



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 3, 2011

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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VI. Adjournment

DISTRIBUTION DATE: FRIDAY, FEBRUARY 25, 2011

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 3, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 3, 2011 Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, February 3, 2011
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-Term Employees (20 years): Marie Desha, Pam McKee, Jeanie Ross, Bob Silva

Ms. Denise Lee introduced Ms. Marie Desha; Ms. Desha spoke of her passion for parent involvement and that it is an awesome and wonderful experience.

Ms. Lisa Carr introduced Mr. Robert Silva; Mr. Silva spoke of his experience working in the Head Start program.

Ms. Dea Karnegas introduced Ms. Pam McKee; Ms. McKee spoke of his experience working in the Head Start program. She enjoys watching the children grow and develop.

Mr. Rod Nishi introduced Ms. Jeanie Ross; Ms. Ross thanked Mr. Nishi for his support.

II. **Consent Items**

- A. Minutes of the January 6, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

The consent calendar was reviewed; no questions or comments.

Moved/Pannell, second/Yee, to approve the consent calendar as follows:

- A. Approve the minutes of the December 2, 2010 meeting.
- B. Approve the claims and warrants for the period 12/22/10 – 1/26/11.

- C. Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through September 29, 2011.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Eliminate Classifications

Mr. Rod Nishi reported that a classification study was done. This item provides the board an opportunity to eliminate job specifications that have no incumbents and have over the years have eliminated the use of the specifications. This went to the union and the Head Start Policy Council and those identified as Head Start were eliminated.

Moved/Pannell, second/Scherman, to approve the elimination of classifications identified in the report provided to board members.

Voice Vote: Unanimous approval.

2. Approval of Revised Job Classifications

Mr. Nishi stated that this item modifies current job specifications that were delivered under separate cover. This item also went to the union and the Head Start Policy Council.

The board raised questions regarding the physical needs for various classifications. Why is there no need for visual approve with coming back with report back on sight. Mr. Thatch recommends that due to the number of questions, the board postpone this item to the next meeting. Staff will check to see why vision is not included in the requirements.

Moved/Scherman, second/Pannell to continue this item to the March 3 meeting.
Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for the Adult and Youth Vendor (VS) Services Lists

Ms. Marianne Sphar reviewed this item. There were no questions or comments.

Moved/Yee, second/Scherman, to approve the addition of Sacramento Urban Resource Center to the Adult and Youth Vendor Services List.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Hire SETA Retired Annuitants

Ms. Kossick stated that the retired annuitants would be working on specific activities; the funding would be coming from the payroll savings.

Moved/Pannell, second/Scherman, to approve hiring Melissa Noteboom, James Pardun, and Noelia Rommel as retired annuitants and temporary SETA Consultant employees.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board

Ms. Kossick reviewed this item; Mr. Lake is being recommended to replace Mr. Bruce Wagstaff on the Sacramento Works board.

Moved/Yee, second/Pannell, to appoint Mr. Paul Lake to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Appointment of Private Business Sector Member to the Sacramento Workforce Investment Board

Ms. Kossick reviewed the two individuals presented for appointment. The Sacramento Works Executive Committee is recommending Stephanie Leach be appointed to fill the Private Business slot on the WIB.

Moved/Pannell, second/Yee, to appoint Ms. Stephanie Leach to the Sacramento Works Workforce Investment Board to fill a Private Sector seat.

Voice Vote: Unanimous approval.

3. Concurrence with Sacramento Works, Inc. to Approve the Request for Proposals for WIA Youth Program Services for fiscal year beginning July 1, 2011

Ms. Christine Welsch stated that this is the first procurement for the year round youth services in four years. Ms. Welsch reviewed the various areas of concentration in the youth program. This has been approved by the Youth Council and the Sacramento Works board. Proposals will be due March 17.

Moved/Pannell, second/Scherman, to concur with Sacramento Works, Inc. to approve the Request for Proposals for the WIA Youth Program Services for fiscal year beginning July 1, 2011.

Voice Vote: Unanimous approval.

4. Approval of the 2010-11 Workforce Investment Area Plan Summary

Items 4 and 5 were reviewed together.

Ms. Robin Purdy reported that both items have been reviewed and approved by the WIB. After reviewing the plan summary, Ms. Purdy stated that she will report back with more information on where the youth went that initially came into a career center.

5. Approval of the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan 2011-2012

Ms. Purdy reported that the Resource Allocation Plan was developed by the Sacramento Works Planning/Oversight Committee. The major change is to move 10% of money out of talent development into talent marketing. If this item is approved, an RFP will be presented for approval to procure OJT providers.

Moved/Pannell, second/Yee, to approve items 4 and 5 as follows:

- Approve the 2010-2011 Sacramento Local Workforce Investment Area's Plan Summary.
- Approve the Resource Allocation Plan as presented.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out-of-State Travel to Attend the Office of Head Start Summit "On the Road to School Readiness"

No questions or comments on this item.

Moved/Pannell, second/Scherman, to approve out of state travel to the OHS Summit: On the Road to School Readiness in an amount not to exceed \$3,000.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2011 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reviewed this item; there were no questions.

Moved/Scherman, second/Yee, to approve a resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Reports: Ms. Denise Lee thanked board members for their participation in the federal review. It was a very successful event. The final report was given today and the reviewers stated that the classrooms are phenomenal, and the parent engagement was great. The Delegate agencies also did a great job. Some strengths included: recognized relationships in early childhood development; the education of staff was impressive; nutrition services; parent engagement and opportunities for involvement; diversity of staff in order to meet the needs of the families; high quality programming; strong commitment between delegate agencies in relation to the grantee.

There are three areas of potential non-compliance. The Office of Head Start will determine whether it will be a non-compliance issue. The three issues are:

1. How in-kind or donations are accounted. The documentation and explanation needs to be better. There needs to be an explanation as to what the activity was how the information was collected.
2. Health-screenings for children. There are 13 different health screenings currently done. There is one blood test that is not done on site and staff we connect parents to physicians. There recently was a change to identify what medical screening is needed for each child age.
3. The SETA Operated program operates a year-round track program which is under a lot of scrutiny. The track program has been in place for 11 years and allows a higher number of children to be served. The federal office knows about the track system and has approved it. SETA/Head Start is the only program that operates a year-round track program.

The report will be submitted to the Office of Head Start. SETA/Head Start will hear back within 90 days and there will be a follow-up review by the regional office.

C. Local Workforce Investment Board Recertification: No questions or comments.

D. Workforce Investment Act Fiscal and Procurement Status Report and ARRA Final Monitoring Report: No questions or comments.

E. Dislocated Worker Update: No questions or comments.

F. Employer Activity Report: No questions or comments.

- G. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for their participation with the federal reviewers. The reviewers were really impressed with the quality of participation. Ms. Coventry St. Mary is the new chair of the Policy Council, and Ms. Mary Brown is the new chair of the Parent Advisory Committee.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman referenced the school shooting incident in Placerville and inquired whether Head Start had a plan to unite the children with their parents in the event of such an incident. Ms. Lee stated that staff prepared a very thorough book on how to deal with emergencies and have been trained on how to respond to emergencies.

Mr. Yee thanked Ms. Kossick and staff for the preparation given to Governing Board members prior to the federal review interview.

- F. Public: Ms. Ann Thomas, Vice President, Sacramento Professional Network reported that SETA has helped the Sacramento Professional Network out by providing meeting space. This organization is important in that they are helping professionals in need. Ms. Thomas thanked Ms. Kossick specifically.

Ms. Purdy stated that staff has started a professional program here in this building once a week for the next 16 weeks. The program offers networking, skills update, and job development to increase services to professionals.

Mr. Yee wished everyone a happy Lunar New Year.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board went into closed session at: 11:41; Mr. Thatch stated that there would not be a report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:41 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/27/11 through 2/24/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/27/11 through 2/24/11.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On July 7, 2010, Ira Ayers, Workforce Development Professional 2 in the Workforce Development Department was temporarily reclassified to the position of Workforce Development Professional 3. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to May 27, 2011.

Mr. Ayers has been assigned to provide lead staff coordination of the Clean Energy Workforce Training program. He coordinates the recruitment and enrollment participant services and insures appropriate staffing to the program services. He also coordinates with training providers in arranging venues, recruitment events, and the enrollment process.

The Executive Director has the authority to temporarily reclassify staff up to three (3) months. However, Board approval is necessary to extend this assignment.

RECOMMENDATION:

Approve the temporary reclassification of Ira Ayers to Workforce Development Professional 3 through May 27, 2011.

STAFF PRESENTER: Robin Purdy

ITEM III-A - 1 -ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2011

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2011 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2011.

STAFF PRESENTER: Loretta Su

ITEM III-A - 2 - ACTION

APPROVAL OF REVISED JOB CLASSIFICATIONS

BACKGROUND:

In 2007 the Agency agreed to complete a Classification Study by the end of the term of the labor agreement (June, 2010) between the Agency and the American Federation of State, County, and Municipal Employees (AFSCME) Local 146.

An extensive Classification Study has been completed. The purpose of the study is to:

- Review of all classifications and identify those to be eliminated
- Identify classifications which may be grouped or combined into tiered or deep classifications
- Prioritize individual classifications and tiered or deep classifications or clusters to review
- Gather input on responsibilities, tasks, and skills necessary for the classifications by forming groups of staff performing work in those classifications.

The Classification Study Report 2010 is the product of the collection of data on the classifications and the factors used were:

- Supervision received and given
- Complexity of the work
- Knowledge, skill, and ability required for the work
- Consequences of error and
- Percentage of time spent on each significant task.

The process included sending a survey to all employees. From the 555 employee surveys, 294 responses were gathered and analyzed. The analysis resulted in 92 classifications proposed to be modified. As per Section 1.2 of the Labor Agreement with AFSCME, revised classifications require Governing Board and Head Start Policy Council approval. The Agency has submitted to the Union the proposed revisions to the job descriptions prior to this meeting as required. The major changes include initial updating for essential functions and physical requirement statements, and elimination of references to organizational structures that no longer exist. No changes to pay ranges are proposed.

The proposed list of classifications to be modified is attached. Sent to you under separate cover is each of the classifications with modifications identified in **bold print** or ~~strikeouts~~. The Policy Council approved this at their January 25, 2011 meeting.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 – ACTION (continued)
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On February 3, 2011, the Board raised questions regarding the physical needs for various classifications. The Board postponed their decision to the next meeting. Staff was directed to address issues raised by the Board.

RECOMMENDATION:

Approve the revisions to the classifications identified in the attachment.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF WORFORCE DEVELOPMENT ANALYST, WORKFORCE DEVELOPMENT ANALYST SUPERVISOR, WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR AND WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR CLASSIFICATIONS AND RELATED SALARY RANGES

BACKGROUND:

The Agency Executive Director is proposing the establishment of one new deep classification with three alternative wage ranges and three supervisor classifications to oversee the operations within the Workforce Development Department. The WDD department provides direct services to job seekers and employers through the Sacramento Works One Stop Career Center system, programs serving at-risk youth and adults, and sector training initiatives. In addition to direct employment services, the department is responsible for administering, planning, procurement, contracting, monitoring, and tracking outcomes for the Workforce Investment Act, Community Services Block Grant, Refugee Services, CalWorks, and various discretionary grants.

The creation of the Workforce Development Professional deep classification in 2007 was the initial step in merging, updating and revising job classifications to ensure recruitment of candidates who can perform the operational functions required by SETA's Workforce Development Department (WDD).

The Workforce Development Analyst classification mirrors the structure of the existing Workforce Development Professional. The skills and abilities of the analyst differ from that of the staff that provides direct services. The revised classification updates the required skills knowledge and abilities to include required computer software and use of technology and creates a career ladder for advancement as employees gain skills.

The agency has also reviewed the WDD Department's supervisory classifications and is recommending merging six supervisory classifications into three new supervisory classifications: one to supervise direct services, one to supervise the analytical staff assigned to planning, procurement, contracting and administrative functions, and one to supervise quality control, customer tracking, and monitoring and evaluation functions. The Analyst and Professional job series need a supervisor that mirrors their skills set; thus, there are three proposed supervisory classifications.

The Agency and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) have met on numerous occasions to arrive at consensus on the job specifications and salary ranges. The proposed salary ranges for

STAFF PRESENTER: Rod Nishi

ITEM III-A – 3 – ACTION (continued)
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the Workforce Development Analyst are equal to the salary range of the Workforce Development Professional. In order to eliminate the compaction of wages between the supervisor and subordinate staff the Agency is recommending an approximate 2.5% increase in wage rate in order to create approximately a 5% differential.

	Step A	Step B	Step C	Step D	Step E
Workforce Development Analyst Supervisor	\$23.55	\$24.74	\$25.99	\$26.95	\$28.63
Workforce Development Professional Supervisor	\$23.55	\$24.74	\$25.99	\$26.95	\$28.63
Workforce Development Quality Control Supervisor	\$23.55	\$24.74	\$25.99	\$26.95	\$28.63

	Step A	Step B	Step C	Step D	Step E
Workforce Development Analyst Range III	\$22.43	\$23.56	\$24.75	\$25.67	\$27.27
Workforce Development Analyst Range II	\$18.53	\$19.46	\$20.43	\$21.45	\$22.51
Workforce Development Analyst Range I	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21

The proposed job classifications are attached. The Workforce Development Analyst position will be assigned to the Bargaining unit of Clerical, Technical, and Analytical. The Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor, and Workforce Development Quality Control Supervisor will be assigned to the Bargaining unit of Supervisory.

