start, safety and environmental requirements.
- Coordinates with Maintenance, Risk Management, IT, Property Management and other stakeholders to address operational, safety, technology and lease-related requirements.
- Maintains complete project documentation, including drawings, permits, contracts, inspections, correspondence, change orders and closeout records.
- Prepares project status reports and supporting information for budgets, funding applications, executive management and Board reporting.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, to accommodate construction activity at occupied sites.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies, procedures and applicable laws, codes, and regulations.
- Construction, renovation, building systems, materials and sequencing.
- AutoCAD, Revit, BIM and applicable drafting standards.
- Project coordination, scheduling, estimating, cost tracking and closeout.
- Building, fire/life safety, ADA/Section 504 and CCL requirements.
- Permitting, plan review and regulatory processes.
- Public and federally funded procurement, including 2 CFR Part 200, prevailing wage and Davis-Bacon requirements.
- Construction contract administration, including submittals, change orders, payments, warranties and closeout.
- Standard office, project management, scheduling, and financial software.

Ability to:

- Coordinate multiple projects within approved scope, schedule and budget.
- Read, interpret, and prepare construction drawings, specifications and contracts.
- Verify site conditions, identify deficiencies and ensure contract compliance.

- Prepare cost estimates and evaluate contractor pricing and change orders.
- Exercise sound judgment, work independently and escalate matters beyond assigned authority.
- Maintain accurate project records for audit and regulatory review.
- Communicate effectively and maintain professional relationships with staff, agencies, contractors, consultants and community members.

EDUCATION AND EXPERIENCE:

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

- Associate degree in construction management, architecture, engineering, drafting or design technology, or a closely related field. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of experience in construction, design, or facility project coordination, of which at least two (2) years shall include coordinating projects through design, construction, and closeout.
- Four (4) years of experience in computer-aided drafting using AutoCAD, Revit, or comparable applications; or two (2) years of college coursework in computer-aided drafting and two (2) years of such experience; or an equivalent combination of training and experience that provides the capability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- 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 performed both indoors in an office setting and in the field at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, mechanical spaces, and active construction areas.
- Noise level is quiet to moderate in the office and may be moderate to loud at construction sites.
- Regular travel by motor vehicle is required, including travel outside Kern County.
- Incidental exposure to dust, fumes, cleaning agents, temperature extremes, and uneven surfaces may occur during site visits.
- Hazards are minimal to moderate.

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: Project 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		

Maintenance Manager- Operations

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 12

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under general direction of the Facilities Administrator, the Maintenance Manager manages the day-to-day maintenance operation for all Agency-owned and leased facilities; plans, assigns, schedules, and reviews the work of the maintenance workforce; administers the preventive and corrective maintenance and work order program; manages maintenance materials, tools, equipment, and assigned vehicles; performs skilled and semi-skilled trades work as required; and ensures that all work is performed safely, to trade standards, and in compliance with applicable codes, licensing requirements, and Agency policy.

SUPERVISION RECEIVED:

Receives supervision from the Facilities Administrator

SUPERVISION EXERCISED:

Directly supervises Maintenance Technicians I and II

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:

- Manages daily maintenance operations for Agency facilities, grounds, equipment and building systems.
- Plans, assigns, schedules and reviews maintenance work, including work orders, routes, on-call coverage, timesheets and overtime.
- Prioritizes work orders and coordinates in-house or contracted services with the Facilities Administrator.
- Coordinates routine and emergency repairs with program and site staff to minimize service disruption.
- Coordinates maintenance activities related to renovations, construction and project turnover.
- Performs skilled and semi-skilled maintenance work as needed.
- Recommend staffing, equipment, service level and operational improvements.
- Executes the preventive maintenance program and maintains required service documentation.
- Monitors work orders, backlog, aging, recurring issues, labor and material costs to ensure timely completion.
- Maintains facility, equipment, warranty and maintenance records.
- Inspects completed work and monitors quality and compliance.
- Identifies work requiring licensed or contracted services and coordinates necessary documentation.

