



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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Website: <http://www.seta.net>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 6, 2016

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.

A G E N D A

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I. Call to Order/Roll Call/Pledge of Allegiance

- Recognition of long term employees:
 - * Deborah Khashe, Site Supervisor (20 years)
 - * Conrada Turner Arriba, Family Services Worker III (25 years)

II. Consent Items

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III. Action Items

A. GENERAL ADMINISTRATION/SETA

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| 1. | Reappointment of the Public Representative Member to the SETA Governing Board (Kathy Kossick) | 10 |
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2.	Approval of Retiree Medical Insurance Subsidy for Calendar Year 2017 (Loretta Su)	11-12
3.	<u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:</u> Approval of Specification Changes For Information Systems Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Personnel Clerk, Senior Personnel Analyst (Supervisory), Payroll Operations Supervisor, Facilities Coordinator, Head Start Facilities Specialist (Supervisory), and Head Start Facilities Analyst (John Allen)	13-67
4.	Approval of Agency IRS Section 125 Cafeteria Plan (John Allen)	68-69
B.	WORKFORCE DEVELOPMENT DEPARTMENT <u>Refugee Services:</u> None. <u>Community Services Block Grant:</u> None.	
	<u>One Stop Services</u>	
1.	Approval of Funding Modification Recommendations for Workforce Innovation and Opportunity Act, Adult and Dislocated Worker Funds for On-The-Job Training/Subsidized Employment, Program Year 2016-17 and Authorization for the Executive Director to Negotiate Training Hours and Wage Reimbursement Rates for Providers (Roy Kim)	70-71
C.	CHILDREN AND FAMILY SERVICES: None.	
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B.	Fiscal Monitoring Reports (Loretta Su) <ul style="list-style-type: none"> • Greater Sacramento Urban League • Kinder World, Inc. • My Sister's House • St. John's Program for Real Change • Travelers Aid Emergency Assistance Agency • Volunteers of America 	74-86
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VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8.

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 28, 2016

ITEM II-A - CONSENT

APPROVAL OF SEPTEMBER 1, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 1, 2016 Governing Board meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 1, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:10 a.m. Mr. Kennedy led the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors (arrived at 10:20 a.m.)
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the August 4, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no comments or corrections.

Moved/Schenirer, second/Kennedy, to approve the consent items as follows:

A: Approve the August 4, 2016 minutes.

B: Approve the claims and warrants for the period 7/29/16 – 8/25/16.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Classification for Associate Teacher (Tier I, II, III, and IV) and Establish Salary Ranges for the Classification

Ms. Scherman opened a public hearing. There were no questions or comments on this board item.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the revisions for the Associate Teacher Tier I, II, III and IV job classification; in addition, approve the revised salary schedule which includes Tier IV.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification for Administrative Assistant and Establish the Salary Range for the Classification

Ms. Scherman opened a public hearing. There were no questions.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the Administrative Assistant job classification as presented.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

One Stop Services: None.

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), TA Discretionary, and RSS Set-Aside Programs, Program Year (PY) 2016-2017

Ms. Michelle O'Camb reviewed this item and stated that the service providers have done an excellent job.

Mr. Nottoli arrived at 10:20 a.m.

Ms. O'Camb reviewed the funding recommendations. The action includes the eight funding stipulations.

Moved/Nottoli, second/Schenirer, to approve the funding extensions for the Refugee Social Services (RSS) in the amount of \$1,053,876, Targeted Assistance (TA) in the amount of \$437,190, Targeted Assistance Discretionary (TAD) in the amount of \$123,535, and RSS Set-Aside programs in the amount of \$8,100 for PY 2016-17 effective October 1, 2016, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. If final RSS, TA, TAD, and RSS Set-Aside allocations are different than anticipated, staff will adjust the amounts allocated to Refugee Program providers, proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2016 through April 30, 2017. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2017 through September 30, 2017.
3. PY 2016-17 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2016, through September 30, 2017.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program until all services within those grants have been exhausted.
8. A minimum of fifty percent (50%) of refugees served under the SA&CO program must be from Middle Eastern countries.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES

All four Head Start items were reviewed at once.