RECOMMENDATION

- Approve the new classifications of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor, and Workforce Development Quality Control Supervisor.
- Approve the salary ranges for the newly created classifications.

STAFF PRESENTER: Rod Nishi

WORKFORCE DEVELOPMENT ANALYST

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Analyst is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range 1 is the Assistant level, Range 2 is the journey level traditionally called Specialist and Range 3 is the advanced or Coordinator level.

DEFINITION

Under general direction, the Workforce Development Analyst class gathers and analyzes data for the development of planning documents, proposal requests, contract development, and program monitoring; assists with development and implementation of funding for community organizations which provide job training, community services, and skill development programs; provides technical assistance to program providers; monitors and evaluates job training programs; and does related work as required.

This is a deep class in which incumbents may be assigned to any of the three ranges to perform planning, policy and analytical work, provided that they have been determined to possess the required level of competence as determined in accordance with the Workforce Development Analyst, Alternative Range Criteria, which is attached to and made part of this Specification.

DISTINGUISHING CHARACTERISTICS

This is a deep class in which incumbents may be assigned to any of the three ranges to perform analytical work, provided that they have been determined to possess the required level of competence as determined in accordance with the Alternative Range Criteria, which is attached to and made part of this Specification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

All Levels:

1. Effectively use computer software, general applications and software specifically to perform work.
2. Prepare policies and procedures, program directives, and develop project management matrixes and tools
3. Assess information submitted by subgrantees, partners, and applicant agencies.
4. Contact grant recipients and provide information on administrative and operating requirements.
5. Visit program sites to gather information for monitoring and evaluation functions.
6. Discuss and resolve problems with program operators.
7. Prepare a variety of reports regarding planning processes, proposal development, contract development and program evaluation.
8. Attend meetings concerned with SETA operations and requirements.
9. Collect and analyze demographic data for the development of planning documents, proposals, contracts, and program evaluation.
10. Assess and prioritize needs according to plans and guidelines.

In addition to the above:

Workforce Development Analyst (Range 1)

1. Assist with the collection and analysis of demographic data for the development of planning documents, contract development, and monitoring the effectiveness of job training programs.
2. Assist with assessing and prioritizing needs according to annual plans and guidelines.
3. Assist with setting goals and developing procedures for evaluating program funding requests.
4. Assist with providing technical assistance to potential program providers.
5. Assist with developing proposal requests in facilitating funding procedures.
6. Assist with conducting workshops for providers.
7. Assist with background support for contract negotiations.
8. Provide basic administrative support.
9. May assist in evaluating sub-grantee performance
10. May insure that contracts and necessary documentation are submitted, prepared, processed and executed within time limitations.

In addition to the above:

Workforce Development Analyst (Range 2)

1. Provide technical assistance to potential program providers.
2. Provide information on contracting procedures and funding requirements.
3. Conduct workshops for providers.
4. Contact grant recipients and provide information on administrative requirements and operating regulations.
5. Input, access and analyze data using a computer.
6. May assist in developing and recommending improvement for programs based on data collected, performance metrics, and enhancements to productivity.
7. May provide research support to stay current on state rules, regulations, laws and policies.
8. Conduct research and drafts language for a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents.

In addition to the above:

Workforce Development Analyst (Range 3)

1. Recommend program goals and procedures for evaluating funding requests.
2. Make recommendations on program and proposal acceptance.
3. Provide a wide variety of technical assistance to potential and existing program providers, including information on contracting procedures, reporting, and funding requirements.
4. Develop and conduct workshops for providers.
5. Conduct contract negotiations with subgrantees and make recommendations on contract language.
6. Complete the final versions of awarded contracts.
7. Assist in the training and mentoring of assigned staff.
8. Establish and maintain good working relationships with a variety of groups and organizations.

9. Conduct research and prepares a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents.
10. Participate and/or lead the overall planning, organizing, directing, controlling and delivery of all projects prioritized in alignment with the expectation and business needs.
11. May assist in the planning and scheduling of work.

MINIMUM QUALIFICATIONS

All Levels:

Knowledge of:

- Basic knowledge of workforce development programs, functions, and procedures.
- Program planning, evaluation and monitoring.
- Job training needs and requirements of the low-income community.
- Local community, social, financial and employment resources.

In Addition to the above:

Workforce Development Analyst (Ranges 2 & 3)

Knowledge of:

- SETA funded workforce development programs, functions, and procedures.
- Procurement and evaluation of workforce development and community services programs.
- Planning and project management.
- Rules and regulations affecting the funding and operation of employment and training grants.
- Community organizations, educational institutions, training providers, and government programs assisting low-income and unemployed individuals.

ABILITIES

Workforce Development Analyst (Range 1)

Ability to:

- Assist with the development of proposal requirements for workforce development grants.
- Assist with analyzing and making recommendations regarding the funding of subgrants.
- Gather and analyze a variety of data and information and draft written summaries, recommendations, and policy documents.
- Assist with developing and preparing a variety of reports.
- Assist with developing and conducting informational workshops.
- Effectively represent SETA's workforce development functions.
- Establish and maintain cooperative working relationships.

In addition to the above:

Workforce Development Analyst (Range 2)

Ability to:

- Assist with SETA long range planning efforts.
- Assist with the development of proposal requirements for workforce development grants.

- Assist with contract development, program monitoring, and program evaluation functions.
- Assist with analyzing and making recommendations regarding the funding of subgrants.
- Gather and analyze a variety of data and information and write board items, policy recommendations, project plans and proposals.
- Develop and prepare a variety of reports.
- Assist with developing and conducting informational workshops.
- Effectively represent SETA's workforce development functions.

In addition to the above:

Workforce Development Analyst (Range 3)

Ability to:

- Assist with the mentoring and training of assigned personnel.
- Coordinate SETA's long range planning efforts with partners, community organizations, education and training providers and local government.
- Coordinate procurement processes
- Develop proposal requirements for workforce development grants and contracts.
- Analyze proposals and make recommendations regarding the funding of subgrants,
- Gather and analyze a variety of data and information and write policy recommendations, project plans and proposals.
- Develop and prepare a variety of reports.
- Develop and conduct informational workshops.
- Present board items and project plans to SETA management and boards.
- Effectively represent SETA'S workforce development functions.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Advanced educational training in sociology, psychology, business administration, economics or other social science and some background in working with workforce development programs is highly desirable. This would include at least two (2) years for Range 2 comparable to that of a Workforce Development Analyst 1, and three (3) years for Range 3 comparable to that of a Workforce Development Analyst 2 with the Sacramento Employment and Training Agency.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
3. Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, sit for long periods of time throughout the workday, or maneuver whatever may be necessary to successfully perform the duties of their position;
5. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

ALTERNATE RANGE CRITERIA

This deep class has three alternate ranges. Ranges 1, 2, and 3, incorporate the Entry, Journey, and Advanced Journey levels into one class concept.

Range 1:

This range is equivalent to the existing classification Employment and Training Analyst I.

Range 2:

This range is equivalent to the classification Employment and Training Analyst II.

Range 3:

This range constitutes the level now occupied by Employment and Training Analyst III.

Readiness to move from ranges will be assessed by the supervisor and approved by the manager as follows: Range 1 to Range 2 employee will be eligible to request an assessment after one (1) year. Range 1 to Range 2 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 1 Performance Measures. Range 2 to Range 3 employee will be eligible to request an assessment after two (2) years. Range 2 to Range 3 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 2 Performance Measures.

Range 1 to Range 2 / Readiness Factors:

Range 2- Personal Factors

- Demonstrates competence in work maturity skills, including punctuality and attendance, problem solving and critical thinking skills, adaptability, self-starter who takes initiative, willing to assist co-workers and customers, and works as part of the team;
- Demonstrates customer service skills and focuses on needs of customer;
- Demonstrates knowledge of resources and services offered through SETA's workforce development programs;
- Demonstrates knowledge of community resources available to customers;
- Demonstrates knowledge of computers and other appropriate electronic equipment and uses software and databases relevant to the job;
- Demonstrates competence in creating written planning, procurement, contracting and/or monitoring documents.
- Demonstrated competence in conducting research and analyzing data
- Demonstrates competence in writing reports

Range 2 - Performance Measures

- Provide assistance, back-up, and support to other staff;
- Understands SETA operations;

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- Successfully completes customer service training (on-line or in person);
- Competent in using software programs and internet websites that are necessary for planning, monitoring, or researching workforce development data and/or programs;
- Competent in writing reports analyzing data
- Consistently completes assigned tasks;
- Maintains accurate and up to date files and records;
- Demonstrated competence and accuracy in eligibility and MIS paperwork;
- Consistently meets deadlines and updates and maintains files and tickler systems
- Maintains and documents regular contact with assigned programs and partners;
- Successfully completes CSUS Career Skills Assessment for Workforce Development Analyst, Range 2.

Range 2 to Range 3 / Readiness Factors:

Range 3 - Personal Factors

- Qualified to serve as a program expert;
- Demonstrated leadership ability;
- Ability to work on two or more projects concurrently;
- Ability to complete, get approvals, and submit plans and contracts
- Ability to write a program application or proposal or coordinate a procurement process
- Ability to develop a timeline for a project and meet deadlines.
- Demonstrates appropriate facilitation and presentation skills;
- Ability to promote positive team dynamics and solve problems;
- Demonstrates computer literacy and knowledge of relevant data bases;
- Ability to relate to diverse populations;
- Knowledge of community resources in the Sacramento area;
- Ability to develop curriculum used in workshops.

Range 3 - Performance Measures

- Development and presentation of workshops and training sessions for staff, sub grantees and partner agencies;
- Consistently meets deadlines;
- Establish and maintain positive professional relationships with SETA partners, sub grantees, community members, board members and staff;
- Establish a personal resource network;
- Demonstrates ability to be the lead worker and coordinate a project, program, or team;
- Demonstrates a comprehensive understanding of SETA's programs and services;
- Demonstrates an understanding of program performance measures;
- Successfully completes CSUS Career Skills Assessment for Workforce Development Analyst, Range 3.

WORKFORCE DEVELOPMENT ANALYST SUPERVISOR**ORGANIZATIONAL RESPONSIBILITY**

A Workforce Development Analyst Supervisor is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee.

DEFINITION

Under general direction, to gather and analyze data for the development of planning documents, proposal requests, contract development, and program evaluation; to supervise assigned staff; to plan, develop, and implement funding for community organizations which provide a variety of workforce development services; to provide technical assistance to program providers; to monitor and evaluate workforce development programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This classification supervises other workforce development staff within the Agency. Incumbents gather data for long range planning efforts and proposal requests. They also analyze and make recommendations on granting requests for funds to implement workforce development programs. In addition, they monitor the effectiveness and operations of subgranted programs. Incumbents are expected to work on a very independent basis, with comprehensive knowledge of workforce development functions, procedures, programs, and regulations.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides the training, supervision, and evaluation of assigned staff;
2. Collects and analyzes demographic data for the development of planning documents, proposals, contracts, and program evaluation;
3. Assesses and prioritizes needs according to plans and guidelines;
4. Recommends program goals and procedures for evaluating funding requests;
5. Makes recommendations on program and proposal acceptance;
6. Provides a wide variety of technical assistance to potential and existing program providers, including information on contracting procedures and funding requirements;
7. Develops and conducts workshops for providers;
8. Contacts grant recipients and provides information on administrative and operating requirements;
9. Reviews and assesses operations information submitted by program providers;
10. Visits program sites to gather information for monitoring and evaluation purposes;
11. Discusses and resolves problems with program operators; prepares a variety of reports for planning processes, proposal development, contracting, and program evaluation;
12. Supervises staff assigned to planning, research, labor market analysis, conducting needs assessments, proposal development, procurement, contract negotiations, monitoring, and evaluation of programs and outcomes; and
13. Attends meetings concerned with SETA operations and requirements.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and methods of supervision;
- Comprehensive knowledge of SETA funded employment and training programs functions, and procedures;
- Program evaluation and monitoring;
- Workforce development needs and requirements of the low-income community;
- Rules and regulations affecting the funding and operation of workforce development grants and contracts; and
- Community organizations and services.

AND

Ability to:

- Supervise, train, and evaluate assigned personnel;
- Assist with SETA long range planning efforts;
- Assist with the development of proposal requirements for workforce development grants and contracts;
- Analyze and make recommendations regarding the funding of subgrants;
- Gather and analyze a variety of data and information;
- Develop and prepare a variety of reports;
- Develop and conduct informational workshops;
- Effectively represent SETA's workforce development functions; and
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced educational training in sociology, psychology, business administration, economics, or other social science; and
- II. Two years of work experience comparable to that of an Workforce Development Analyst II with the Sacramento Employment and Training Agency; and
- III. One year of experience supervising workforce development staff or equivalent is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Workforce Development Professional Supervisor is responsible to the Deputy Director, a Workforce Development Manager, or designee.

