DATE	November 4, 2026
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. **Call to Order**

2. **Roll Call**

Denise Boshers (Chair)	Geovany Lizarraga
Rocio Munoz	Gema Perez

3. **Public Forum**

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. **New Business**

a. Proposed Staffing Changes in the Finance Department – ***Action Item (p.3-9)***	Tracy Webster, Chief Financial Officer and Naomi Ibarra, Controller
b. Standardization of Finance position titles and reclassification of two Accounting Technician Position to Accounting Technician II– ***Action Item (p.10-21)***	Tracy Webster, Chief Financial Officer and Naomi Ibarra, Controller
c. Migrant Childcare Program, Site Service Assistant New Position – ***Action Item (p.22-27)***	Laura Porta, Migrant Childcare Program Administrator
d. Housing & Supportive Services Division- Clinical Lead New Position and Reclassed ECM-Lead Care Manager Job Description – ***Action Item (p.28-37)***	Carla Nieto, Program Administrator-Enhanced Care Management
e. Head Start Personnel Update – ***Info Item*** (p.38-39)	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. <u>Next Scheduled Meeting</u>

Personnel Committee
12:00 pm
January 6, 2027
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. **<u>Adjournment</u>**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA 93301, and online at www.capk.org by 12:00 pm, October 30, 2026, by Amber Jackson, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Naomi Ibarra, Controller

Date: November 4, 2026

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

Over the past year, the Finance Department has implemented Sage Intacct, Martus, Re-Leased, PayStand, Sage Expense Management, and electronic approvals. These systems have automated much of the manual work in accounts payable, reducing the processing time by 12%.

During the same period, transaction volume has grown steadily. Contracts and leases processed by Procurement, a unit within Finance increased from 134 in FY 2024-25 to 264 in FY 2025-26 (97% increase). A recent internal analysis found that expenditure contract management needs more dedicated support and expertise to help keep the agency compliant.

Upcoming System Integrations:
The Finance Department has the following upcoming system integrations to improve financial management and agency efficiency:
Employee expense integration with ADP payroll
Sage Intacct integration with Food Bank software

Position Additions and Eliminations:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Procurement Contract Specialist	Add Position	Grade 09 $25.70 $32.13 $38.56	
Accounting Technician (Vacant)	Eliminate Vacant Position	Grade 08 $23.09 $28.88 $34.64	

Add Procurement Contract Specialist (Procurement): This position will manage the growing volume of expenditure contracts and leases, including compliance review, tracking, and renewals. Proposed classification: Grade 9.
Eliminate Vacant Accounting Technician (Accounts Payable): The duties are now handled through automated workflows and existing staff. No employees will be displaced.

Fiscal Impact:
The proposed staffing changes are designed to be budget neutral. The costs associated with adding the Contracts Specialist (Procurement) position will be offset by eliminating the vacant Accounting Technician (Accounts Payable) position. No net increase in departmental expenditure is anticipated.

Alignment with Strategic Plan Priorities:
Strategic Priority C: Matching positions to current workload allow staff focus on higher-value work and build skills in the new systems.
Strategic Priority D: Better contract management and integrated systems give leadership more reliable, timely data on agency obligations.

Recommendation:
Staff recommends the Personnel Committee approve the following actions:

1. Authorize the addition of a Contract Specialist (Procurement) position to support expanded procurement needs.
2. Approve the elimination of the vacant Accounting Technician (Accounts Payable) position.

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

Attachments:
Procurement Contract Specialist Job Description
Finance Organization Chart Updated

Procurement Contract Specialist

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 05/29/2024

SUMMARY:
Under the supervision of the Procurement Manager, the Procurement Contract Specialist is responsible for preparing and reviewing basic contracts for services, contracts for goods, professional consultant agreements, and leases and memorandums of understanding, in addition to recurring business activities.

SUPERVISION RECEIVED:
Receives supervision from the Procurement Manager.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list of meant to be representative, not exhaustive. Some incumbents may not perform all of 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:

- Prepares and reviews basic contracts for services, contracts for goods, professional consultant agreements, leases, and memorandums of understanding (MOUs) based on recommended awards.
- Monitors contract terms/performance for renewal or expirations and renews as appropriate.
- Coordinates and is responsible for all activities related to leases for all buildings and/or land space agreements.
- Ensures all contracts and leases comply with federal and state regulations.
- Works with management to finalize lease agreements for new locations, renewals, or terminations and coordinates lease activity with the Facilities Manager and program staff.
- Manages and coordinates the purchase of a widely varied and diverse selection of commodities, including but not limited to, heavy equipment, vehicles, instructional items, office supplies, food service items, janitorial supplies, and many other supplies and equipment for purchases.
- Communicates effectively with coworkers, suppliers, salespersons, and the public to establish and maintain effective working relationships.
- Participates in cross-functional teams assigned to develop or evaluate contracts and proposals.