- Reports facility deficiencies and deferred maintenance needs for budgeting and planning.
- Supervises, directs and provides technical guidance to maintenance and construction staff.
- Supports recruitment, onboarding, performance management and corrective action.
- Coordinates required training, licenses, certifications and safety qualifications.
- Promotes accountability, professionalism and compliance.
- Conducts required meetings and training
- Ensures maintenance work complies with Cal/OSHA, safety programs and applicable building and fire codes.
- Conducts safety inspections, training and hazard assessments; corrects unsafe conditions.
- Ensure proper use and maintenance of PPE, tools and equipment.
- Implements required safe work practices, including lockout/tagout, confined space, fall protection and hot work.
- Oversees hazardous materials and coordinates environmental concerns with Risk Management.
- Prioritizes and escalates safety, health, accessibility and licensing deficiencies.
- Supports licensing, audits, monitoring and corrective actions.
- Reports and documents workplace injuries, property damage and incidents.
- Supports procurement of maintenance goods and services in accordance with Agency requirements.
- Monitors maintenance budgets, inventory, tools, equipment and vehicles.
- Oversee vendor and contractor performance and verify work completion.
- Reviews invoices and supporting documents for accuracy and proper cost allocation.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and participates in the after-hours emergency on-call rotation.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other 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.
- Building trades, preventive maintenance, work order and equipment practices.
- Supervision, scheduling, training and performance management.
- Cal/OSHA, safety, CCL, ADA, fire/life safety and hazardous materials requirements.
- Vehicle, equipment, inventory, parts, and materials management.

- Computerized maintenance, work order systems and standard office equipment.

Ability to:

- Plan, schedule, assign and oversee multi-trade maintenance work across multiple sites.
- Supervise, motivate, evaluate and develop staff.
- Diagnose building and equipment issues and determine effective, cost-efficient solutions.
- Interpret plans, specifications, manuals, codes and regulatory standards.
- Estimate labor, material and time for maintenance and repairs.
- Prioritize work and respond effectively to emergencies.
- Manage resources and exercise sound independent judgment.
- Maintain accurate records and documentation for audits and compliance.
- Communicate effectively and maintain professional relationships with staff, vendors, agencies, and community members.
- Present program information to the public and attend evening or weekend meetings.

EDUCATION AND EXPERIENCE:

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

- Associate degree or completion of a recognized apprenticeship or trade program in a building trade. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of journey-level work experience in building construction, maintenance, and repair across multiple trades, including plumbing, electrical, carpentry, and mechanical systems.
- Three (3) years of supervisory experience directing maintenance or construction staff, including assignment and scheduling of work and completion of performance evaluations.
- Experience maintaining multiple facilities in a licensed childcare, educational, health care, or public agency setting is highly desirable.
- Trade licensure or certification is desirable, including a California contractor's license, EPA Section 608 refrigerant handling certification, or a comparable credential in a relevant building trade.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- 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 performed both indoors and outdoors at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, crawl spaces, mechanical rooms, and active maintenance and construction areas.