DEFINITION

Under general direction, the Workforce Development Supervisor plans, organizes, coordinates, directs, supervises, and reviews activities and staff engaged in:

- The development of one-stop career center services, sector training initiatives, and employment and training opportunities for eligible participants;
- Recruitment, enrollment, assessment, coaching, career counseling, workshop facilitation, and job placement services.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions at the supervisory level. Responsibilities include planning, developing, directing, preparing, supervising a team of Sacramento Employment and Training Agency (SETA), employees engaged in providing one-stop or workforce development services.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, assigns and supervises the work of assigned Workforce Development Department staff;
2. Develops, writes and implements procedures for the unit;
3. Coordinates, supervises and monitors the recruitment and enrollment of prospective participants for program; established systems to evaluate and assess customer's action plan;
4. Holds individual conferences with staff to discuss specific case problems, goals, and objectives. Makes or reviews decisions on difficult cases, and reviews agreements for correctness and compliance with program directives;
5. Evaluates the performance of staff and recommends and/or initiates appropriate action on personnel matters;
6. Provides in-service training for assigned staff;
8. Prepares and reviews written and statistical reports and prepares correspondence;
9. Oversees workshops (including presentation of material, client observation and feedback, assistance in preparation of resumes, letters and applications, videotaping of mock interviews and development of exercises, handouts and curriculum);
10. Serves as agency representative to public and private agencies to develop resources which fit specific program needs.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision, project management, and effective personnel practices;
- Principles and practices of employee training;
- Educational/Vocational principles, practices, and employment guidance and
- Counseling;
- Marketing and public relations principles and techniques;
- Techniques of classroom instruction relative to Job Search;
- Local Job Market; and local labor market
- U.S. Government and State of California occupational guidance publications and websites
- Critical Occupational Clusters including job duties and minimum qualifications;
- Interviewing techniques;
- Social, financial and employment services offered by public and private agencies and other community resources.

Ability to:

- Plan, organize and supervise the work of subordinate staff;
- Evaluate the quality and quantity of staff and unit production;
- Read and interpret complex regulations, statistical reports, and standardized vocational test scores;
- Oversee the implementation of principles and practices of counseling, vocational guidance and occupational placement;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain these knowledges and abilities would be: Advanced educational training in counseling preparation, business administration, law, education, psychology, social work psychology, economics, marketing, public relations, or a closely related field and five years of increasingly responsible work experience in a career planning instructional school or employment training program.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Workforce Development Quality Control Supervisor is responsible to the Deputy Director, a Workforce Development Manager, or designee.

DEFINITION

Under general direction, the Workforce Development Quality Control Supervisor plans, organizes, coordinates, directs, supervises, and reviews activities of staff engaged in (and personally performs) staff work designed to ensure that mandated Workforce Development service and performance standards are met and that Workforce Development direct services employees have the tools they need to meet these standards.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that does not provide direct services but supervises a staff in working closely with Workforce Development employees and partners engaged in providing direct services.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, assigns and supervises the work of assigned Workforce Development Department staff;
2. Ensures that performance expectations are understood by SETA staff and program operators and that internal procedures are in place to meet those standards;
3. Performs quality control reviews of enrolled applications and other documents to confirm accuracy and determine training needs or procedural changes;
4. Coordinates activities designed to validate/verify the data entered into the tracking system and to contact customers and staff to update data or track customer activities and outcomes.
5. Holds conferences with staff to discuss specific problems;
6. Analyzes performance and issues reports of findings;
7. Provides in-service training and technical assistance for assigned staff and program providers;
8. Prepares and reviews written and statistical reports and prepares correspondence;
9. Utilizes data systems and software to develop reports, analyze data and evaluate programs
10. Coordinates with Information Technology and Administration Department trainers to ensure that staff receive appropriate training;
11. Produces career center specific reports to warn site supervisors of potential issues indicated by the data; and
12. Works with career centers to reconcile discrepancies in their reported data.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of program administration;
- Principles and methods of supervision;
- Program evaluation and monitoring;
- Rules and regulations regarding eligibility for SETA funded programs;
- Rules and regulations affecting the funding and operation of employment and training programs;
- Grants and contract development;
- Job training needs and requirements of the low-income community;
- Community organizations and services;
- Computer system operations and equipment capabilities;
- Computer software and general applications; and
- Basic data processing systems software.

AND

Ability to:

- Supervise, train, and evaluate assigned personnel;
- Establish and maintain cooperative working relationships;
- Insure the accuracy of data input regarding the SETA program operations;
- Communicate clearly and concisely, orally and in writing;
- Develop and prepare a variety of reports;
- Gather and analyze a variety of data and information;
- Develop and conduct information systems workshops;
- Assist with SETA's long range planning efforts;
- Assist with the development of proposal requirements for employment and training grants and contracts;
- Analyze and make recommendations regarding the funding of sub-grants;
- Effectively represent SETA's information systems with others.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

- I. A typical way to obtain the knowledge and abilities would be: Advanced educational training and three years of increasingly responsible work with computer equipment, computer software, and management information systems comparable to that of a Management Information Analyst III with the Sacramento Employment and Training Agency.
- II. Three years of responsible work experience in eligibility determination and certification for public assistance programs, preferably including at least one year in a lead or supervisory capacity
- III. Or, a combination of I and II above.

AND

At least one year in a lead or supervisory position.

SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two years duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

ITEM III-A – 4 - ACTION

APPROVAL OF REALLOCATION OF EMPLOYMENT AND TRAINING ANALYSTS
AND MANAGEMENT INFORMATION ANALYST INTO THE WORKFORCE
DEVELOPMENT ANALYST DEEP CLASSIFICATION AND ABOLISHMENT OF
EMPLOYMENT AND TRAINING ANALYST I, II AND III AND MANAGEMENT
INFORMATION ANALYST I, II AND III

BACKGROUND:

In the previous board item, staff presented a new classification series of Workforce Development Analyst. The Agency Executive Director is proposing to abolish the Employment and Training Analyst and the Management Information Analyst series with the creation of the Workforce Development Analyst deep classification.

The Workforce Development Analyst classification mirrors the structure of the existing Workforce Development Professional. The creation of the Workforce Development Professional deep classification in 2007 was the initial step in merging, updating and revising job classifications to ensure recruitment of candidates who provide direct services to clients and customers who are either seeking employment or employers looking for qualified employees.

The skills and abilities of the analyst differ from that of the staff that provides direct services and are grant writers, data analysts, or procurers for program operators. The revised classification updates the required skills, knowledge and abilities to include required computer software and use of technology and creates a career ladder for advancement as employees gain skills.

Reallocation

Current Classification	Proposed Classification/Range
Workforce	Development Analyst
o Employment and Training Analyst I o Management Information Analyst I	Range I
o Employment and Training Analyst II o Management Information Analyst II	Range II
o Employment and Training Analyst III o Management Information Analyst III	Range III

The Agency has met with the American Federation of State, County and Municipal Employees (AFSCME) and has come to a consensus on these actions.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 4 – ACTION (continued)
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Financial Impact: Annualized \$9,005

RECOMMENDATION:

- Reallocate 14 Employment Training Analysts and 1 Management Information Analyst into the Workforce Development Analyst series.
- Approve the abolishment of Employment and Training Analyst and Management Information Analyst classification series.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 5 - ACTION

APPROVAL OF REALLOCATION OF INCUMBENTS IN THE SIX CLASSIFICATIONS OF EMPLOYMENT AND TRAINING ANALYST SUPERVISOR, LABOR MARKET INFORMATION SUPERVISOR, EMPLOYMENT SERVICES SUPERVISOR, YOUTH SERVICES SUPERVISOR, ELIGIBILITY SUPERVISOR AND MANAGEMENT INFORMATION ANALYST SUPERVISOR INTO WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR, WORKFORCE DEVELOPMENT ANALYST SUPERVISOR AND WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR AND ABOLISHMENT OF THE SIX CLASSIFICATIONS

BACKGROUND:

The Agency Executive Director has proposed in the previous board item the establishment of supervisory classifications overseeing the duties and responsibilities of the Workforce Development Department. This aligns the duties and responsibilities of staff within the department. Current incumbents in certain supervisory classifications are recommended for reallocation into the newly established supervisory classifications.

The Agency and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) have met on numerous occasions to arrive a consensus on these reallocations.

PROPOSED REALLOCATIONS

Current Classification	New Classification
<ul style="list-style-type: none">○ Employment and Training Analyst Supervisor○ Labor Market Information Supervisor	Workforce Development Analyst Supervisor
<ul style="list-style-type: none">○ Employment Services Supervisor○ Youth Services Supervisor	Workforce Development Professional Supervisor
<ul style="list-style-type: none">○ Eligibility Services Supervisor○ Management Information Analyst Supervisor	Workforce Development Quality Control Supervisor

Financial Impact: Annualized \$30,105

STAFF PRESENTER: Rod Nishi

ITEM III-A – 5 – ACTION (continued)
Page 2

RECOMMENDATION:

- Approve the reallocation of three Employment and Training Analyst Supervisors, one Management Information Analyst Supervisor, one Employment Services Supervisor, and one Youth Services Supervisor as noted above.
- Approve the abolishment of the classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Services Supervisor, and Management Information Analyst Supervisor.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 6 - ACTION

APPROVAL TO REALLOCATE MARKETING SPECIALIST INCUMBENTS TO
WORKFORCE DEVELOPMENT PROFESSIONAL AND ABOLISH THE
CLASSIFICATIONS OF MARKETING SPECIALIST I, II, AND III

BACKGROUND:

In 2007 the Agency established the classification of Workforce Development Professional (WDP) This classification is utilized by the Agency for those staff who provide direct services to customers and clients of the Workforce Development Department. The classification is a deep class in which incumbents are assigned to three ranges, depending on their skills, knowledge and ability and are able to “advance” in the series as they gain skills and as the agency budget allows. Range 1 is the Assistant level, Range 2 is the Journey level, and Range 3 is the Advanced or Coordinator level. Seven separate classifications were merged into the Workforce Development Professional and incumbents of these classifications were reallocated in 2007. As a result of collective bargaining agreements signed in 2007, the Agency agreed to complete a Classification Study of all SETA positions by June 30, 2010. One of the recommendations contained in the final report of the classification study was to merge the Marketing Specialist classification into the Workforce Development Professional Classification. The Marketing Specialist provides direct services and focuses upon employer outreach, developing customized and on-the-job-training opportunities, and recruitment, screening and referral of job ready candidates to employers.

Upon further review, the Agency has determined that the duties and responsibilities of the Marketing Specialist series closely align with that of the Workforce Development Professional series. Therefore staff is recommending to merge the positions of Marketing Specialist I, II, and III into the deep class of WDP I, II, and III, reallocate the incumbents into WDP deep class, and abolish the Marketing Specialist I, II, and III classifications.

Marketing Specialist I	Workforce Development Professional I
Marketing Specialist II	Workforce Development Professional II
Marketing Specialist III	Workforce Development Professional III

Financial Impact: \$12,035

STAFF PRESENTER: Rod Nishi

ITEM III-A – 6 – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the reallocation of the 7 (seven) incumbents of the Marketing Specialist series into the Workforce Development Professional classification as depicted above, and approve the abolishment of the classifications of Marketing Specialist I, II ,and III..

STAFF PRESENTER: Rod Nishi

ITEM III-A – 7– ACTION

TIMED ITEM AND PUBLIC HEARING: APPROVAL OF SENIOR ACCOUNTANT CLASSIFICATION AND RELATED SALARY RANGE AND REVISION TO THE ACCOUNTANT II (SUPEVISORY) CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new classification of Senior Accountant and revision to the Accountant II (Supervisory) classification. As part of the recent classification study it was determined that over an extended period of time, the Fiscal Department has developed a need for staff to perform complex accounting tasks and work independently.

The current classification of Accountant II (Supervisory) includes the leadership and technical skills in order to perform significant accounting tasks and includes supervision i.e. getting work done through others. The proposed classification of Senior Accountant is similar to that of the Accountant II (Supervisory) but is intended for completion of complex accounting duties but eliminates the responsibility for supervision. These two positions are the highest non-management positions within the Fiscal Department and compensation would be equivalent.

Proposed Salary Range

	Step A	Step B	Step C	Step D	Step E
Senior Accountant	\$23.54	\$24.72	\$25.95	\$27.24	\$28.61

The proposed classification would be placed as follows:

Current Structure	Proposed Classification Placement
Accountant III (Management)	Accountant III (Management)
Senior	Accountant
Accountant II (Supervisory)	Accountant II (Supervisory)
Accountant II	Accountant II
Accountant I	Accountant I

The revisions to the Accountant II (Supervisory) are caused by the creation of the payroll classification series created in a preceding agenda item.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 7 – ACTION (continued)
Page 2

Attached is the proposed classification for Senior Accountant and revisions to the Accountant II (Supervisory). Placement of the Senior Accountant would be to the Bargaining unit of Clerical, Technical, and Analytical.

The Agency has met with the American Federation of State, County and Municipal Employees (AFSCME) and has come to a consensus on these actions.