- Assists in developing a variety of purchasing-related documents, which may include contract terms, conditions, specifications, and other contractual agreements.
- Prepares bid specifications and other required documents (including requests for quotations and requests for proposals) to solicit price quotations.
- Research/investigates vendor sources for product information to include evaluation and quality/suitability of supplies.
- Maintains electronic files on vendors, purchase orders, check requests, contracts, packing slips, and receipts for transactions.
- Contact vendors to discuss products and resolve any delivery or order problems on orders.
- Assists the Procurement Manager in gathering, updating, and maintaining Agency inventory database and reports.
- Performs other duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings and conferences as assigned.
- Maintains a safe and functional work environment.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Contracts/business law.
- Applicable federal, state, and local laws, codes, and regulations.
- Administration, insurance, types of insurance, leases, and risk management.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications

Ability to:

- Analyze and interpret Agency and department policies and procedures and applicable federal, state, and local laws, codes, and regulations.
- Communicate effectively, verbally, and in writing to employees at all levels of the organization.
- Deal with conceptual matters.
- Demonstrate good interpersonal skills.
- Effectively present Agency program information to the public.
- Establish professional working relationships with staff, other 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.

- Associate or bachelor's degree in business administration, public administration, legal or paralegal studies, planning, finance, or a closely related field.

- Three (3) years of administrative experience in purchasing and contracts, preferably with a non-profit organization, public agency, government funded agency, or similar type program.
- Experience as a paralegal preparing and reviewing contracts in a law firm or corporate legal department may be substituted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Procurement Contracts Specialist			
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					

Finance Organizational Chart

Jeremy Tobias
Chief Executive Officer

Tracy Webster
Chief Financial Officer

Glyniel Campbell
Administrative Coordinator

Controller

Naomi Ibarra
Controller

Eric Kelley
Payroll|HRIS Administrator

Liz Vargas
Procurement Supervisor

Rosemary Albitre
Accounts Payable Supervisor

Sylvia Salazar
Accounting Specialist

Tiffany Mills
Accounting Technician

Adriana Arredondo
Payroll Supervisor

Janine Alcala
Payroll Specialist

Vanessa Ruiz-Alva
Payroll Specialist

Araceli Mora
Payroll Specialist

Gabriela Duran-Ramos
Procurement Technician

Laura Sobalvarro
Procurement Technician

Contracts Specialist - NEW

Cristal Jimenez
Accounting Technician

Frank Torres
Accounting Technician

Magaret Steers
Accounting Technician

Maribel Boria Chavez
Accounting Technician

Ralph Solorio JR
Accounting Technician

Vacant
Accounting Clerk

Director of Finance

Gabrielle Alexander
Director of Finance

Louis Rodriquez
Finance Administrator

Martin Goni
Accounting Administrator

Liliana Solorio
Accounting Administrator

Josefa Navarrette
Accounting Specialist

Brianna Ortiz
Accounting Technician

Claudia Lopez
Accountant I

Manginder Singh
Accountant II

Jennifer Davis
Accountant I

Brandon Ballard
Accountant I

Yolanda Nunez Pompa
Accountant II

Bernardo Serrato-Molina
Accountant I

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Naomi Ibarra, Controller

Date: November 4, 2026

Subject: *Agenda Item 4b*: Standardization of Finance position titles and reclassification of two Accounting Technician positions to Accounting Technician II - **Action Item**

Purpose:
Finance requests the Personnel Committee's approval of two related actions:
Title standardization – Consolidate the Accounting Technician, Accounting Specialist, Payroll Specialist, and Procurement Technician classifications, all currently at Grade 8, into one universal classification: Accounting Technician I (Grade 8)
Reclassification – Reclassify two Accounting Technician positions to a new Accounting Technician II classification (Grade 9), creating a two-level career ladder within Finance.

Background:
Finance currently uses four titles for technical support work at the same salary grade. Each title is tied to one functional area, which limits our ability to cross-train and reassign staff as workload shifts.

Current Title	Grade	FLSA	Functional Area	Reports to
Accounting Technician	8	Non-Exempt	Accounts payable, accounts receivable	Accounting Supervisor or Administrator
Accounting Specialist	8	Non-Exempt	General accounting	Accounting Supervisor or Administrator
Payroll Specialist	8	Non-Exempt	Bi-weekly payroll, time and attendance, position control	Payroll Supervisor
Procurement Technician	8	Non-Exempt	Purchasing, vendor and contract records	Procurement Supervisor

The duties across these titles overlap substantially: transaction processing, reconciliation, journal entries, records maintenance, audit support, and compliance review. Minimum qualifications are also comparable, generally a high school diploma plus three years of fiscal record-keeping or related experience.