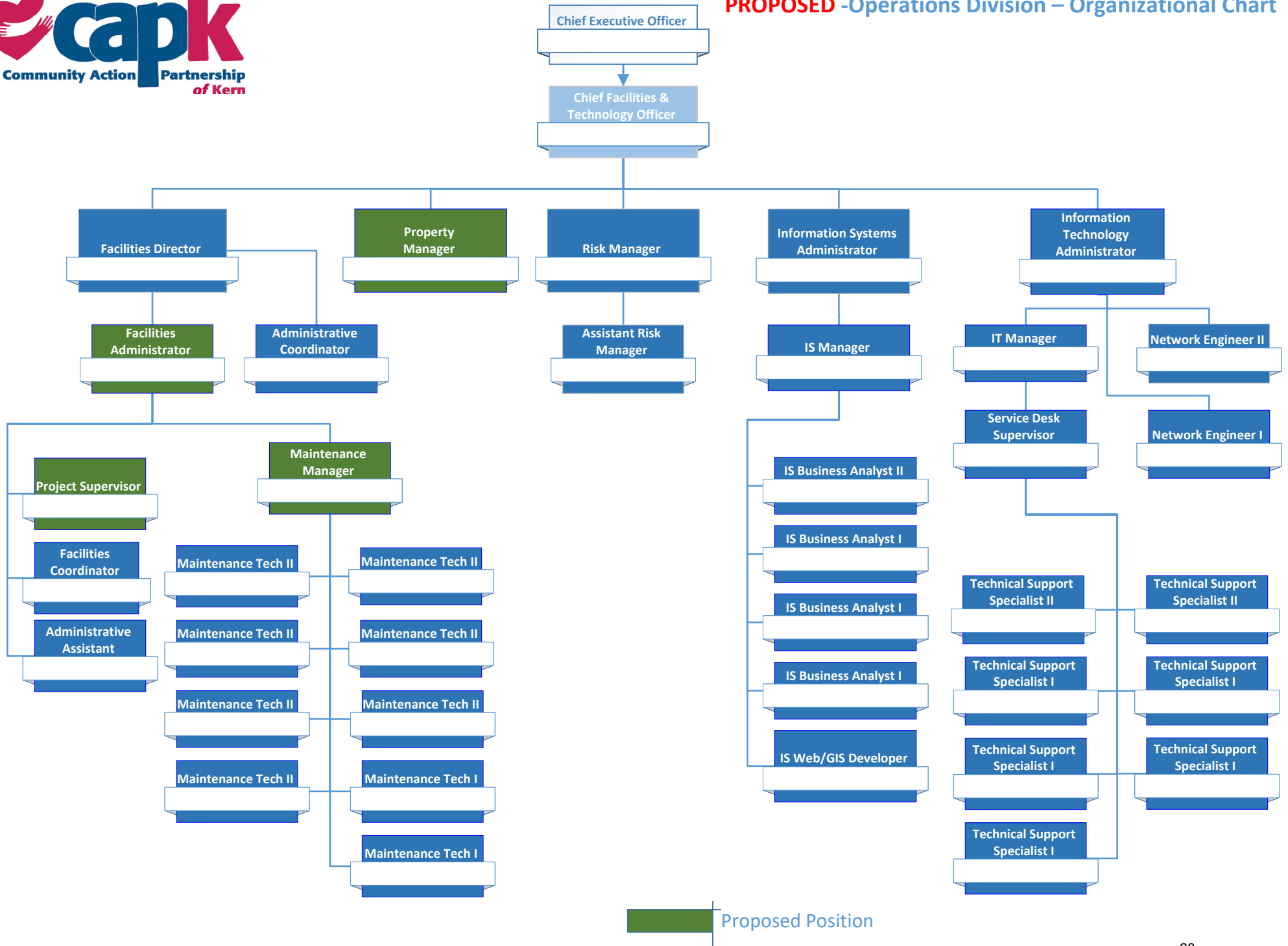
- Noise level is quiet to moderate in the office and moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Exposure to dust, fumes, solvents, cleaning agents, paints, temperature extremes, weather conditions, uneven surfaces, and work at elevation may occur.
- Hazards are moderate.

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: Maintenance Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting				X
Climbing				X
Kneeling			X	
Crawling				X
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)				X
Power Grasping (left hand)				X
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)				X
Pushing & Pulling (left hand)				X
Reaching (above shoulder level)				X
Reaching (below shoulder level)				X

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





MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services


Date: September 9, 2026

Subject: *Agenda Item 4c*: Revised Job Description, Shelter Worker at M Street Navigation Center- **Action Item**

Summary of Proposed Changes

In July 2026, M Street received a renewal contract for the Safe Camping program; however, the renewal included significant budget reductions that decreased the Shelter Worker staffing profile from 9.0 FTEs to 6.0 FTEs. Since that time, staff have reviewed ways to strengthen staffing support and improve service delivery within the reduced staffing structure.

After reviewing the current job descriptions and essential functions, staff determined that combining the Food Prep Technician duties with the Shelter Worker position provided the most efficient and practical approach. The Shelter Worker role already included similar responsibilities, and staff worked with Human Resources to ensure the additional food preparation and kitchen support duties were appropriately incorporated into the revised job description. As a result, the Shelter Worker classification would increase from Grade 4 to Grade 5.

Staff are also requesting to retire the Food Prep Technician job title. This change will allow for greater role versatility, improve operational flexibility, and better align staffing responsibilities with the current needs of the M Street Navigation Center.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Food Prep Technician	Archive	05	NA
Shelter Worker-Housing Services	Added verbiage to highlight kitchen support	4 \$16.90 \$19.39 \$23.27	5 \$17.06 \$21.32 \$25.59

Fiscal Impact and Timeframe

There is currently no additional fiscal impact to the M Street Navigation Center operating budget, as the Food Prep Technician position was already included in the approved fiscal year budget. Staff remain within the current personnel budget and pay range allocation for the program. This change allows the program to realign existing budgeted resources to better support operational needs without requiring additional funding.