RECOMMENDATION:

Approve the Senior Accountant classification and related salary range. Approve the revisions to the Accountant II (Supervisory) classification.

STAFF PRESENTER: Rod Nishi

SENIOR ACCOUNTANT

ORGANIZATIONAL RESPONSIBILITIES

Senior Accountant is responsible to the Fiscal Department Chief or designee.

DEFINITION

Under general direction, performs advanced accounting work in a variety of program areas within the Fiscal Department.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions which perform a variety of professional accounting assignments in an independent non supervisory capacity.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Works independently on complex and consequential accounting projects;
2. Makes correcting journal entries when appropriate;
3. Serves as a liaison with Sacramento County departments concerned with SETA ;
4. Insures proper disbursement of payroll taxes and deductions;
5. Assists with payroll processing and preparation as needed;
6. Maintains cash flow resources and records for a variety of SETA funds,
7. Projects cash flow needs and insures availability;
8. Reviews and prepares fiscal evaluations for proposed subgrantee and delegate agency contracts;
9. Approves subcontractor budget payment schedules;
10. Establishes forms for payment requests;
11. Conducts subcontractor workshops to explain fiscal procedures;
12. Represents SETA's Fiscal Department in contract negotiations with subcontractors;
13. Provides other fiscal staff with the resources for processing contract payments;
14. Performs fiscal monitoring of contract payments;
15. Provides technical assistance to subcontractors;
16. Prepares a variety of financial statements and reports;
17. Maintains SETA's fixed asset records;

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of supervision, training, accounting, financial recordkeeping, and financial administration;
- Codes, regulations, ordinances, and laws affecting SETA financial activities;
- Auditing, financial analysis, and research procedures;
- SETA contracting requirements and procedures;
- Some spreadsheet and word processing software.

AND

Ability to:

- Analyze fiscal information and draw sound conclusions;
- Prepare financial statements and reports;
- Serve as a resource for solving accounting problems and providing information to others;
- Prepare a variety of reports;
- Effectively represent SETA's fiscal system and procedures with other government agencies and concerned people;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

1. Advanced educational training in finance and accounting. One year of responsible work experience in public agency accounting and fiscal procedures including a lead or supervisory role, or one (1) year of experience equal to an Accountant II.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

ACCOUNTANT II (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITIES

An Accountant II (Supervisory) is responsible to a ~~Division~~ ***the Fiscal Department*** Chief or designee.

DEFINITION

Under general direction, to supervise assigned staff and perform professional accounting work in the maintenance of SETA's fiscal and payroll records; to prepare and maintain a variety of financial and fiscal reports; to represent fiscal services in contract negotiations with subcontractors; to perform fiscal monitoring of subcontractors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions which perform a variety of professional accounting assignments under the direction of a ~~Division~~ ***the Fiscal Department*** Chief. Duties will include supervisory and training responsibilities for accounting technicians and other designated staff.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Supervises and monitors the activities of assigned staff;
2. ~~Oversees and insures the proper maintenance and documentation of the SETA payroll;~~
3. ~~Verifies the accuracy of payroll records and documentation;~~
4. ~~Serves as a liaison with Sacramento County departments concerned with SETA payroll procedures and records;~~
5. ~~Insures proper processing and establishment of personnel records for new employees and regular staff;~~
6. ~~Insures that others are informed of changes in payroll procedures;~~
7. ~~Directs the preparation and prepares payroll reports required by insurance companies, government agencies, and others;~~
8. Insures proper disbursement of payroll taxes and deductions;
9. ~~Assists with payroll processing and preparation as needed;~~
10. Maintains cash flow resources and records for a variety of SETA funds,
11. Projects cash flow needs and insures availability;
12. Reviews and prepares fiscal evaluations for proposed subgrantee and delegate agency contracts;
13. Approves subcontractor budget payment schedules;
14. Establishes forms for payment requests;
15. Conducts subcontractor workshops to explain fiscal procedures;
16. Represents SETA's ~~Fiscal services unit~~ ***Department Chief*** in contract negotiations with subcontractors;
17. Provides other fiscal staff with the resources for processing contract payments;

- 18. Performs fiscal monitoring of contract payments;
- 19. Provides technical assistance to subcontractors;
- 20. Trains and serves as a resource for Account Clerks;
- 21. Prepares a variety of financial statements and reports;
- 22. Maintains SETA's fixed asset records;
- 23. Assists with special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of supervision, training, accounting, financial recordkeeping, and financial administration;
- Codes, regulations, ordinances, and laws affecting SETA financial activities;
- Auditing, financial analysis, and research procedures;
- ~~Personnel and payroll procedures;~~
- SETA contracting requirements and procedures;
- ***Some spreadsheet and word processing software.***

AND

Ability to:

- Supervise, train and perform a variety of ~~payroll, personnel, and~~ SETA contracting assignments, requiring professional accounting expertise;
- Analyze fiscal information and draw sound conclusions;
- Prepare financial statements and reports;
- Serve as a resource for solving accounting problems and providing information to others;
- Prepare a variety of reports;
- Effectively represent SETA's fiscal system and procedures with other government agencies and concerned people;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced educational training in finance and accounting. One year of responsible work experience in public agency accounting and fiscal procedures including a lead or supervisory role, or one (1) year of experience equal to an Accountant II.

PHYSICAL DEMANDS/QUALIFICATIONS

- 1. ***Ability to sit for long periods of time throughout the workday;***
- 2. ***Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;***
- 3. ***Ability to understand conversations, both in person and on the telephone;***
- 4. ***Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.***

ITEM III-A - 8 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF PAYROLL SPECIALIST, SENIOR PAYROLL SPECIALIST, AND PAYROLL OPERATIONS SUPERVISOR CLASSIFICATIONS, REALLOCATION OF PAYROLL CLERKS AND ACCOUNTANT II (SUPERVISOR) TO NEW CLASSIFICATIONS, AND ABOLISHMENT OF THE PAYROLL CLERK AND ACCOUNTANT II (SUPERVISORY)(UNREPRESENTED) CLASSIFICATIONS

BACKGROUND:

The Agency Executive Director is proposing the establishment of new classifications of Payroll Specialist, Senior Payroll Specialist and Payroll Operations Supervisor and the reallocation of incumbent employees to the new classifications. This is in keeping with the efforts to create a job series. The new classifications are attached.

As part of the recent classification study it was determined that over an extended period of time, the Agency's payroll system has evolved with increasing sophistication. Since the bankruptcy of the previous vendor (Ingentra) the agency staff have taken on additional duties that are more complex. The duties and responsibilities of one Payroll Clerk have evolved to a higher level beyond that of the current classification. Higher duty compensation has been utilized as well as temporary reclassification. This has created the need for the establishment of a Senior Payroll Specialist. The salary range for this position has been increased to reflect the increased responsibilities.

These classifications will be Unrepresented/Confidential.

Salary Range of New Classifications

	Step A	Step B	Step C	Step D	Step E
Payroll Specialist	\$15.51	\$16.29	\$17.11	\$17.96	\$18.86
Senior Payroll Specialist	\$19.75	\$20.74	\$21.77	\$22.85	\$24.01
Payroll Operations Supervisor	\$23.54	\$24.72	\$25.95	\$27.24	\$28.61

Reallocation of Incumbents

Current Classifications	New Classifications
Payroll Clerk	Payroll Specialist
Payroll Clerk	Senior Payroll Specialist
Accountant II (Supervisor)(Unrepresented)	Payroll Operations Supervisor

Financial Impact: Annualized \$14,376

STAFF PRESENTER: Rod Nishi

ITEM III-A – 8 – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor classifications, and reallocate the three incumbent employees as depicted in the chart above. Abolish the classifications of Payroll Clerk and Accountant II (Supervisor) (Unrepresented).

STAFF PRESENTER: Rod Nishi

PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Payroll Specialist classification is responsible to the Administration Department Chief or designee.

DEFINITION

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Payroll Specialist is the assistant level comparable to the former Payroll Clerk classification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;
4. Prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Access internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
7. Operates office equipment and computer systems;
8. Opens and distributes mail;
9. Files correspondence and other material.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles; and
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;

- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work; and
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be high school graduation or its equivalence and:

- I. One year of responsible payroll or financial and statistical recordkeeping experience.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

SENIOR PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Senior Payroll Specialist classification is responsible to the Administration Department Chief or designee.

DEFINITION

Under general supervision, performs technical duties in preparing, reviewing, and processing payroll records for the Agency; may serve as lead to Payroll Specialists and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Payroll Specialist is the journey level comparable to Accountant I when (formerly) assigned payroll duties.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Processes payroll and on-line checks, transmits the direct deposit file, and prepares bi-weekly payroll reports and payment authorizations for approval by the Payroll Operations Supervisor;
2. Reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws;
3. Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger;
4. Reconciles reports, bills, and invoices to payroll report, and makes any needed adjustments and journal entries;
5. Prepares quarterly and annual federal tax reports;
6. Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation;
7. Computes and produces hand calculated paychecks for terminations, and corrections;
8. Prepares and submits SCERS reports, including researching and adjusting any discrepancies;
9. Compiles and generates reports for Department heads, Chiefs, and vendors;
10. Answers payroll related questions from Agency employees;
11. Coordinates and performs testing of the payroll system;
12. Performs fiscal and calendar year end processes and prepares appropriate reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;

- Laws, rules, regulations, and bargaining contract provisions affecting payroll or deduction programs;
- Procedures and policies of the processing of payroll transactions/documents; and
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Provide technical assistance to staff, and; coordinate a variety of personnel/payroll transactions;
- Research critical transactions and recommend alternative solutions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work; and
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be high school graduation or its equivalence and:

- I. Two years of experience preparing and processing payroll records and reports for an agency or organization.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

PAYROLL OPERATIONS SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Payroll Operations Supervisor classification is responsible to the Administration Department Chief or designee.

DEFINITION

Supervise the preparation and maintenance of all payroll processing for the Agency, supervise assigned staff, coordinate payroll processing with County of Sacramento payroll staff, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Payroll Operations Supervisor supervises the payroll unit.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Supervise to ensure accurate and timely workflow of Payroll processes;
2. Provide efficient and professional customer service to internal and external customers;
3. Assist in writing of policies and procedures and responsible for enforcing adherence to policies and internal controls;
4. Accountable for various month end and year end processes, which may include adjustment processing and balancing, calculations, W2 updates, relocation, reconciliations;
5. Maintain and process employee garnishment files;
6. Set up payment plans with employees who owe unpaid insurance premiums and monitor payments until paid in full
7. Coordinate annual audit with Workers Compensation carrier; and
8. Respond to notifications from State agencies regarding unemployment claims.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment; and
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Plan, organize, direct, and evaluate the work of subordinate staff;
- Analyze work processes, evaluate suggestions, and develop and implement effective courses of action;
- Effectively present ideas and recommendations;
- Develop subordinate staff and assess training and developmental needs;
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work; and
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be high school graduation or its equivalence and:

- I. Three years of experience preparing and processing payroll records and reports for an agency or organization at least one of which included experience as a lead worker.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

ITEM III-A – 9 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF INFORMATION TECHNOLOGY SERVICES FACILITATOR AND INFORMATION TECHNOLOGY ENGINEERING ANALYST CLASSIFICATIONS AND REALLOCATION OF INCUMBENTS OF INFORMATION TECHNOLOGY ANALYST II TO NEW CLASSIFICATIONS

BACKGROUND:

The Agency Executive Director is proposing the establishment of new classifications of Information Technology Services Facilitator and Information Technology Engineering Analyst and the reallocation of incumbents of Information Technology Analyst II into the new classifications.

As part of the recent classification study it was determined that over an extended period of time, the Agency's Information Technology (IT) positions have evolved and the duties and responsibilities of the current Information Technology Analysts have separated into two specific areas. The Information Technology Services Facilitator describes the Information Technology Department's support for Agency users of computer programs. The incumbent directs the myriad of requests for assistance by staff. Receiving staff computer problems via phone and email systems and directing the resources within the department is the primary function of this position as well as making initial attempts to resolve issues.

The Information Technology Engineering Analysts are the staff within the IT Department that service hardware and analyze basic engineering issues under the direction of the Network Engineers within the Department.

The Agency has met with the American Federation of State, County and Municipal Employees (AFSCME) and has come to a consensus on these actions. The new classifications would be placed in the Clerical, Technical and Analytical Bargaining Unit.

Reallocation Chart

Current Classifications	New Classification
Information Technology Analyst II	Information Technology Services Facilitator (1)
Information Technology Analyst II	Information Technology Engineering Analyst (3)

STAFF PRESENTER: Rod Nishi

Salary Range

	Step A	Step B	Step C	Step D	Step E
Information Technology Services Facilitator	\$23.54	\$24.72	\$25.95	\$27.24	\$28.61
Information Technology Engineering Analyst	\$23.54	\$24.72	\$25.95	\$27.24	\$28.61

Financial Impact: \$0

RECOMMENDATION:

- Approve the new classifications of Information Technology Services Facilitator and Information Technology Engineering Analyst.
- Reallocate 4 Information Technology Analyst II incumbents as depicted above into new classifications.