Request 1: Universal Accounting Technician I Title:
All four Grade 8 titles would be retitled Accounting Technician I under a single job description. The attached job description covers the full range of entry and journal level work in accounts payable, accounts receivable, payroll and procurement. Incumbents may be assigned to one or more of these areas based on department needs, and report to the assigned Accounting, Payroll, or Procurement supervisor or administrator.

This change will allow Finance to:

- **Reassign staff without a title change.** This will allow for the movement of employees between AP, AR, Payroll and Procurement as workload, vacancies, and peak periods (payroll cycles, year-end close, audit) require.
- **Build depth and coverage.** With universal titles, cross-training staff is possible such that no single function depends on one person. This, in turn, strengthens internal controls and continuity during absences.
- **Simplify recruitment.** A single classification can be posted, allowing new hires to be assigned where they are needed most.
- **Treat staff equitably.** Employees doing comparable work at the same grade carry the same title.

There is no change in grade, pay, or FLSA status for any of the incumbents. Employees keep their step, hire date, and seniority.

Request 2: Reclassify two positions to Accounting Technician II:
Finance requests that two Accounting Technician positions be reclassified to Accounting Technician II at Grade 9. The level II performs more complex work with greater independent judgement and may provide lead direction and training to Accounting Technician I staff without formal supervisory authority.

	Accounting Technician I	Accounting Technician II
Grade	8	9
FLSA status	Non-exempt	Non-exempt
Level of work	Entry and journey level	Advanced, complex and technical
Supervision received	Assigned supervisor or administrator	Assigned supervisor or administrator
Lead role	None	May lead, train, and guide Technician I staff
Distinguishing duties	Process transactions, reconciling accounts, maintain records	Review others' work and computations; prepare accruals, adjustments, and correcting entries; review financial schedules; monitor AP/AR aging; resolve complex discrepancies; help develop procedures and internal controls
Experience	3 years fiscal record keeping and accounting	4 years, including 1 year in a lead, advanced technical, or independent

	decision-making role (or Associate degree plus 2 years)

The Accounting Technician II level creates a defined career ladder in Finance. Staff gain a path to advance by building skills, and the department gains review capacity at the technician level, improving accuracy before work reaches supervisors.

Fiscal Impact:
The title standardization has no fiscal impact. The reclassification moves of two positions from Grade 8 to Grade 9 will have the following fiscal impact:
Estimated annual cost: $7,690 for both positions, including fringe.
Funding source: Indirect cost pool

Alignment with Strategic Plan Priorities:
Strategic Priority C: Matching positions to current workload allow staff to focus on higher-value work and build skills in the new systems.

Recommendation:
Staff requests the Personnel Committee to recommend approval to the Board of Directors regarding the following actions:
Retitling the Accounting Technician, Accounting Specialist, Payroll Specialist, and Procurement Technician classifications to Accounting Technician I (Grade 8), and adopting the attached Accounting Technician I job description.
Adopt the attached Accounting Technician II job description at Grade 9.
Reclassify two Accounting Technician positions to Accounting Technician II.

Attachments:
Accounting Technician I job description
Accounting Technician II job description

Accounting Technician I

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

Salary Grade: Grade 08 **FLSA Status:** Non-Exempt **Date approved: TBD**

SUMMARY:

Responsible for performing a broad range of technical accounting, payroll, and procurement activities in support of the Agency's financial operations, including but not limited to accounts payable, accounts receivable, payroll processing, and purchasing functions. Incumbents may be assigned to specialize in one or more of these functional areas depending on department needs, and may perform a combination of general accounting, payroll, and procurement duties as assigned. This is a single classification that encompasses the full scope of entry- and journey-level accounting, payroll, and procurement support work.

SUPERVISION RECEIVED:

Receives supervision from the assigned Accounting, Payroll, Procurement, or Finance Supervisor or 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Establish, balance, verify, adjust, and maintain accounting, payroll, procurement, and other fiscally related records and reports.
- Process a variety of financial, payroll, and procurement transactions, including data entry into the general ledger, payroll, and purchasing modules of Agency software systems.
- Perform accounts payable and/or accounts receivable functions, including matching purchase requisitions, purchase orders, receiving documents, and vendor invoices, and preparing checks and disbursement packages.
- Process time and attendance and payroll transactions, including reviewing computed wages, correcting errors, processing manual checks, and maintaining employee pay and benefit data.
- Research, evaluate, and communicate with vendors regarding products, services, and orders; coordinate purchasing of supplies and equipment and issue purchase orders as authorized.
- Allocate transactions and prepare journal entries, including payroll allocations and purchasing-related entries.
- Reconcile vendor statements, payroll accounts, and other financial records; research and resolve discrepancies and inquiries in a timely manner.