1. Approval to Submit a Carryover Request for Program Year 2015-16 of Head Start /Early Head Start Funds

Mr. Nottoli had a question about the equipment purchases for the Galt Head Start center. Ms. Lee stated that the crash door purchase is for six doors throughout the perimeter of the building.

2. Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Training and Technical Funds for Program Year 2015-2016

No questions.

3. Approval to Submit a Request To Carryover Early Head Start-Child Care Partnership and Expansion Start-Up for Program Year 2015-2016

No questions.

4. Ratification of Submission of the Revised Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

No questions.

Moved/Nottoli, second/Schenirer, to approve Head Start items 1-4 as follows:

1. Approve the submission of a carryover request for Program Year 2015-2016, Head Start/Early Head Start Basic funds up to \$283,614.92.
2. Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$152,252.94.
3. Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion Start-up funds up to \$15,000.
4. Ratify the submission of the revised Early Head Start Child Care Partnership and Expansion application to the Office of Head Start to extend services to infants/toddlers in Sacramento County.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program: Ms. Su stated that the points are normally used to purchase supplies and computers. Ms. Su the points utilized vary depending upon the purchases. In the past cards were used for participant support services. Ms. Kossick added that the points could be used if there is a board recognition. We try to use the points for equipment if we do not have internal funding. Ms. Scherman suggested that the board receive an update every six months..
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No report.

- D. Dislocated Worker Update: Mr. William Walker reported that Flapjacks will be moving into the old Johnny Garlic's facility for now.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee reported that the Office of Head Start recently released new performance standards. Staff had a wonderful site visit with SETA's Regional specialist from ACF. Ms. Lee read a letter from a Phoenix Park parent about the outstanding services her son receives at this center.

V. Reports to the Board

- A. Chair: Ms. Scherman stated that although the board may quickly review the agenda items, she does not want to give the impression that the board is rushing staff. Board members read the staff reports and sometimes have no questions.
- B. Executive Director: Ms. Kossick stated that she will begin touring the various funded service providers in the next couple of weeks. All 41 service providers will be visited from October-November; all board members were asked to consider joining her in the visits.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8.

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento
 Agency Negotiator: Kathy Kossick
 Negotiating Party: McCuen Acoma Street Investors, LP
 Under Negotiation: Price and Terms of Payment

The Board went into closed session at 10:45 a.m.

Ms. Scherman called the meeting back into session at 10:58 a.m.

Mr. Greg Thatch reported that by a unanimous vote, the Board approved the lease for 925 Del Paso Blvd. with McCuen Acoma Street Investors, LP.

VII. Adjournment: The meeting was adjourned at 10:59 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/26/16 through 9/26/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/26/16 through 9/26/16.

PRESENTER: Kathy Kossick

ITEM II- C - CONSENT

APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on September 4, 2014.

Staff and legal counsel reviewed the list of job classifications required to file and have made significant modifications. Appendix A needs to be modified to reflect the new classifications.

If your Board approves the revised Appendix A of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

APPENDIX A

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst II and III
Members of the Workforce Investment Board Development Board (WIB WDB) and Youth Council Committee	Workforce Development Quality Control Supervisor
Members of the Head Start Policy Council (PC)	Workforce Development Manager
Members of the Head Start Parent Advisory Committee (PAC)	Training/Staff Development Officer
Members of the Community Action Board (CAB)	Facilities Coordinator
WIB WDB Legal Counsel	Children and Family Services Education Program Officer
SETA Legal Counsel	Children and Family Services Support Services Program Officer
Clerk of the Boards	Children and Family Services Administrative Program Officer
Executive Director	Workforce Development Analytical Program Officer
Administrative Services Deputy Director	Workforce Development Operational Program Officer
Children and Family Services Deputy Director	Purchasing Analyst
Workforce Development Deputy Director	Staff Support Officer
Administration Human Resources Department Chief	Workforce Development Professional I, II, III
Fiscal Department Chief	Head Start Site Director
Information Systems Department Chief	
Senior Personnel Analyst**	Head Start Coordinator (Education)
Accountant I	Head Start Coordinator (Food Service)
Accountant II**	Head Start Coordinator (Social Services/Parent Involvement Services)
Accountant III	Head Start Courier/Maintenance
Senior Accountant	Head Start Education Specialist**
Account Clerk II	Network Engineer
Public Information Officer	
Programmer Analyst	Wellness Specialist
Workforce Development Professional Supervisor	Head Start Facilities Analyst
Human Resources Manager	Head Start Facilities Specialist
Information Technology Analyst I and II	Head Start Head Cook
Information Technology Services Facilitator	Head Start Social Services/Parent Involvement Specialist**
Information Technology Engineering Analyst	Head Start Manager
Workforce Development Analyst Supervisor	Head Start Clinical Social Worker**
Workforce System Administrator	Web Innovation Engineer