STAFF PRESENTER: Rod Nishi

INFORMATION TECHNOLOGY SERVICES FACILITATOR**ORGANIZATION RESPONSIBILITY**

The Information Technology Services Facilitator is responsible to and reports directly to the Information Technology Department Chief or designee.

DEFINITION

Under the general direction, the Information Technology Department Chief or designee, the Information Technology Services Facilitator coordinates the delivery of Information Services Department support to end users.

DISTINGUISHING CHARACTERISTICS

This is an advanced level classification in the Information Technology Department. Incumbents have a customer support focus and are expected to work independently and to have knowledge of personal computer systems hardware, software, e-Mail, Internet/Intranet, computer security, and network administration. Knowledge of end user applications including Microsoft Office is highly desired.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Functions as primary point of contact for IT problems, moves, changes of equipment;
2. Point of contact for problems and questions related to SETA's VoIP telephone system.
3. Logs and prioritizes service requests and maintains status;
4. Coordinates response to incident and services requests, assigning service tasks to staff;
5. Monitor availability of IT provided services. Coordinates problem resolution if services are found to be unavailable or functioning improperly;
6. Ensure the integrity of the incident management protocols and procedures, including escalation of incident issues;
7. Assist and train users in the operations of their computer systems;
8. Assist Information Technology Engineering Analysts (ITEA) in the identification and resolution of computer related problems;
9. Assist the ITEA with adds, moves or changes of computer work-stations that includes disconnecting cables and moving computer equipment;
10. Provide training to Agency staff on software applications;
11. Assist the ITEA with testing and upgrading computer hardware;
12. Migrate users and equipment to updated systems policies, software and hardware;
13. Create users, groups, and lists using computer applications to ensure proper networking connectivity;
14. Install and configure software and hardware on Agency computers;
15. Monitor and maintain computer inventory;
16. Participate in Information Technology Department and Agency meetings as required;
17. Assist in the planning of new sites as it relates to computer needs;
18. Attend technical training as required or requested;
19. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Windows operating systems;
- Agency hardware and software, including their installation, operation, utilities, maintenance and security;
- Theory, principles and practice of technology;
- Electronic communications and required hardware;
- Windows, Novell and other Network operating systems;
- Local Area Network Operations;
- Wide Area Network Operations;
- Basic computer software productivity tools.

AND

Ability to:

- Customer Service focus;
- Establish and maintain effective working relationships with others;
- Instruct others in the use of hardware and software;
- Follow technical procedures in manuals and new product information and maintenance bulletins;
- Assist users in solving software and hardware problems;
- Read and interpret instruction specifications, technology drawings and schematics;
- Express ideas effectively verbally and in writing;
- Analyze situations and develop appropriate recommendations for actions;
- Maintain telecommunications and microcomputer equipment required in supporting LANs;
- Climb ladders, stairs and ramps; stoop, kneel, crouch reach and pull when storing and retrieving microcomputers and printers;
- Lift 60 pounds during any workday when moving objects such as, terminals, microcomputers and printers;
- Help control costs in order to operate within department budget;
- Learn new software packages and adapt to changes in technology.

AND

Training and Experience: Any combination of education, training, and experience, which provides the required knowledge and ability, is qualifying. A typical way to obtain the knowledge and ability would be:

- I. Two years of technical work experience in personal computer hardware and software with a focus upon customer service; and a minimum of one year's experience in the installation and operation of complex local and wide area networks.

OR

- II. Possession of a Bachelor's degree in systems management, computer technology, or a related field; and one year experience in the installation and operation of complex local and wide area networks.

OR

- III. Certification in a related field; and two years of responsible work experience in the installation and operation of complex local and wide area networks.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two years duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

INFORMATION TECHNOLOGY ENGINEERING ANALYST

ORGANIZATIONAL RESPONSIBILITY

The Information Technology Engineering Analyst is responsible to and reports directly to the Information Technology Department Chief or designee.

DEFINITION

Under the general direction of the Information Technology Department Chief or designee, the Information Technology Engineering Analyst assists with the design, configuration, and installation, of computer operating systems, and maintenance and analysis of Local Area Networks (LANs) and Wide Area Networks (WANs) within the Sacramento Employment and Training Agency (SETA).

DISTINGUISHING CHARACTERISTICS

This is an advanced level classification in the Information Technology Department. Incumbents are expected to work independently with regard to maintenance and installation work and under close supervision with regard to network configuration and design, and to have knowledge of personal computer systems hardware, software, e-Mail, Internet/Intranet, computer security, and network administration. Knowledge of end user applications including Microsoft Office is highly desired.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Support and maintain Local Area Network (LAN), Wide Area Network (WAN) and telecommunications systems operations;
2. Assist with implementation and support of Web Content Filtering and Firewall hardware and software;
3. Install and maintain WiFi networks and components;
4. Assist with the resolution of Agency services and server related problems;
5. Assist and train users in the operations of their computer systems;
6. Identify and resolve computer related problems;
7. Add, move or change computer work-stations that includes disconnecting cables and moving computer equipment;
8. Provide training to Agency staff on software applications;
9. Conduct necessary repairs, modifications, installation and preventative maintenance on Agency hardware and software;
10. Test, clean and upgrade computer hardware;
11. Migrate users and equipment to updated systems policies, software and hardware;
12. Maintain training room by maintaining computers and printers, conducting scan disks, defragmenting computers, configuring computers and other related duties;
13. Create users, groups, and lists using computer applications to ensure proper networking connectivity;
14. Install and configure software and hardware on Agency computers;
15. Update and maintain computer inventory;
16. Perform computer back-ups on network servers;

- 17. Participate in Information Technology Department and Agency meetings as required;
- 18. Assist in the planning of new sites as it relates to computer needs;
- 19. Attend technical training as required or requested;
- 20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Windows operating systems;
- Hardware and software, including their installation, operation, utilities, maintenance and security;
- Theory, principles and practice of technology;
- Installation of LAN and WAN hardware and software;
- Electronic communications and required hardware;
- Windows, Novell and other Network operating systems;
- Local Area Network Operations;
- Wide Area Network Operations;
- Basic computer software productivity tools;
- Excellent personal time management skills including the grouping of service calls resulting in effective use of time.

AND

Ability to:

- Establish and maintain effective working relationships with others;
- Instruct others in the use of hardware and software;
- Follow technical procedures in manuals and new product information and maintenance bulletins;
- Assist users in solving software and hardware problems;
- Read and interpret instruction specifications, technology drawings and schematics;
- Express ideas effectively verbally and in writing;
- Prepare technical reports and specifications;
- Develop, coordinate and inspect technology projects;
- Analyze situations and develop appropriate recommendations for actions;
- Maintain telecommunications and personal computer equipment required in supporting LANs;
- Climb ladders, stairs and ramps; stoop, kneel, crouch reach and pull when storing and retrieving microcomputers and printers;
- Lift 60 pounds during any workday when moving objects such as, terminals, personal computers and printers;
- Help control costs in order to operate within department budget;
- Learn new software packages and adapt to changes in technology.

AND

Training and Experience: Any combination of education, training, and experience, which provides the required knowledge and ability, is qualifying. A typical way to obtain the knowledge and ability would be:

- I. Two years of technical work experience in personal computer hardware and software including some work on network configuration or design tasks; and a minimum of one year's experience in the installation and operation of complex local and wide area networks.

OR

- II. Possession of a Bachelor's degree in systems management, computer technology, or a related field; and one year experience in the installation and operation of complex local and wide area networks.

OR

- III. Certification in a related field; and two years of responsible work experience in the installation and operation of complex local and wide area networks.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two years duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

1. Ability to sit for long periods of time throughout the workday;
2. Ability to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain;
3. Ability to understand conversations, both in person and on the telephone;
4. Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.

ITEM III-A – 10 - ACTION

APPROVAL OF REVISION AND RE-TITLING OF DATABASE DEVELOPER
CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing a revision to the classification of Database Developer and to re-title to Programmer Analyst. As part of the recent classification study the current classification title no longer accurately describes the work of the incumbent. Over the years the emphasis in the classification has shifted to place more emphasis on computer coding. The work has evolved towards the development of customized stand-alone data bases, rather than dependent data bases which require the end user to install the underlying application. The re-titling is more typically used in the industry for the type of work performed by this classification.

The Agency has met with the American Federation of State, County and Municipal Employees (AFSCME) and has come to a consensus on these revisions. Attached is the revised job classification.

Financial Impact: \$0

RECOMMENDATION:

Approve revisions to the job classification of Database Developer, including the re-titling to Programmer Analyst.

STAFF PRESENTER: Rod Nishi

**DATA BASE DEVELOPER
PROGRAMMER ANALYST**

ORGANIZATIONAL RESPONSIBILITY

The Data Base Developer Programmer Analyst is responsible to and reports directly to the Information Technology ~~Division~~ **Department** Chief.

DEFINITION

Under the general supervision of the Information Technology **Department** ~~Division~~ Chief, the Data Base Developer (DBD) Programmer Analyst (PA) is responsible for the design and development of SETA's computer applications. The DBD **PA** creates, updates and enhances the computer applications used to maintain SETA's management information systems; **writes, tests, debugs, translates and documents programs and applications according to specifications to enhance functionality and/or performance as necessary.**

DISTINGUISHING CHARACTERISTICS

Incumbents develop **solutions include the design, development, coding, and testing and documentation of new systems and maintenance of** maintain SETA's **sensitive** management information systems. Incumbents are expected to work independently and have comprehensive knowledge of SETA's methods, and procedures and programs. This position requires knowledge of data processing systems and extensive programming skills are required for software development.

EXAMPLES OF ESSENTIAL DUTIES

1. Designs, develops and enhances SETA's management information systems;
2. Updates, corrects, and improves computer software applications;
3. Analyzes and makes recommendations regarding computer equipment needs;
4. Processes and reviews statistical information regarding SETA's program operations;
5. Reviews and makes recommendations regarding accurate input of data into the state's JTA, Federal and proprietary systems;
6. Develops management information systems and procedure manuals to help improve the operations of SETA's Information System;
7. Develops a variety of reports and information as required;
8. Insures that management information reporting is in compliance with State and Federal reporting requirements;
9. Coordinates management information functions with other SETA programs, staff and functions;

MINIMUM QUALIFICATIONS

Knowledge of:

- Computer systems software languages and data base management;
- Principles and practices of program administration;
- Windows 95, DOS and other desk top operating systems;
- Web development methodologies and techniques.

AND

Ability to:

- Establish and maintain cooperative working relationships with others;
- Communicate clearly and concisely, orally and in writing;
- Develop and enhance management information systems;
- Analyze and make recommendations regarding computer equipment and software needs;
- Insure the accuracy of data input into SETA's program operations;
- Learn new software packages and adapt to changes in technology;
- Program in various software platforms;
- Program in Structured Query Language (SQL);
- Gather and analyze a variety of data and information;
- Develop and prepare a variety of reports;
- Effectively represent SETA's management information system with others.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

BA/BS in computer science and two years of work experience designing and programming computer equipment, computer software, and management information systems.

OR

Advanced educational training and background in working with computer equipment, computer software, and management information systems and four years of work experience designing and programming computer applications.

ESSENTIAL PHYSICAL ABILITIES

1. This position requires extensive and repetitive physical activity involving arms, wrists, and hands, including writing and using a keyboard;
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
3. Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
4. Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
5. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, sit for long periods of time throughout the workday, or maneuver whatever may be necessary to successfully perform the duties of their position;
6. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

ITEM III-B – 1 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR FY 2012 – 2016
UNDER THE WORKFORCE INVESTMENT ACT (WIA) TITLE I, FOR ON-THE-JOB
TRAINING/SUBSIDIZED EMPLOYMENT (OJT/SE) SERVICES

BACKGROUND:

On January 26, 2011 the Sacramento Works, Inc. board reviewed and approved the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan for 2011-12. The Governing Board reviewed and approved the Plan on February 3, 2011.

Within the 2011-12 Resource Allocation Plan, the board approved Workforce Investment Act funds to be allocated to the On-the-Job Training/Subsidized Employment (OJT/SE) activity. For the past three years SETA has received funding from the Sacramento County Department of Human Assistance to provide OJT/SE training to CalWORKS recipients. Staff has included \$2,000,000 in CalWORKS funds in this Request for Proposals, for a total available amount of \$2,890,000. All funding amounts are estimates and final allocations will be based on actual funds allocated when the state and federal budgets for 2011-2012 are approved.

On-the-Job-Training/Subsidized Employment (OJT/SE) is a work activity intended to engage prospective employers in providing appropriate and meaningful training opportunities for eligible CalWORKS recipients, low-income individuals and dislocated workers. It is designed to place customers into full-time jobs in high skill occupations on a “hire first” basis where supervision and training are provided by the employer. The activity prepares customers with the necessary work skills to obtain full-time employment and become self-sufficient.

In the last year, the OJT/SE activity has demonstrated a better return on investment than other training activities, with a placement rate of 82%.

Staff is seeking approval to release the RFP for OJT/SE services for FY 2012 – 2016, which has been sent under separate cover.