- Review financial, payroll, and procurement documents for accuracy and compliance with legal mandates, funding source requirements, and organization policies and procedures.
- Maintain and update position control records, fiscal year position budgets, and related staffing and compensation reporting.
- Maintain fringe benefit calculations and support administration of benefit deductions, wage garnishments, tax-deferred annuities, and pension plans per Agency policy.
- Maintain vendor, contract, lease, title, license, and insurance records, and monitor renewal or expiration dates.
- Maintain filing systems for grants, contracts, vendor records, journal entries, payroll records, and other financial documents.
- Prepare audit schedules, payroll and management reports, and other financial summaries, and compile supporting documentation for funding source monitors and auditors.
- Interface routinely with Agency employees, managers, vendors, and funding sources, providing accurate and timely responses to accounting, payroll, and procurement inquiries while maintaining confidentiality of sensitive information.
- Assist in the completion of mandatory and compliance reporting (e.g., audits, EEO, Economic Census, Multiple Worksite reporting) as assigned.

Other Job Specific Duties

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like 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:

- Methods, practices, and procedures of accounting, payroll, procurement, and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- General payroll practices, time and attendance systems, and position control concepts.
- Purchasing, contract administration, and vendor management practices.
- Organization and Finance/Human Resources Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations governing fiscal, payroll, and procurement activities.
- Modern office practices, methods, procedures, and equipment.
  Word processing, spreadsheet, general ledger, payroll, and purchasing database software applications.

Ability to:

- Perform detailed accounting, payroll, and procurement functions.
- Audit, review, and prepare financial, payroll, and procurement reports, records, and related summaries.
- Make mathematical calculations with speed and accuracy.

- Work independently under frequent time pressures or deadlines and manage time effectively.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Demonstrate good interpersonal skills and establish professional working relationships with staff, vendors, and other agencies.
- Follow instructions given by supervisor.
- Maintain effective working relationships with co-workers.
  Maintain confidentiality of sensitive financial and employee information.

EDUCATION AND EXPERIENCE

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

- High school diploma or equivalent and six (6) semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated experience working with spreadsheet applications.
- Experience with payroll, purchasing, or human resources information systems is desirable, depending on assignment.
- Accounting, payroll, or procurement experience in a non-profit or governmental entity is desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout, if assigned procurement-related driving duties.

WORK ENVIRONMENT

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

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

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

Accounting Technician II

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 Grade: Grade 09 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Responsible for performing a broad range of complex and advanced technical accounting, payroll, and procurement activities in support of the Agency's financial operations, including but not limited to accounts payable, accounts receivable, payroll processing, and purchasing functions. Requires an advanced degree of independent judgment, analysis, and problem-solving. Incumbents may be assigned to specialize in one or more of these functional areas depending on department needs, and may provide lead direction, training, and technical guidance to accounting staff.

SUPERVISION RECEIVED:

Receives general supervision from the assigned Accounting, Payroll, Procurement, or Finance Supervisor or Manager.

SUPERVISION EXERCISED:

May provide lead direction, work coordination, and training to Accounting Technicians I and other accounting, payroll, and procurement support staff; does not typically have formal supervisory authority.

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:

- Establish, balance, verify, adjust, and maintain complex accounting, payroll, procurement, and other fiscally related records and reports, exercising independent judgment in resolving discrepancies.
- Coordinate, lead, and provide training, work review, and technical guidance to Accounting Technician I and other staff performing accounting, payroll, and procurement functions.
- Process, review, and correct complex financial, payroll, and procurement transactions, including data entry into the general ledger, payroll, and purchasing modules of Agency software systems.
- Perform advanced accounts payable and/or accounts receivable functions requiring independent analysis and problem-solving, including verifying requisitions, purchase orders, receiving documents, invoices, and supporting documentation prior to processing and monitoring the aging of payables and receivables.
- Review and process payroll transactions, including time and attendance, computed wages, manual checks, and payroll adjustments; research and resolve complex payroll discrepancies and employee inquiries.