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 Personnel Committee approval of the revised Shelter Worker–Housing Services job description, reclassification from Grade 4 to Grade 5, and retirement of the Food Prep Technician title to support greater operational flexibility.

Attachments:

Draft Shelter Worker Position-Housing Services
Food Prep Technician-Housing Services

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 05

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Housing Services Operations Manager, the Shelter Worker provides direct support, monitoring, and basic services to individuals experiencing homelessness at the M Street Navigation Center and Safe Camping/Parking programs. The position helps maintain a safe, clean, and supportive environment by assisting with intake, monitoring site conditions, responding to distressed clients using trauma-informed and de-escalation practices, documenting and reporting incidents, supporting kitchen and housekeeping operations, and following program policies and procedures.

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:

- Provides direct services to 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 directly with security, emergency services personnel (law enforcement and paramedics, etc.) and 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.
- 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 as needed.
- Maintains a safe environment by continually monitoring the immediate site and premises.
- Adheres to program policies and procedures while maintaining professional boundaries, safety expectations, and consistent service delivery standards.
- Supports clients by using conflict resolution, crisis response, and de-escalation techniques in accordance with program policies and procedures.
- Utilizes trauma-informed care, de-escalation techniques, active listening, crisis response, and critical thinking skills to respond calmly and appropriately when engaging with clients experiencing distress, agitation, conflict, or crisis

- Monitors client behavior and site conditions, addresses safety concerns, follows protocols, documents incidents, and seeks supervisory, security, or emergency assistance as needed.
- Manages Homeless Services documentation, including client mail, daily log, client warnings, incident reports, filing, and other clerical duties as required.
- Oversees housekeeping and site cleanup to maintain safe, clean program premises.
- Addresses housekeeping and maintenance issues as they occur.
- Maintains a clean, safe, and orderly environment by monitoring showers, laundry, storage areas, and other shared spaces to support client health, safety, and program operations.
- Distribute personal hygiene items to clients.
- Supports the CAPK mission by assisting clients and promoting self-sufficiency.
- Maintain the cleanliness of the kitchen in compliance with Department of Public Health standards; follows the preapproved menu and program procedures when supporting kitchen operations.
- Prepare and distribute meal items to M Street Navigation Center and Safe Camping/Parking clients daily and during holidays and special events. █
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.

Other Job Specific Duties:

- Assists with training and providing support to other staff, providers, and volunteers, as needed.
- Attend staff meetings and training sessions as required.
- 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 issues affecting individuals and families experiencing homelessness, housing instability, poverty, and related barriers to stability.
- Modern office practices, methods, procedures, and equipment.
- 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 using sound judgment.
- Work with conceptual matters.
- Administer Narcan to clients as needed.
- 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 respectfully and effectively with diverse individuals and families whose circumstances may include behavioral health needs, substance use challenges, medical conditions, housing instability, or other socioeconomic and environmental barriers.

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, GED, or equivalent education.
- Must be at least 18 years of age.
- One (1) year of experience providing direct human services, health services, shelter services, or related support to individuals and families experiencing homelessness, poverty, behavioral health needs, substance use challenges, disabilities, aging-related needs, or other barriers to stability is preferred but not required.
- Experience working with individuals experiencing homelessness or housing instability is desirable; relevant lived experience may be considered in combination with education, training, or work experience.

OTHER REQUIREMENTS:

- Ability to work alternative schedules, including morning, evening, overnight, rotating schedules every three months, weekends, and holidays.
- 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		

Food Prep Technician - 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 05

FLSA Status: Non-Exempt

Date Approved: 01/27/2025

SUMMARY:

Under direction of the Housing Services Operations Manager, the Food Prep Technician is responsible for overseeing and maintaining quality meal services that are provided to the residents of the M Street Navigation Center and Safe Camping/Parking.