** Includes both supervisory and non-supervisory staff

ITEM III-A - 1 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER
TO THE SETA GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002, and has been extended every two years to this year. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

Approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2018 and forward this nomination for approval to the City Council and Board of Supervisors.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY
FOR CALENDAR YEAR 2017

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 - 2016, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

ITEM III-A – 2 – ACTION (continued)
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Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$23,544 for 19 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2017.

PRESENTER: Kathy Kossick

ITEM III-A - 3 – ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB SPECIFICATION CHANGES FOR INFORMATION SYSTEMS NETWORK ENGINEER, WEB INNOVATION ENGINEER, HUMAN RESOURCES MANAGER, PERSONNEL ANALYST, PERSONNEL CLERK, SENIOR PERSONNEL ANALYST (SUPERVISORY), PAYROLL OPERATIONS SUPERVISOR, FACILITIES COORDINATOR, HEAD START FACILITIES SPECIALIST (SUPERVISORY), AND HEAD START FACILITIES ANALYST

BACKGROUND:

The Agency is in the process of reviewing all job specifications. The Agency last conducted a review and approval of updated job specifications in 2011. The purpose of this review is to ensure that all positions accurately reflect the work assigned, current methodologies, and enable the agency to hire the best candidates. Feedback was solicited from all impacted parties (Manager, Supervisor, Employee, Union, etc.). The Agency has completed updates for several job specifications. In the coming months additional job specifications will be brought forward to the board for approval.

For each classification:

1. Job Titles were examined and adjusted if necessary to more accurately reflect the job market or the evolution of the position.
2. Definitions and Distinguishing Characteristics were edited to better encapsulate expectations for the positions.
3. Interpersonal skills expectations were added. In a collaborative team based work environment it is important to stress interpersonal skills. The ability to work collaboratively with a diverse group of people across work groups, agencies, backgrounds, and assignments is critical to providing excellent service to the populations that the Agency serves.
4. Job duties were added or eliminated based upon changes to the positions with input from the affected staff. In the last five years the expectations, staffing levels, technology, regulations, and funding have changed. Duties have needed to be updated to ensure accuracy in the work assigned.
5. Minimum Requirements were updated to ensure that the requirements for the positions accurately reflect the job market, skills needed to be successful, requirements based upon regulations, and recruitment history.
6. Physical demands were reviewed and updated to ensure accuracy. It is important to have accurate physical demands for a position when considering applicable regulations: Worker's Compensation, ADA, FMLA/CFRA, etc.

PRESENTER: John Allen

ITEM III-A – 3- ACTION (continued)
Page 2

Attached are the updated job specifications for the following positions:

- Information Systems Network Engineer
- Web Innovation Engineer
- Human Resources Manager
- Personnel Analyst
- Personnel Clerk
- Senior Personnel Analyst (Supervisory)
- Payroll Operations Supervisor
- Facilities Coordinator
- Head Start Facilities Specialist (Supervisory)
- Head Start Facilities Analyst

There is no financial impact with this action. Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the updated job specifications.

PRESENTER: John Allen

INFORMATION SYSTEMS NETWORK ENGINEER

ORGANIZATION RESPONSIBILITY

The Information Systems Network Engineer is responsible to and reports directly to the Information Systems ~~Division~~ *Department* Chief or designee.