- Administer and review procurement activities, including evaluating vendors, products, and services, issuing purchase orders as authorized, and reviewing procurement actions for compliance with Agency policy, funding source requirements, and applicable regulations.
- Prepare and review journal entries, including accruals, adjustments, correcting entries, payroll allocations, and purchasing-related entries, and verify accuracy of coding using the established chart of accounts.
- Perform and review complex reconciliations of vendor, customer, payroll, bank, and other financial accounts; research and resolve discrepancies in a timely manner.
- Review and verify financial, payroll, and procurement documents prepared by others for accuracy and adherence to legal mandates, funding source requirements, and Agency policies and procedures.
- Maintain and review position control records, fiscal year position budgets, fringe benefit calculations, benefit deductions, and related staffing and compensation reporting.
- Maintain and monitor vendor, contract, lease, title, license, and insurance records, including renewal and expiration dates, and maintain organized filing systems for grants, contracts, payroll records, and other financial documents.
- Prepare and review documents supporting bank transactions, deposits, cash receipts, and disbursements, and analyze travel advances and liquidations for compliance with Agency policies and procedures.
- Prepare and review audit schedules, financial and payroll reports, and management summaries, and compile and organize supporting documentation for funding source monitors and auditors.
- Prepare and assist in the completion of mandatory and compliance reporting (e.g., audits, EEO, Economic Census, Multiple Worksite reporting) as assigned, and assist in the review, formulation, and implementation of accounting, payroll, and procurement procedures and internal controls.
- Serve as a resource to Agency employees, managers, vendors, and funding sources, researching and resolving complex inquiries, escalating unresolved issues as needed, and maintaining confidentiality of sensitive information.

Other Job Specific Duties

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Advanced methods, practices, and procedures of governmental or nonprofit accounting, payroll, procurement, and fiscally related record management systems.
- Auditing, complex account and fund monitoring, and reconciliation processes.
- Payroll practices, time and attendance systems, and position control concepts.
- Purchasing, contract administration, and vendor management practices.
- Organization and Finance/Human Resources Division policies and procedures.

- Applicable federal, state, and local laws, codes, and regulations governing fiscal, payroll, and procurement activities.
- Principles and practices of providing lead direction, training, and work review to accounting, payroll, procurement, or clerical staff.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger, payroll, and purchasing database software applications.

Ability to:

- Perform complex and advanced accounting, payroll, and procurement functions with minimal supervision.
- Audit, review, and prepare financial, payroll, and procurement reports, records, and related summaries with a high degree of accuracy.
- Make mathematical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines and manage multiple priorities effectively.
- Use good organizational methods and procedures.
- Exercise independent judgment in analyzing and resolving accounting, payroll, and procurement discrepancies and problems.
- Provide lead direction, training, and technical guidance to accounting, payroll, procurement, or clerical staff.
- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Demonstrate good interpersonal skills and establish professional working relationships with staff, vendors, and other agencies.
- Follow instructions given by supervisor.
- Maintain effective working relationships with co-workers.
- Maintain confidentiality of sensitive financial and employee information.

EDUCATION AND EXPERIENCE

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

- High school diploma or equivalent
- Four (4) years of increasingly responsible experience in fiscal record keeping, accounting, payroll, or procurement, and reporting, including computer-assisted processes, at least one (1) year of which included lead, advanced technical, or independent decision-making responsibilities
- One (1) year of demonstrated experience working with spreadsheet applications.
- Experience with payroll, purchasing, or human resources information systems (HRIS) is desirable, depending on assignment.
- Accounting, payroll, or procurement experience in a non-profit or governmental entity is desirable.
- Any equivalent combination of education and experience, such as an Associate degree in accounting, business, or a related field with two (2) years of related experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout, if assigned procurement-related driving duties.

WORK ENVIRONMENT

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

POSITION TITLE Accounting Technician II			
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: Laura Porta, Migrant Childcare Program Administrator

Date: 11/04/2026

Subject: Agenda Item 4c: Migrant Childcare Program, Site Services Assistant New Position. – **Action Item**

The CAPK Migrant Child Care Program (MCAP) continues to experience increasing operational demands and facility-related responsibilities necessary to support the effective delivery of services to enrolled children and families.

Summary of Proposed Changes:
To effectively manage these competing demands and maintain a safe, clean, and efficient program environment, MCAP Management is requesting approval for one (1) Site Services Assistant position to work in conjunction with current facility and operations services.

This position is necessary to support the program's growing operational needs including routine vehicle inspections, maintenance coordination, facility cleaning and sanitation, inventory management, equipment upkeep, supply distribution, and other essential building-related functions. The Site Services Assistant will play a key role in ensuring that program facilities remain safe, organized, and operational while supporting compliance with health, safety, and program standards.