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:

- Prepare meal items to be distributed to M Street Navigation Center and Safe Camping/Parking clients.
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.
- Assist the Food Prep Coordinator to develop holiday and special event menus and meals.
- Prepares and submits accurate and timely reports, incidents reports and all correspondence as required.
- Prepares food from approved menus and/or from food donations.
- Ensures food is prepared and ready for distribution on time.
- Follows daily cleaning schedule to perform janitorial duties.
- Receives, inspect, and records the quantity and quality of food and food supplies delivered.
- Ensure all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Maintains all food at appropriate temperatures.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and reports any concerns.
- Assist in maintaining the kitchen inventory.
- Assists in the training of new kitchen staff and volunteers.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Ability to work independently and as a team.

- Maintains a safe and functional work environment.
- Must be able to work alternative schedules including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Performs other 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.
- Correspondence and report writing practices and procedures.
- Food meal preparation, safety, and sanitation.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations, and Agency.
- 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.
- At least two (2) years' experience in food services administration.
- 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.
- Fully fluent in English and Spanish desirable.

- Successful completion of live scan clearance, 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.

POSITION TITLE Food Prep Technician – 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		



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: September 9, 2026

Subject: *Agenda Item 4d: 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 August 2026, the following information is provided to the Personnel Committee:

- 636 Staff employed.
- 64 Vacant Positions.
- Onboard 10 new staff members.
- Rehired 2 staff members.
- Twenty-three (23) Resignations.
- Eleven (11) days of interviews for 8 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 August 31, 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	30	88%	6	5	1	83%
Alicante	17	17	100%	3	3	0	100%
Angela Martinez EHS	24	23	96%	9	9	0	100%
Angela Martinez HS	81	44	54%	15	13	0	87%
Bakersfield College	32	32	100%				
Blanton	16	15	94%				
Broadway (PY)	34	24	71%	6	5	1	83%
California City (PY)	17	16	94%	2	2	0	100%
California Street	16	10	63%	6	5	1	83%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	3	0	100%
Delano (PY)	60	40	67%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	33	97%	6	6	0	100%
Family Childcare EHS	35	14	40%				
Family Childcare HS	22	14	64%				
Gianone	16	17	106%	6	6	0	100%
Harvey L. Hall EHS	68	57	84%	27	26	1	96%
Harvey L. Hall	68	58	85%	12	12	2	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	13	54%	9	8	1	89%
La Plaza HS	24	13	54%	6	2	4	33%
Lathrop	24	25	104%	9	8	1	89%
Lathrop HS	17	20	118%	3	3	0	100%
Lodi	32	27	84%	9	9	0	100%
M. Massei	24	23	96%	9	9	0	100%
M. Massei HS	17	18	106%	3	3	0	100%
MJM EHS	16	16	100%	6	6	0	100%
MJM HS	34	33	97%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	20	59%	6	6	0	100%
Pete Parra EHS	48	46	96%	18	18	0	100%
Pete Parra HS	68	62	91%	12	12	0	100%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	51	33	65%	9	8	2	89%
Rosamond (PY)	51	24	47%	9	8	1	89%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	24	100%	9	8	1	89%
Shafter	17	16	94%	3	3	0	100%
Stockdale HS	41	17	41%	12	9	3	75%
Sterling EHS	64	64	100%	24	24	0	100%
Sterling HS	51	49	96%	9	9	0	100%
Sunrise Villa (PY)	17	12	71%	3	3	0	100%
Taft (PY)	51	40	78%	9	9	0	100%
Taft College	22	12	55%				
Tehachapi (PY)	15	6	40%	2	1	1	50%
Tiny Powers	16	8	50%	6	6	0	100%
Tiny Powers HS	34	35	103%	6	5	1	83%
University Park	44	0	0%	9	4	5	44%
Vineland	17	17	100%	2	2	0	100%
Virginia	17	17	100%	2	2	0	100%
Home Base Kern 170	169	144	85%	17	17	0	100%
SJC EHS HB 70	70	55	79%	7	6	1	86%
Total	1836	1435	78%	377	347	30	92%

Funded Enrollment	1836	1435
		78%

Reportable Enrollment	1732	1435
		83%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
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 D	13	0
Tiny Powers EHS ~ 16		
Class 1	8	0
University Park ~ 44		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	Total Slots	Staff Vac.
10	104	12
Closed Enrollment	Slots	Staff Vac.
Open Enrollment	6%	40.00%
	94%	60.00%