RECOMMENDATION:

Approve the release of the Request for Proposals (RFP) for FY 2012 – 2016 under the WIA for On-the-Job Training/Subsidized Employment (OJT/SE) services.

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 2 - ACTION

APPROVAL TO RATIFY THE ADDITION OF A SECOND MANDATORY BIDDERS' CONFERENCE TO THE WORKFORCE INVESTMENT ACT (WIA) YOUTH SERVICES REQUEST FOR PROPOSALS

BACKGROUND:

On January 18, 2011 the Youth Council approved the 2012-2016 WIA Youth Services Request for Proposals (Youth RFP). The Youth RFP was subsequently approved by Sacramento Works, Inc. on January 26, 2011 and by the SETA Governing Board on February 3, 2011. The Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders Conference. A Public Notice of the release of the RFP and the date of the Bidders Conference was posted on the SETA website, published in the Sacramento Bee and distributed to community organizations. In addition, prior to the release of the RFP and public notice, an email was sent to over 400 organizations to verify electronic and physical addresses. Moreover, as staff was notified, individual notifications were sent to interested parties.

A Bidders Conference was held on February 17, 2011 with 61 attendees representing 43 organizations. However, several current providers were not in attendance. Upon investigation, staff found that some of these organizations received the notification, but did not attend and others did not receive the notification – either because staffing or addresses had changed.

In order to ensure the broadest competition possible, staff held a second bidders conference on February 23, 2011, at 1:30 p.m. with eleven attendees representing five organizations. Notice for this bidders' conference was posted and circulated similar to the notice for the February 17, 2011 bidders' conference and informed the public to "attend ONE Mandatory Bidders Conference: February 17, 2011 at 9:30 a.m. OR February 23, 2011 at 1:30 p.m." Staff notified those in attendance at the February 23, 2011 bidders' conference that proposals from them would be considered only if the Youth Council, Sacramento Works, Inc. and the SETA Governing Board ratified the procedure and determined that attendance at either Bidders Conference would qualify a respondent to submit a proposal. Failure to attend one of the Bidders Conferences will disqualify a respondent's application.

All other provisions of the Youth RFP will continue to apply and WIA Youth proposals will remain due on Thursday, March 17, 2011 at 4:00 p.m.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 2 – ACTION (continued)
Page 2

RECOMMENDATION:

Ratify the addition of a second mandatory bidders conference for the 2012-2016 Youth Services Request for Proposals (Youth RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders conferences, either on February 17, 2011 or February 23, 2011 will disqualify a respondent's application. All other provisions of the Youth RFP shall continue to apply.

STAFF PRESENTER: Christine Welsch

ITEM III-C – 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER PROGRAM YEAR 2009-10
HEAD START AND EARLY HEAD START EXPANSION, COLA AND QUALITY
IMPROVEMENT FUNDS

BACKGROUND:

SETA was recently notified by the Administration for Children and Families that we are eligible to submit a carry over request in the amount of \$518, 694 for under-spent funds in 2009-2010 in the following categories:

Head Start Expansion	\$ 42,702
Early Head Start Expansion	\$382,524
COLA/Quality Improvement	\$ 93,468

Under-spent items were in large part due to the program starting three months later than expected. Funds will be requested to carry over to offset expenses in the current 2010-2011 program year.

Denise Lee, Deputy Director, will provide detailed information for each carry over request, including proposed line items for re-programming at the meeting. The Policy Council will take action on this item prior to the Governing Board meeting.

RECOMMENDATION:

1. Approve the submission of a carryover request for Program Year 2009-2010, Head Start Expansion funds up to \$42,702.
2. Approve the submission of a carryover request for Program Year 2009-2010, Early Head Start Expansion funds up to \$382,524.
3. Approve the submission of a carryover request for Program Year 2009-2010, COLA/Quality Improvement funds up to \$93,468.

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** January 26, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consortium, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Summer Youth	\$48,950	5/1/10-9/30/10	5/1/10-9/30/10

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 12/14/10

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X		X	
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: California Indian Manpower Consortium, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2010 to September 30, 2010 for the Summer Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) There were \$701.00 in supportive services disbursed to participants in the form of checks payable to DMV and Regional Transit that have not been used as of the date of this review. The agency has made efforts to contact the 11 participants during the course of the program in order to remind them to use the services given to them. Due to the time that has lapsed, the agency believes that the checks will not be claimed. It is recommended that the unused \$701.00 in supportive services be returned to SETA and that all unclaimed checks be canceled.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$701.00.

cc: Kathy Kossick
Governing Board

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for the WIA programs and from May 1, 2010 to September 30, 2010 for the WIA and TANF Summer Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jason Buckingham **DATE:** February 4, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Green Jobs	\$176,590	7/1/09-2/28/11	7/1/09-12/31/10

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Jan 7, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X		X	
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	ITA Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Golden Sierra JTA

Findings and General Observations:

The total costs as reported to SETA for WIA Green Jobs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

Prior year audit finding:

Based on the Independent Auditor's Report performed by Macias, Gini, & O'Connell LLP, dated March 15, 2010, it was recommended that GS JTA prepare written instructions to be included as part of their accounting policies and procedures manual and establish internal controls over its reporting responsibilities.

GS JTA has since established internal controls and prepared written instructions that are now included in their accounting policies and procedures manual. These controls and instructions will be reviewed and expanded annually.

SETA reviewed GS JTA updated accounting policies and procedures manual and concluded that GS JTA prior year audit finding is resolved.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David DeLuz **DATE:** January 19, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 58,000	7/1/09-6/30/10	4/1/10-6/30/10
WIA	OSS/Adult	\$ 258,000	7/1/09-6/30/10	4/1/10-6/30/10
WIA/ARRA	New Start	\$ 40,000	10/1/09-9/30/10	10/1/09-8/30/10
WIA/ARRA	SYE	\$ 35,324	5/1/10-9/30/10	5/1/10-8/30/10

Monitoring Purpose: Initial Follow-Up Special Final

CSBG	Safety Net	\$ 22,000	1/1/10-12/31/10	1/1/10-8/31/10
WIA	Cal Grip	\$ 98,900	10/1/09-12/31/10	10/1/09-8/31/10

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Sept 8-9, 2010

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation		N/A		
10 Adherence to Contract/Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Joseph Cantrelle **DATE:** February 4, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources
(SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	VESL/OJT	\$ 103,568	10/1/08-9/30/09	10/1/08-9/30/09
TA	ES	\$ 80,000	10/1/08-9/30/09	10/1/08-9/30/09
RESS	VESL/ES	\$ 159,710	10/1/08-9/30/09	10/1/08-9/30/09
RESS	VESL/ES	\$ 99,048	10/1/09-9/30/10	10/1/09-9/30/10
TA	ES	\$ 80,000	10/1/09-9/30/10	10/1/09-9/30/10

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: Dec 20 & 21, 2010, and Jan 28, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Sacramento Occupational Advancement Resources

Findings and General Observations:

The total costs as reported to SETA for RESS and TA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Roman Romaso **DATE:** January 25, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Slavic Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 43,889	10/1/10-9/30/11	10/1/10-12/31/10
RESS (Set-aside)	Older Refugee Svcs	13,338	10/1/10-9/30/11	10/1/10-12/31/10
RESS	SA & CO	76,123	10/1/09-9/30/10	10/1/09-09/30/10
RESS (Set-aside)	Older Refugee Svcs	14,244	10/1/09-9/30/10	10/1/09-09/30/10

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 1/20-21/11

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Slavic Assistance Center

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2009 to September 30, 2010 and from October 1, 2010 to December 31, 2010 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Peter Cameron **DATE:** November 30, 2010

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Vietnam Veterans of California, Inc.

PROGRAM	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Veterans' Employment-Related Assistance	\$675,000	4/1/10-6/30/11	4/1/10-7/31/10

Monitoring Purpose: Initial X Follow-up ___ Special ___ Final ___

Date of review: 10/13/10

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: Vietnam Veterans of California, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2010 to July 31, 2010 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee and Roger Bartlett

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, January 25, 2011
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:10 p.m. and read the Thought of the Day. Ms. Coventry St. Mary called the roll.

The following board members were seated and welcomed to the board: Brianna Mitchell, Michelle Burgess, Mary Brown, Tamara Knox, and Electa Broussard. It was announced that Mr. Roberto Reyes has resigned.

Members Present:

Arisdelcy Ornelas, Sacramento City Unified School District
Willie Jean Peck, Elk Grove Unified School District
Brandy Krueger, San Juan Unified School District
David Quintero, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Coventry St. Mary, Early Head Start
Gloria Juarez, Child Health & Disability Prevention Program
Michela Barbosa, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Troy Luna, CAMP
Jennifer Ryon, Outgoing Chair
Samih Shehadeh, Early Head Start (SOP)

Members Absent:

Lora Tellez, Elk Grove Unified School District (unexcused)
Darlene Low, San Juan Unified School District (excused)
Ekuah Ramsey, Twin Rivers Unified School District (excused)
Dina Patterson, Foster Parent Representative (excused)
Delia Ramirez, WCIC/Playmate Child Development Center (excused)
Marybell Barron, Home Base Option (unexcused)
Moses Barron, Home Base Option (unexcused)
Tiffany Garcia, Early Head Start (Sac. City) (unexcused)
Roberto Reyes, SETA-Operated Program (resigned from the board)
Michele Dixon, SETA-Operated Program (unexcused)
Manuel Cano, Sacramento City Unified School District (unexcused)
Kristen Hendricks, Early Head Start (SOP) (excused)

II. Consent Items

- A. Approval of the Minutes of the December 14, 2010 Special Meeting
- B. Approval of Selection Criteria for Enrollment in Head Start
- C. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Ryon reviewed Items II A-C together; there were no questions or comments on these consent items.

Moved/Brown, second/Daniels, to approve consent items as follows:

- A. Approve the minutes of the December 14, 2010 special meeting;
 - B. Approve the Selection Criteria for Enrollment in Head Start.
 - C. Approve the Selection Criteria for Enrollment in Early Head Start.
- Show of hands vote: Aye: 16, Nay: 0; Abstentions: 1 (Ryon)

The Board went off agenda.

IV. Information Items

- A. Standing Information Items
 - Parent/Staff Recognitions: Ms. Ryon acknowledged Ms. Jeanine Vandermolen for all she has done for Head Start and presented her with flowers. Ms. Marie Desha thanked Ms. Jennifer Ryon for the work and assistance for Head Start. Ms. Desha thanked Ms. Ryon and Mr. Luna for their work and wished them well. Ms. Ryon spoke about how important her work on the Policy Council has been and wishes the board the best of success.

II. Consent Items (continued)

- D. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Ryon reviewed the board item; no questions or corrections.

Moved/Brown, second/Knox, to approve the Delegation of Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program.

Show of hands vote: Aye: 16, Nay: 0; Abstentions: 1 (Ryon)

III. Action Items

- A. Election of Policy Council Officers for Program Year 2010-2011

Ms. Ryon reviewed the duties for Chair.

Those interested in running for Chair: Mary Brown and Coventry St. Mary.

Ms. Michela Barbosa arrived at 1:29 p.m.

Votes: Mary: 5; Coventry: 11 (2 Abstentions: Knox and Ryon)
Ms. Coventry St. Mary will serve as Chair.

Vice Chair: Michela Barbosa, Rebecca Lewis

Votes: Michela: 4, Rebecca: 12 (2 Abstentions: Knox and Ryon)
Ms. Rebecca Lewis will serve as Vice Chair.

Secretary: Lisa Daniels

Votes: Lisa 16 (2 Abstentions: Knox and Ryon)
Ms. Lisa Daniels will serve as Secretary.

Treasurer: Brandy Krueger, Haley Joslin

Votes: Brandy: 5, Haley: 11 (2 Abstentions: Knox and Ryon)
Ms. Haley Joslin will serve as Treasurer.

Parliamentarian: Michela Barbosa, Brandy Krueger, Mary Brown

Votes: Michela: 3, Brandy: 4, Mary: 9 (2 Abstentions: Knox and Ryon)
Ms. Mary Brown will serve as Parliamentarian.

Moved/Barbosa, second/Burgess, to ratify the officer elections.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Ryon)

The new officers took their positions.

B. Approval of SETA Head Start/Early Head Start Written Service Plans

Ms. Coventry St. Mary reviewed this board item. Ms. Denise Lee stated that the board is required to approve written service plans. The written service plans can be considered a 'road map.' Also listed on the written service plans are the Performance Standards for which all Head Start grantees are required to provide. Each delegate agency also has a written service plan.

Ms. Krueger expressed concern that there is one mental health provider for the entire program; will there ever be more than one mental health provider? Ms. Lee stated that this document is the SETA operated program document. San Juan Unified School District has a written service plan for their program which is very similar. SETA Head Start assists parents to connect with mental health providers.

Moved/Peck, second/Barbosa, to approve the SETA Head Start/Early Head Start Written Service Plans, modified November/December, 2010.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (St. Mary and Knox)

C. Approval to Eliminate Class Specifications

Ms. St. Mary reviewed the staff report. Mr. Rod Nishi stated that this item requests the elimination of some class specifications. Some of the class specifications that do not have an incumbent, or have not been used for a period of time and the agency did not expect to use the classifications are being recommended for elimination. The union has reviewed and approved the abolishment of these specifications.