Position Title	New Position	Grade & Grade levels
Site Services Assistant	New	4 $16.90 $19.39 $23.27

Fiscal Impact:
Funding for this position has been allocated in the current FY 2026-2027 contract amount for CAPK MCAP from the California Department of Social Services (CDSS). The impact on the CAPK MCAP budget has been reviewed and is projected to be sustainable.

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 responsibility assignation and better supporting current program operational needs.

Recommendation: Staff Recommends that the Personnel Committee approve the Site Service Assistant new position and recommend submission to the Board of Directors for final approval.

Attachments:
MCAP Site Services Assistant Job Description

Site Services Assistant- MCAP

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

Salary Range: Grade 04 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Under the direction of the Program Administrator, the Site Services Assistant is responsible for maintaining a clean, safe, and functional environment for staff, clients, and visitors. This position performs a variety of custodial, light maintenance, and operational support duties, including cleaning and sanitizing buildings, conducting routine inspections, completing minor repairs, managing supplies and inventory, ensuring vehicle maintenance record and service requirements remain current, and maintaining exterior grounds. The Site Services Assistant ensures compliance with health, safety, and sanitation standards, assists with room setups for meetings and events, and promptly reports facility concerns. This position also provides excellent customer service and supports program operations through effective communication and participation in outreach, training, and other assigned activities.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Maintain a clean, safe, and organized environment throughout all assigned facilities and grounds.
- Perform routine custodial duties, including sweeping, mopping, vacuuming, dusting, sanitizing, and waste removal.
- Clean and maintain offices, training rooms, conference rooms, restrooms, break rooms, parking areas, and other common spaces according to established schedules.
- Restock restroom, kitchen, and janitorial supplies and maintain designated inventory levels.
- Receive, store, track, and monitor facility materials and supplies in accordance with inventory control procedures.
- Conduct routine facility inspections to identify maintenance, repair, safety, and sanitation concerns.

- Perform minor building repairs and light maintenance, including painting, patching walls, replacing light bulbs, and repairing fixtures, furniture, doors, and locks.
- Assemble, install, relocate, and arrange office furniture, equipment, and workstations as needed.
- Assist with room setup and breakdown for meetings, trainings, special events, and program activities.
- Maintain exterior grounds and remove trash and debris from indoor and outdoor areas.
- Ensure vehicle maintenance, licensing, and related fleet activities remain current.
- Ensure compliance with health, safety, sanitation, and agency policies and procedures.
- Immediately report health, safety, maintenance, and facility concerns to the Program leadership.
- Provide excellent customer service and maintain positive working relationships with staff, clients, community partners, and the public.
- Participate in required trainings, professional development opportunities, outreach activities, presentations, and visits as assigned.

Other Job Specific Duties:

- 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 related duties as assigned to support facility and program operations.

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.
- Knowledge of cleaning methods, materials, and equipment.
- Ability to identify and resolve minor facility maintenance issues.

Ability to:

- Communicate effectively, verbally and in writing.
- Effectively present program services information to the public.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Establish professional working relationships with staff, agencies, and clients.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or equivalent.
- Must be at least 18 years of age.

- Janitorial and maintenance experience required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Completion of a physical and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) preferred.
- Meet all physical requirements as stated in the essential physical demands.

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.
- Work is performed in various weather conditions, including heat and direct sunlight, including uneven outdoor terrain, grass, dirt, gravel, and park surfaces.
  Work may include the use of stairs or ramps to access multi-level client homes or worksites.
- Noise level is quiet to moderate.
- 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: Site Services Assistant			
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: Carla Nieto, Program Administrator- Enhanced Care Management

Carla Nieto

Date: November 4, 2026

Subject: *Agenda Item 4d*: Housing & Supportive Services Division – Clinical Lead New Position and Reclassed ECM-Lead Care Manager Job Description - **Action Item**

Background:
According to DHCS guidelines and Kern Health Systems (KHS) Requirements, Enhanced Care Management (ECM) programs must employ a minimum of two Lead Care Managers (LCM's) to allow program members the opportunity to switch should they choose. CAPK's ECM Program initially employed two Registered Nurse's in the LCM roles, which covered a separate requirement that clinical oversight and care be administered by a licensed clinical provider.

In May, one of our LCM's resigned from their position. Subsequent conversations with KHS ensued wherein they provided guidance that our current Community Health Workers (CHW's) could function in an LCM capacity, so long as we retained one licensed provider to provide clinical oversight and guidance to the CHW-LCM's, and to program members as the need arises. Since that time, our current CHW's have trained and began functioning in a Lead Care Manager capacity, with our current Lead Care Manager functioning in a Clinical Lead capacity.

In an effort to ensure that our current staff members are working under job titles and job descriptions in line with their duties, it is necessary to revise the Lead Care Manager job description and to create a new Clinical Lead job description.