DEFINITION

Under the general direct supervision of the Information Systems ~~Division~~ *Department* Chief, the Information Systems Network Engineer is responsible for assisting in the planning, organization, coordination, ~~and~~ implementation, installation, upgrading, maintenance, troubleshooting, and overall life cycle management of all data and telecommunications services including (but not limited to), desktops, thin clients, printers, SAN, NAS, DAS and server networking, storage, virtualization, security, back up, and operating systems, virtual desktop infrastructure, mobile devices, audio-visual equipment, telephony equipment, network routers, switches, and firewalls, wireless devices and networks, as well as overall connectivity for Local Area Networks (LANs) and Wide Area Networks (WANs) within the Sacramento Employment and Training Agency (SETA). Incumbents in this position may be required to supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced position classification which has responsibility for the support of any and all data, telecommunications, printing, wireless, mobile, and audio-visual services, as well as SETA's Local Area Network (LAN) and Wide Area Network (WAN) requirements. The incumbent is expected to have comprehensive knowledge of desktop and server operating systems as well as network design and implementation of local and wide area networks. The incumbent is expected to exercise independent judgement and discretion in the performance of their duties within the framework of the position and Agency policies. The incumbent is expected to maintain proficiency with all hardware and software currently in use at SETA as well as staying current with the latest developments in emerging technology and new releases of products in use within SETA's environment. The incumbent is expected to exercise the utmost in discretion to assure the security, integrity, recoverability, survivability, and confidentiality of all the data and Agency information over which SETA has responsibility.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.

- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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. Provide input for strategic planning of Information Systems Department goals and objectives as it relates to the Local and Wide Area Network;
2. Design, configure, and install computer operating systems on Local and Wide Area Networks;
3. Design, implement, install, and configure hardware and software for Windows, Terminal Services, Linux, or other Novell (includes GroupWise email) operating systems on file servers for Local and remote Local Area Networks (LAN);
4. Design, implement, install and configure hardware and software for telecommunications equipment consisting of, Palo Alto Networks, Bay Networks, Juniper Networks, Meraki, Ruckus, NEC, firewalls, routers, hubs, switches, remote access units, ADTRAN MUX, Remote DSU/CSU, circuits, digital circuits, and stand-alone units;
5. Install and configure all new hardware and software during development and beta testing periods;
6. Project management of network services for local and remote locations;
7. Coordinate with vendors regarding the purchasing and maintenance of network hardware, software, and data circuits;
8. Monitor and review maintenance contracts on Agency hardware, software, and data circuits;
9. Provide direction and training to **regular** and temporary staff;
10. Write technical specifications for vendor bidding process relating to LAN for local and remote location;
11. Trouble shoot system hardware and software failures for both local and remote file servers, telecommunications equipment, routers, hubs and switches;
12. Test all new data circuits, hardware, and software to ensure they meet standards;
13. Work with vendors, repair persons, and Agency staff to isolate and correct problems with Agency computer related equipment;
14. Create IP addressing for local and remote networks;
15. Maintain a variety of reports, contracts, warranty information and related documentation;
16. Maintain and monitor router tables and router and switch software;
17. Image and configure thin client and desktop computers and servers as necessary
- ~~17.~~ 18. Represent the SETA Information Systems Department in meetings and dealings with vendors.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organizations, supervision and information systems;
- Principles and practices of program administration;
- Network design, implementation, installation and configuration of telecommunication hardware and software (Digital T1 point to point circuits, routers, switches and hubs);
- Installation of LAN and WAN hardware and software;
- Multiple operating systems including: Windows, Terminal Services, ~~Netware~~ and Linux;
- Local Area Network Operation;
- ~~Wide Area Network Operation;~~
- [Microsoft Outlook and Exchange](#)
- ~~GroupWise email system;~~
- Basic computer software productivity tools.

AND

Ability to:

- Establish and maintain effective working relationships with others;
- Supervise, train and evaluate assigned personnel;
- Organize, coordinate and supervise SETA's telecommunications systems;
- ~~Climb ladders, stairs, and ramps; stoop, kneel, crouch, reach and pull when storing and retrieving microcomputers and printers;~~
- ~~Lift 60 pounds during any workday~~Be able to ~~when moving~~ objects such as, terminals, microcomputers, [UPS's](#), and printers;
- Communicate clearly and concisely, orally and in writing;
- Supervise/maintain database integrity and security;
- Explain technical concepts to non-technical customers and staff;
- Learn new software packages and adapt to changes in technology;
- Prioritize, organize and schedule work assignments and projects;
- Prepare technical reports and specifications;
- Develop, coordinate and inspect technology projects;
- Analyze situations and develop appropriate recommendations for actions;
- Develop and administer budgets;
- Establish and maintain systems to support LAN [and WAN](#) users;
- Diagnose circuit failures and coordinate repair with appropriate vendors.