Ms. Lewis thinks it would have been better to show which classifications were combined.

Ms. Lee reviewed some of the positions that have been blended or deleted and explained why they are being recommended for elimination.

Moved/Kruger, second/Barbosa, to approve the elimination of classifications identified on the backup material.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (St. Mary and Burgess)

D. Approval of Revised Job Classifications

Ms. St. Mary reviewed the staff report.

Mr. Rod Nishi reviewed the job classifications and descriptions. He distributed copies of the revised job classifications. The changes are not substantive. The recommended revisions have been reviewed by the Union.

Mr. Quintero left the meeting at 2:30 p.m.

Mr. Calvin McGee was introduced; Mr. McGee did a job classification study that was begun last year. Mr. McGee prepared a survey that went to every employees in the organization. He got 50% of the responses from staff. In addition, Mr. McGee connected with supervisors and managers to discuss the job classifications.

Ms. Joslin asked whether there was a loophole by not having disabled people in the classroom. Mr. Nishi stated that the person would be allowed to stay within the classroom as long as the agency can make reasonable accommodations for the disabled person.

Moved/Brown, second/Burgess, to approve the revisions to the classifications identified in the job classification documents.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Barbosa and St. Mary)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: Ms. Tamara Know received the “Beating the Odds” award and received a \$1,000 gift. Through Region IX, Ms. Knox received The Al Orozco Award and received \$1,000 for tuition and books.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the monthly report. The expenditures are at 39% for the fiscal year. Some of the insurance costs had to be reclassified which was shown on the fiscal report. Mr. Bartlett reviewed the credit card expenditures. The payment of flood insurance was for two SETA buildings: the administrative building and the facilities building.
- National Head Start Association Parent Training Conference Reports: There were three parents that attended the conference. Ms. Knox, Ms. Brown, and Ms. St. Mary spoke of their experience at the parent training conference.
- Community Resources-Parents/Staff: Mr. Troy Luna announced that Little League will be starting up. Little League cannot turn kids away for their inability to pay. Ms. Knox reminded board members that LaFamilia Counseling Center has karate and martial arts classes for \$25.00 for the year. The ages are from 5 years of age and older.

B. Governing Board Minutes for the December 2, 2010 Meeting: No comments.

V. Committee Report

A. Executive Committee: No questions or corrections.

VI. Other Reports

- A. Executive Director’s Report: Ms. Kossick reminded board members to go to www.jobs.sacramentoworks.org for job information. She encouraged members to share with neighbors/friends to check out the web site for upward mobility.
- B. Head Start Deputy Director’s Report: Ms. Denise Lee congratulated Ms. Tamara Knox for receiving the awards. Staff is in the process of writing the annual funding grant that will be presented to the Policy Council in April and submitted to ACF in May. The next Budget/Planning meeting is scheduled for February 8. This committee regularly meets the second Tuesday of each month. Ms. Lee thanked parents that participated in the interview with the federal reviewers.
- C. Head Start Managers’ Reports: Tabled.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: No comments.

VI. Adjournment: The meeting was adjourned at 3:35 p.m.



Monthly Head Start Report February 2011

SETA Operated Program

Head Start Federal Review Comes to a Close!

We have successfully completed our 2011 triennial OHS monitoring review. As most staff report, it was a very intense process. However, it was also a valuable opportunity to obtain outside feedback on our high quality services and potential process improvement. A team of 27 reviewers observed, interviewed and monitored the grantee, its' five delegate agencies and two partners.

After an intense two week review, I am pleased to announce that each reviewer witnessed and felt the high quality services Sacramento County Head Start /Early Head Start programs are providing to children and families. Some noted strengths include:

- *Excellent ARRA expansion programs, including our Partners. The reviewers were thoroughly impressed that expansion was up and running and services were seamless (as if the programs have been operating for many years).*
- *The high caliber and qualifications of teaching staff both in preschool and EHS (center based and home based). The reviewers also noted the excellent professional development and continuing education opportunities for staff.*
- *Strong nutrition programs, including gardens and engaging conversations during meal times.*
- *Excellent parent involvement opportunities, including literacy, parent education, disabilities education, exercise/kick-boxing, ESL, etc. The reviewers noted that parents were excited about the program and felt comfortable and welcomed at all times.*
- *Culturally and linguistically diverse staff, meeting parents needs in their primary language.*
- *CLASS - high quality programming, positive interactions with children (noting children were engaged and excited to learn), teachers responsiveness to children, children were comfortable in the classrooms (and welcomed the reviewers)*

• *Wonderful home visits and home visitor relationships with parents and children*

• *Strong communication and respect between staff, parents and management. The reviewers noted that the high quality programming is a result of strong communication from management to staff and from staff to management. They also noted the deep passion and pride that staff exhibit about their work.*

There were also three noted areas of improvement. Those include:

In-kind (volunteers/donations) tracking - the reviewers noted that our paperwork for identifying in-kind contributions needs more detail to ensure it is allowable and verifiable. This is easily remedied with updates to the forms and staff development/training, both of which are under-development as I write.

Health Screenings - the reviewers noted that we are not tracking/following up on Lead Blood Tests as part of our 45 screening requirements. This too is already being addressed. New tracking information and training will be forthcoming.

Tracks (for the SETA Operated Program only) - The SETA Track system is being reviewed by OHS to ensure it meets full enrollment performance standards. This system has already been approved by the regional office (ACF) and we anticipate support during the review process.

The three areas of improvement are simply noted by the review team. They are not final and will be reviewed by OHS to determine if they are substantiated or not. Final determination will be made and we will be notified within 60-90 days.

As we continue to strive for excellence, we also celebrate the accomplishments of the quality services we offer today.

New Monitoring Report – Coming Soon!

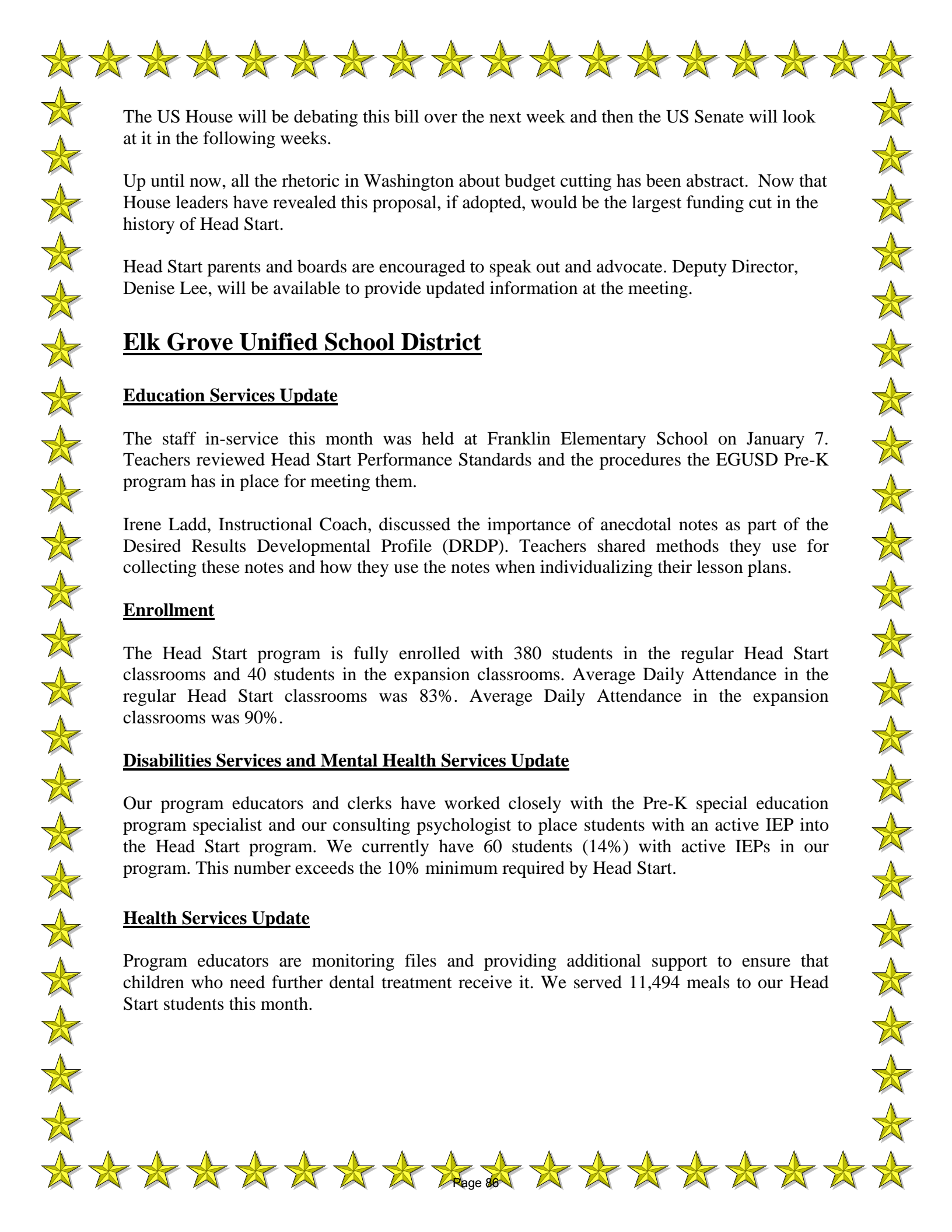
Next month we will launch a new format for reporting on-going monitoring results on a monthly basis to the boards. The written report will include information that is routinely provided verbally. This will allow board members to review the information in advance and ask questions at each board meeting.

Current Landscape on Head Start/Early Head Start Budgets

While deliberations are on-going, it remains uncertain if Head Start/Early Head Start will maintain its current funding levels for 2011-2012 and/or if cuts are inevitable. This includes the heated debates on whether ARRA Expansion funding will continue.

The California Head Start Association along with National Head Start Association sent several representatives to Washington DC to introduce themselves to new house leaders and advocated for their support and continued funding for Head Start.

On Friday, February 11 the US House of Representatives introduced details in H.R. 1, a proposal to slash many important services during the current fiscal year. This included a nearly 22.4 percent cut to Head Start that would result in over 200,000 children losing services nationally (approximately 22,000 in California).



The US House will be debating this bill over the next week and then the US Senate will look at it in the following weeks.

Up until now, all the rhetoric in Washington about budget cutting has been abstract. Now that House leaders have revealed this proposal, if adopted, would be the largest funding cut in the history of Head Start.

Head Start parents and boards are encouraged to speak out and advocate. Deputy Director, Denise Lee, will be available to provide updated information at the meeting.

Elk Grove Unified School District

Education Services Update

The staff in-service this month was held at Franklin Elementary School on January 7. Teachers reviewed Head Start Performance Standards and the procedures the EGUSD Pre-K program has in place for meeting them.

Irene Ladd, Instructional Coach, discussed the importance of anecdotal notes as part of the Desired Results Developmental Profile (DRDP). Teachers shared methods they use for collecting these notes and how they use the notes when individualizing their lesson plans.

Enrollment

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 83%. Average Daily Attendance in the expansion classrooms was 90%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with an active IEP into the Head Start program. We currently have 60 students (14%) with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Program educators are monitoring files and providing additional support to ensure that children who need further dental treatment receive it. We served 11,494 meals to our Head Start students this month.



Family and Community Partnerships Update

“I Am Moving, I Am Learning”, a class designed to help families understand the impact that daily physical activity has on the health of their child and their child’s performance in school was held at Charles Mack Elementary School on January 6, Prairie Elementary School on January 11, and Samuel Kennedy Elementary School on January 12. Twelve parents attended the class at Charles Mack, 7 parents attended the class at Prairie Elementary, and 16 parents attended the class at Samuel Kennedy.

“Latino Family Literacy,” a class for our Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on January 26, at Charles Mack Elementary School; three parents attended this class.

“Discover Art”, a class presented in partnership with KVIE Sacramento, was held at Samuel Kennedy Elementary School on January 25. This class is designed to help parents learn the importance of art as a form of expression, creativity and problems solving in their child’s life. Twelve parents attended this class.

“Making Parenting a Pleasure”, a class for helping parents build their parenting skills, was held January 13, 20, and 27 at Prairie Elementary School and at Charles Mack Elementary School on January 19 and 26. An average of 15 parents attended the classes at Prairie Elementary and an average of 13 parents attended the classes at Charles Mack.

Recruitment

Registrations for the 2011-2012 school year began for each of EGUSD’s three regions. Region I registered 41 families, Region II registered 22 families, and Region III registered 67 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

Federal Review

On January 24, a team of Federal Reviewers began a two week review of the Head Start program both at the grantee and the delegate levels to make certain performance standards for operating a Head Start Program are being met. Members of the Federal Review Team spent January 27- 28 and February 1-2 reviewing the Elk Grove program. Their findings and recommendations will be forwarded to the Office of Head Start in Washington D.C. It is not expected that the final results of the review will be shared before May 2011.

Sacramento City Unified School District

Education and Child Development

Children’s Center staff received training from CPIN on Dialogic Reading Part II. CPIN coaches who are visiting classrooms report seeing many of the strategies from the training implemented with children.