Position Title	Proposed Changes	Current Grade	New Grade
Lead Care Manager	Revised	13 Min-$40.37 Mid-$50.46 Max-$60.50	09 Min-$25.70 Mid-$32.13 Max-$38.56
Clinical Lead	New Job Description		13 Min-$40.37 Mid-$50.46 Max-$60.5

Summary of Proposed Changes:
The Clinical Lead job description fully encapsulates the responsibilities and duties necessary of the Clinical Lead Role while maintaining the licensure requirement as set forth by DHCS and Kern Health Systems.

The revised Lead Care Manager job description removes the licensing requirement, changes the FSLA status from exempt to non-exempt, changes the paygrade from 13 to 9, and includes the additional tasks of conducting the ECM Comprehensive Assessment and associated Care Plan generation.

Fiscal Impact and Timeframe:
The addition of the Clinical Lead role and the revisions to the Lead Care Manager job description enable CAPK's Enhanced Care Management program to operate without the need to hire additional licensed personnel, which has effectively removed $133,380 from ECM's annual personnel costs. By removing the licensure requirement from the Lead Care Manager role, the paygrade was downgraded from 13 to 9, which is the same as the previous Community Health Worker role. The new Clinical Lead Role's paygrade is set at 13, which is the same as the previous Lead Care Manager role.
In short, the fiscal impact is a cost savings which began in June 2026.

Strategic Plan Impact:
The revision to the Lead Care Manager job description and the addition of a Clinical Lead job description supports the 2026-2029 Strategic Plan, Strategic Priority A: Goal 3 (*Support the health and well-being of clients by expanding access to essential holistic services through Enhanced Care Management (ECM) by August 2029*) and Strategic Priority C: Goal 2 (*Invest in attracting and retaining a high-quality and engaged workforce by August 2029*).

Recommendation:
Staff recommend the Personnel Committee approve proposed revision to the Lead Care Manager Job Description and the addition of a Clinical Lead job description.

Attachments:
Lead Care Manager Job Description
Clinical Lead Job Description

Enhanced Care Management (ECM) Clinical Lead

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 supervision of the Enhanced Care Management (ECM) Program Administrator, the ECM Clinical Lead provides clinical oversight, leadership, and training to a multidisciplinary care coordination team serving high-need, high-risk populations. This role offers direct clinical guidance, mentoring, and expertise, to ensure that care is delivered in a person-centered, trauma-informed manner, which is compliant with ECM requirements. This position plays a key role in improving client outcomes, supporting staff development, monitoring performance, and building a culture of compassionate, integrated care.

SUPERVISION RECEIVED:
Enhanced Care Management Program Administrator

SUPERVISION EXERCISED:
Clinical oversight of Lead Care Managers. No direct supervision.

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:

- Provide clinical training and oversight of the: Assessment Process, Care Planning Process, Admission/Discharge/Transfer (ADT) activities, Interdisciplinary Care Team (ICT) Meeting process
- Act as a clinical reviewer on all completed assessments, care plans, ICT and ADT activities, co-signing each as required
- Function as a Subject Matter Expert related to documentation within the Electronic Health Record (EHR), providing training and feedback as needed
- Perform monthly and as-needed clinical audits of documentation required by the Managed Health Plan(s) to ensure compliance with ECM standards
- Review the Utilization Report Daily, updating Lead Care Managers on inpatient hospitalizations, Emergency Room, and Urgent Care visits, providing guidance on tasks and documentation needed subsequent to each event
- Track member progress over time, making recommendations related to ongoing need for services or program completion
- Provide clinical guidance on members' co-morbid conditions, including, but not limited to: physical health conditions, behavioral health conditions, and substance use disorders
- Step in to fill clinical components of the ECM Lead Care Manager position on an as-needed basis
- Provide education and support to ECM program members as it pertains to clinical conditions as needed

- Participate in client centered and operational team meetings to stay apprised of member needs
- Maintain up-to-date knowledge of community resources and healthcare regulations to provide accurate information to Lead Care Managers and ensure compliance with service delivery standards

Other Job Specific Duties:

- Assists and participates in BKRHC meetings and community events as assigned.
- Works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Other duties and special projects as necessary.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

- Maintain a safe and functional work environment.
- Speak at community engagements about Enhanced Case Management.