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

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

OR

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

Supervision experience is preferred ~~but not required~~.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver’s License is required. A good driving record of at least ~~three (3)two years~~ years’ duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain/maintain a Class C Driver’s License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Occasionally expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Occasionally perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constantly making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>Ability/understanding of how to work with electrically charged telecommunications/networking/computer equipment in a safe manner. The worker is not otherwise substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged</u>

Essential Physical Attributes:

~~The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.~~

~~1. Sufficient Speech to:~~

- ~~• Engage in conversation both in person and on the phone.~~

~~2. Sufficient Hearing to:~~

- ~~• Understand conversation in person or on the phone.~~

~~3. Sufficient Vision to:~~

- ~~• Operate a personal computer.~~

~~4. Sufficient Sensitivity of Touch to:~~

- ~~• Operate a personal computer.~~

~~5. Sufficient Strength and Conditioning to:~~

- ~~• Sit for long periods of time throughout the day;~~
- ~~• Operate a personal computer throughout the day without experiencing abnormal hand-wrist or eye strain;~~
- ~~• Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
- ~~• Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

~~1. Ability to Taste.~~

~~2. Ability to Smell.~~

WEB INNOVATION ENGINEER

ORGANIZATION RESPONSIBILITY

The Web Innovation Engineer is responsible to and reports directly to the Chief, Information Technology Department or designee.

DEFINITION

Under general direction, the Web Innovation Engineer designs, develops, tests, implements, documents, deploys, and maintains innovative web based applications to meet evolving agency needs.

DISTINGUISHING CHARACTERISTICS

This is an advanced level classification in the Information Technology Department. ~~Incumbents are expected to work independently and to have knowledge of web design, development and support. The incumbent is expected to exercise independent judgement and discretion in the performance of their duties within the framework of the position, Agency policies, and to have knowledge of web design, development and support.~~

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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. Convert abstract ideas or business processes into web based solutions that provide usability and functionality;
2. Train users to access and utilize newly created and other applications using a variety of techniques and tools congruent with web application training;
3. Design, develop, deploy and maintain back-end relational databases that provide robust performance, stability, ease of development and maintenance;
4. Gather, process, and meet the needs of project stakeholders through in-person meetings and constant refinement of end goals;
5. Communicate fluently with technical and non-technical staff while acting as an advocate for agency goals;
6. Determine appropriate architecture, choose other technical decision paths, and act on them to drive projects forward;
7. Provide detailed demonstrations of systems developed to all interested parties including upper management, outside agencies, and board level audiences;
8. Provide multi-level support for all systems developed throughout their life cycle;
9. Provide mentorship and technical guidance for other developers and projects as needed;
10. Function independently, with a minimum of supervision while providing the best possible service and maintaining the highest levels of professionalism;
11. May supervise work of other Web Developers as necessary, including performance evaluations;
12. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. *Hypertext Preprocessor programming:*
 - Debugging techniques for highly complex, enterprise class systems;
 - Object Oriented Programming and custom framework development;
 - All facets of the design (CSS/PHP/Javascript/HTML/SQL);
 - Development techniques for fault-tolerant, highly maintainable and flexible code;
 - Procedures for 3rd party or open source plug-ins as required to facilitate agency needs;
2. *Structured Query Language and Transact Structured Query Language programming:*
 - Understanding of query design and optimization;
 - Queries using complex and often under-documented data models;
3. *Security:*
 - Various Internet threats (SQL injection, XSS etc) and how to defeat them;
 - In-depth understanding of TCP/IP based networking;
 - High degree of familiarity with Firewalls and VPNs.