During the January Staff Development, staff received additional practice answering Federal Review protocol questions in all content areas. They also received the annual Child Abuse and Prevention training during this time.

The Sacramento City Unified School District would like to welcome two new Children's Center Nurses, Lisa Stevens and Ellen King. The new nurses started with the Head Start Program shortly before the Federal Review, so they learned a great deal about the program in a very short period of time! Welcome, Ellen and Lisa! The two new Children's Center Nurses and the School Nurse were all busy preparing for the Federal review which began on January 24th.

The School Nurse has continued this month with orienting the two new nurses to the Head Start Program and their nursing responsibilities. All three nurses have been going out to the preschool sites for ongoing health screenings and file reviews. They also attended the opening ceremony of The Effort's new Pediatric Dental Clinic in the Oak Park Community Health Center.

Mid-January marked the completion of the fall/winter Dental Screening/Varnish Clinics held at all the preschool sites in the district. The second clinic will begin later in the spring.

The Relationship Series workshops began on January 21, 2011 and will continue one evening a week until the first week of March. Approximately 30 adults attended the kickoff night to watch a movie presentation about the secrets to a healthy relationship. Twelve couples participated in the first evening of the 6 week workshop. While parents are participating in the workshop, their children receive instruction and activities based on the Incredible Years Social Skills curriculum. Instruction was provided to over 20 children each night.

Currently there are ten mental health referrals, five of which are postpartum depression screening follow ups. Social Workers Janet Love and Valerie Willover will be presenting a staff training on postpartum depression in February. This staff training will explore the conditions and symptoms of postpartum depression mood disorder and the unique issues regarding the mother-infant relationship and the impact on parenting. The training will also include a review of SCUSD's process for postpartum depression screening and follow up.

San Juan Unified School District

Education Services Update

SJUSD continues to gather CLASS trends as staff look forward to having data on 19 classrooms by the end of the year. Per the different CLASS domains, San Juan classroom scores are on average above the national scores. At the end of the year, these trends will influence staff development for 2011-2012.



Disabilities Services Update

In preparation for the upcoming Federal Review all the full inclusion site classroom cumulative files have been checked and double checked. Training was provided for all the Part Day and Full Day Collaborative teachers, as well as Head Start teachers. They received information in a game show fashion utilizing Disabilities protocol questions, forms and classroom environments for children with disabilities. The classrooms have been reorganized and inventoried. Any special needs or disabilities awareness materials in need of replacement were ordered and replenished in the classroom. The Disabilities Specialist met with the Disabilities Coordinator from SETA and fine tuned some areas relating to the protocol.

Mental Health Services Update

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been discussions provided by the Mental Health Therapist to staff, teachers, and parents since the beginning of the 2011. The therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the operations guide mental health criteria.

Health Services Update

The health team has finished the first round of dental screenings with Kate Varanelli from Smile Keepers and will start on the second round in February. Screening children in the centralized screening room one day a week has continued, as well as follow-up screenings in the classroom. The health team was also busy preparing for the Federal Review.

Family and Community Partnerships Update

The Policy Council is running very smoothly. Parents have been involved in preparing for and participating in the Federal Review process, sitting on interview panels for new hires and attending to budget planning. Two parents have been selected to go to the CHSA conference and it is with great enthusiasm and anticipation for this event.

Transition Services Update

January is the month for parents to make appointments to enroll their children in kindergarten. Materials were distributed to parents via their classroom teachers. The families enroll at SJUSD's Central Enrollment Center. Children who have already been enrolled in SJUSD's preschool programs will automatically be enrolled into a kindergarten program at their home school. If they wish to open enroll, they will make an appointment with an Enrollment Technician.

Transition binders have begun to be updated. Updated booklists, transition ideas for teachers and guides are being added to the binders that are housed in each classroom. Outdated information was purged from the binders and a new and improved "Process for Transitioning Special Needs Children Into/Out of Head Start" was added. The first round of updated binders have been distributed.

Program Support/Staff Training Update

In response to SJUSD’s fall DRDP-PS agency wide reports, staff are preparing a Math training for the month of May. A CPIN trainer will focus on Number Sense in Math Operations while aligning with the Math Development section of the Preschool Learning Foundations, Volume One.

Early Head Start

Returning refreshed from winter break, January brought with it several unique training opportunities. All staff were recertified in CPR and First Aid during an all day training with the program nurse. EHS’ most exciting training event was a joint parent/teacher training on child development by West Ed. This evening was the first of what is hoped to be many training opportunities for parents and staff to attend together, to learn side by side and from each other. The month ended in a flourish with the visit from the Federal Review team!

Twin Rivers Unified School District

Events

Students returned from the Winter Break on January 4th, well rested and ready to get back into the groove of school. On January 13th, the preschool students celebrated the spirit of Dr. Martin Luther King! The preschool students learned about his vision and ways that the African American leader inspired the world and headed to the streets to display their approval. Armed with banners displaying different traits that characterized Dr. King’s dream, the students marched throughout the Morey Avenue campus reciting famous quotes from the historic leader.




Professional Development

All Head Start teaching staff participated in staff meetings to practice for the Federal Review Site Visit. Training included answering of the protocol questions and review information on the school policies and systems for delivering services. All staff also participated in fire extinguisher training on January 21st to ensure familiarity in emergency situations. During this month, teaching staff also had another Child Abuse and Reporting Training held at the District Office with their preschool colleagues.

Components

The Component Leaders continued working on their monitoring binders and prepping for the Federal Review Site Visit. Component Leaders continued implementing the plan of action steps. The Education Component Leader is currently assisting with the scheduling of the home visits for all teaching staff that will occur February 7th – February 11th. The Speech Language Pathologist continues to provide direct services to students identified with speech



concerns. Nutrition and Health Components continue to follow-up on all identified health concerns. The School Social Worker continues to complete Family Partnership Agreements for families and started the Friendship Social Skills groups. The Leadership Team of Component Leaders will begin the task of revising the policy manual in February 2011.

Policy and Parent Committees

Parent Committees meetings were held at both Kohler and Woodridge school sites. The Policy Committee meeting held on January 18, 2011. Members approved new ERSEA Component Leader, the self assessment and plan of action as well as minutes from prior meeting. Committee members also discussed the Black History Month Program for February, Head Start Parent Conference, Policy Committee reimbursement and decided to discuss a clothing giveaway next month.

Parenting

Recruitment to begin an English as a Second Language (ESL) class at Morey Avenue occurred during January 2011. The sign-up sheet has been provided to the District's Bilingual Department with hopes of a class starting on February 7th. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action as childcare will be provided.

WCIC

Special Events

WCIC's 75th Anniversary Celebration Planning Committee met on January 25, 2011. The weeklong (August 1st through August 6th, 2011) celebration will include: an art show, a children's literacy program, poetry, a banquet, a house party, with a concluding reception at WCIC. Monthly updates will continue. The weeklong activities are scheduled at WCIC, 3555 3rd Avenue.

Program Design and Management

The WCIC/Playmate Head Start Programs' team members were engaged in preparation for the upcoming Federal Review during the month of January 2011. The Federal Review took place as scheduled during the week of January 24, 2011. The review included interviews with staff and parents, as well as a thorough review of all staff member's qualifications including initial physical exams, TB screenings, background clearances; content areas; ARRA/Expansion classroom; children's files, including eligibility, recruitment, selection, enrollment, and attendance. This was a very precise and thorough review process. The WCIC team members have reported back their positive learning experiences and exciting engagement in the Federal Review process. Staff and parents are motivated to strive for excellence everyday in life, family, community, and work. Together (In Unity) we can make this a better world.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 1/31/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	22	(10%)	N/A	
Elk Grove USD (420)	60	(14%)	N/A	
Sacramento City USD (1292)(147)	113	(9%)	12	(8%)
San Juan USD (700) (161)	73	(10%)	20	(12%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	217	(11.5%)	43	(12%)
County (4621)* (653)*	498	(11%)	75	(11%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
January, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	314	83
Elk Grove ARRA Expansion	40	40	100	36	90
Sacramento City USD	1,272	1,280	101	1,099	86
Sac City ARRA Expansion	20	20	100	19	95
Sacramento Employment and Training Agency	1,860 (2,778)	1,870	101	1,418	76
Sacramento Employment Training Agency AARA Expansion	18	20	111	15	75
San Juan USD	680	681	100	508	75
San Juan ARRA Expansion	20	20	100	15	75
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	85	85
WCIC ARRA Expansion	20	20	100	13	65

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	90	78
Sac City ARRA Expansion	32	32	100	20	63
Sacramento Employment and Training Agency	213	222	104	153	72
Sacramento Employment Training Agency AARA Expansion	132	132	100	91	69
San Juan USD	129	129	100	92	71
San Juan ARRA Expansion	32	33	103	22	69

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

SETA Head Start Food Service Operations Monthly Report *January 2011

January 3rd - Early Morning Milk Delivery made to all Centers for Breakfast
Nedra Court Closed for Floor Repair
Holiday - WCIC / Playmate Centers Closed

January 3rd & 4th - Bright Beginnings Closed

January 10th - Bright Beginnings moved to Cordova Lanes Elementary

January 25th - Federal Reviewer Visited Crossroads Gardens Kitchen

January 26th - Federal Reviewer Visited Mather Kitchen

January 28th - Kennedy Estates Closed - water turned off at the Complex
Federal Reviewer visited Central Kitchen

Meetings and Trainings:

Leadership Meeting attended by Connie Otwell January 19th

Food Service Department Meeting with Brenda Campos January 21st.
- Stretching Class provided by Dr. Simmons

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,120	26,180	28,120	0

Total Amount of Meals and Snacks Prepared **95,420**

Purchases:

Food	\$68,842.40
Non - Food	\$16,829.69
Building Maintenance and Repair:	\$4,520.59
Kitchen Small Wares and Equipment:	\$2,470.70
Vehicle Maintenance and Repair :	\$6,462.52
Vehicle Gas / Fuel:	\$1,828.04
Normal Delivery Days	20

ITEM IV-Ô- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2010/2011

The following is an update of information as of February 22, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial 7/1/2010		U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	Beanstalk Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	HomeEq Servicing (Ocwen) 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	CLARCOR Air Filtration Products 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	Freedom Debt Relief 3947 Lennane Drive Sacramento, CA 95838	3/15/2011	123	10/21/2010 1/4/11 3/2/11
Official	10/4/2010	Cost-U-Less Insurance Center, Inc 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	Child Action 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	FedEx 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Declined Services
Official	12/9/2010	Sutter Medical Center-Sacramento Sacramento, CA	2/4/2011	112	Declined Services
Official	1/25/2011	JCPenney Sacramento, CA	3/28/2011	356	2/2/11 2/3/11 2/8/11 2/9/11
Unofficial 2/3/2011		CSEA/Alliance Printing 3947 Lennane Dr Sacramento, CA	2/3/2011	15	2/17/2011
			Total # of Affected Workers	2,502	

ITEM IV-Ö – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	9
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Advantage Sales and Marketing, LLC	Assembly Person	10
Agile 1	PG&E Test Administrators	3
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
Appleone Employment Services	Various Positions	38
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	1
Capital Public Radio	Reporter	2
Child Abuse Prevention Center	Community Ed Training Mgr	1
Community Services Planning Council	Program Associate	1
Corestaff Services	Medical Collector	2
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
Energy	Tier I Rater	10
General Produce Company	Outside Sales Representative, Retail Merchandiser	2
Goodwill	Manager Trainee	9
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
H & R Block	Office Managers	3
Hands-On Executive Services	Janitor Custodian	3
HMS Host	Cashiers, Cook, Attendants	12
Indecare in Home Care and Living Assistance	Caregivers	1
Intelligrated	Product Support Engineers	5
Kustum Steel Fabricators	Welders/ Welder Helper	3
Mainstay Business Solutions	Customer Service Manager	1
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
Oak Park Preschool	Teacher Associate	1
OPDE	Solar Photovoltaic	150
Opening Doors Inc	Slavic Microenterprise Program Manager	1
Pacific Gas and Electric Company	Utility Worker	30
Panda Restaurant Group Inc.	Restaurant Manager	10
PG&E	Utility Equipment Mechanics	31

Employer Recruitment Activity Report

Employer	Jobs	No of Positions
Planned Parenthood Affiliates of California	Administrative Assistant	1
Ranstad	Bilingual Customer Service Reps	15
Sacramento Business Journal	Advertising Sales Executive	10
Sacramento Employment and Training Agency	Analyst, Educator	2
Sacramento Public Library	On-Call Custodians	5
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Salvation Army Sac Metro	On-Call Personal Care Attendant	1
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Customer Service Representative	25
Service Company	Kitchen Staff	15
Solar Power Inc	Solar Photovoltaic	50
Staffing Network	Various Positions	13
Support for Home	Caregivers	10
TeleDirect Call Centers	Customer Service Representative (CSR)	65
Turning Point Christian School	Pre-School Teacher	1
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
Westtec Construction	Skilled Laborer, Welders, Carpenters, Operators	40
Total		1071

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities.

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.