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE ECM Clinical Lead			
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		

Enhanced Care Management (ECM) Lead Care Manager

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

Salary Range: Grade 09 **FLSA Status:** Non- Exempt **Date Approved: TBD**

SUMMARY:
Under the supervision of the Enhanced Care Management (ECM) Program Administrator, and under the guidance of the ECM Clinical Lead, the Lead Care Manager provides whole-person care management for underserved Populations of Focus. This role emphasizes engagement, assessment, care planning, resource linkage, and collaboration with multidisciplinary care teams to address medical, behavioral, and social determinants of health. The Lead Care Manager ensures care coordination is person-centered, trauma-informed, and compliant with ECM requirements.

SUPERVISION RECEIVED:
Enhanced Care Management Program Administrator

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

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

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

Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.

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

EDUCATION AND EXPERIENCE:

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

- Must possess a Bachelor's Degree in Social Work, Psychology, or a related field or relevant career experience in case management or care coordination
- Trauma-informed care training or certification preferred.
- Experience working with individuals or families facing housing instability.
- Strong understanding of housing programs and health-related social services preferred.
- Excellent communication, organizational, and critical thinking skills to effectively collaborate with MCPs, landlords, and community partners.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

MEMORANDUM

To: Personnel Committee

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

Date: November 4, 2026

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

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

For the month of October 2026, the following information is provided to the Personnel Committee:

- 643 Staff employed.
- 57 Vacant Positions.
- Onboard 9 new staff members.
- Rehired 2 staff members.
- Nine (9) Resignations.
- Three (3) days of interviews for 4 open requisitions in Kern County.

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 October 28, 2026.

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	35	103%	6	6	0	100%
Alicante	17	17	100%	3	3	0	100%
Angela Martinez EHS	24	21	88%	9	8	1	89%
Angela Martinez HS	81	46	57%	15	12	0	80%
Bakersfield College	32	33	103%				
Blanton	16	16	100%				
Broadway (PY)	34	29	85%	6	6	0	100%
California City (PY)	17	16	94%	2	2	0	100%
California Street	16	17	106%	6	6	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	54	90%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	34	100%	6	6	0	100%
Family Childcare EHS	35	13	37%				
Family Childcare HS	22	15	68%				
Gianone	16	17	106%	6	6	0	100%
Harvey L. Hall EHS	68	60	88%	27	26	1	96%
Harvey L. Hall	68	54	79%	12	11	1	92%
Heritage (PY)	17	18	106%	2	2	0	100%
Kennedy HS	17	14	82%	3	0	3	0%
La Plaza	24	12	50%	9	8	1	89%
La Plaza HS	24	12	50%	6	1	5	17%
Lathrop	24	23	96%	9	9	0	100%
Lathrop HS	17	18	106%	3	3	0	100%
Lodi	24	27	113%	9	9	0	100%
M. Massei	24	24	100%	9	9	0	100%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	17	106%	6	6	0	100%
MJM HS	34	34	100%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	2	1	67%
Oasis (PY)	34	30	88%	6	6	0	100%
Pete Parra EHS	48	47	98%	18	18	0	100%
Pete Parra HS	68	68	100%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	33	65%	9	9	0	100%
Rosamond (PY)	51	26	51%	9	6	3	67%
San Diego EHS	32	34	106%	12	12	0	100%
Shafter EHS	24	24	100%	9	8	1	89%
Shafter	17	17	100%	3	3	0	100%
Stockdale HS	41	27	66%	12	10	2	83%
Sterling EHS	64	65	102%	24	24	0	100%
Sterling HS	51	51	100%	9	8	1	89%
Sunrise Villa (PY)	17	15	88%	3	3	0	100%
Taft (PY)	51	51	100%	9	9	0	100%
Taft College	22	11	50%				
Tehachapi (PY)	15	10	67%	2	2	0	100%
Tiny Powers	16	11	69%	6	6	0	100%
Tiny Powers HS	34	35	103%	6	5	1	83%
University Park	44	0	0%	9	0	9	0%
Vineland	17	15	100%	2	2	0	100%
Virginia	17	17	100%	2	2	0	100%
Home Base Kern 170	169	152	90%	17	15	0	88%
SJC EHS HB 70	70	56	80%	7	6	1	86%
Total	**1828**	**1547**	**85%**	**371**	**340**	**31**	**92%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
Class E	15	1
Harvey Hall HS ~ 68		
Class A	17	2
La Plaza~ 24		
Class B	12	3
Rosamond ~ 51		
Class C	17	2
SJC HB ~ 70		
Stockton 2	10	1
Stockdale ~ 54		
Class D	13	0
University Park ~ 44		
Class A	11	3
Class B	17	3
Class C	16	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
11	**97**	**14**

	Slots	Staff Vac.
Closed Enrollment	**5%**	**45.16%**
Open Enrollment	**95%**	**54.84%**

Funded Enrollment	1828	1547 85%

Reportable Enrollment	1731	1547 89%