Ability to:

1. *(X)HTML:*
 - Produce cross browser/platform designs that provides a consistent user experience;
 - Generate valid and standards compliant code;
 - Design complex HTML based interfaces;
2. *CSS:*
 - Create cross browser/platform style sheets for high impact, usable presentation of data;
 - Use color, fonts, and overall design elements to enhance the usability and functionality of products;
 - Develop table-less web design;
3. *AJAX:*
 - Develop cross browser/platforms using AJAX technologies to enhance web applications;

4. JAVASCRIPT:

- Create custom Javascript page interactions utilizing proprietary frameworks or open source solutions such as JQuery;
- Manipulate DOM level objects to enhance application capabilities;

5. Relational Database:

- Design, create and maintain complex relational databases in multiple RDBS platforms, including MySQL, MSSQL, Informix, and PostgreSQL;

6. Utilize Version Control Systems:

- ~~Ability to u~~Utilize revision methodologies to maintain multiple large code bases;
- Utilize standard tools (SVN/Git) to ensure product integrity;

7. LINUX:

- Install, configure and maintain LAMP based environments especially Apache and MySQL servers;
- Utilize standard UNIX/Linux command line tools especially SSH and SVN;
- (Re)compile applications from source code;

8. Graphics:

- ~~Ability to eC~~Create simple to complex level web graphics using standard applications, especially Adobe Photoshop and Illustrator;

9. Video:

- Record full video screen capture of computer interactions and convert it into multiple formats as needed;
- Edit and produce videos for training and usability purposes;

10. Translate conceptual business requirements into web applications;

11. Lead complex projects across departments and agencies.

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: Deep, broad and long experience (more than five years) performing some combination of the following tasks:

- Application development using PHP and Javascript;
- (X)HTML web page construction;
- Using CCS Style Sheets;
- AJAX in cross browser/platform web pages;
- Relational database design, development and SQL queries;
- Linus applications development in a LAMP environment.

Additional highly desirable qualifications: Possession of at least one year of experience with Geographic Solutions Virtual One Stop system and California Job Training Automation system is desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least ~~three (3) two~~ years duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain/maintain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Occasionally expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Occasionally perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constantly making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle opposing viewpoints.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

Sufficient Speech to:

Engage in conversation both in person and on the phone.

Sufficient Hearing to:

Understand conversation in person or on the phone.

Sufficient Vision to:

Operate a personal computer.

Sufficient Sensitivity of Touch to:

Operate a personal computer.

Sufficient Strength and Conditioning to:

Sit for long periods of time throughout the day;

Operate a personal computer throughout the day without experiencing abnormal hand/wrist or eye strain;

Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;

Move from one area in the workplace to another.

Non-essential Physical Attributes:

Ability to Taste:

| Ability to Smell.

HUMAN RESOURCES MANAGER

ORGANIZATIONAL RESPONSIBILITY

The Human Resources Manager is responsible to the Human Resources Chief ~~Administrative Services Deputy Director~~.

DEFINITION

Under general direction, plans, organizes, and reviews the Agency's personnel and/or payroll programs through ~~subordinate~~ staff engaged in recruitment and selection, examination, test development, ~~affirmative action~~ EEO related activities, staff training and development, labor relations, classification, and/or payroll and salary administration. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification manage the personnel/human resources and/or payroll activities requiring extensive knowledge of and proficiency in personnel/human resources management and/or payroll management. Incumbents are expected to exercise considerable independent judgement in carrying out duties and responsibilities. Incumbents may provide technical or functional lead direction and training to lower level professional and technical personnel staff. Incumbents in this class are responsible for several major on-going projects.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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. Leadership

- a. Manages staff engaged in technical personnel and/or payroll activities and recordkeeping;
- b. Makes presentations to boards, commissions, employees, employee organizations, and administrative staff;
- c. Identifies and determines needs for training of Agency employees; designs in-service training; evaluates training effectiveness;

2. Legal Compliance

- a. Monitors agency operations to ensure that current practices are in line with regulations, policies and union agreements.

3. Employee Relations

- a. Writes correspondence and prepares reports and memoranda on a variety of personnel and/or payroll matters.
- b. Administers the Agency's employee relations program; meets with employees and employee groups to discuss grievances; counsels and instructs Agency staff on employee relations practices and techniques for grievance handling and disciplinary matters;
- c. Develops and maintains employee evaluation systems and procedures;

4. Operational Management

- a. Consults with, advises, and makes recommendations to the Human Resources Chief and other staff in complying with Agency personnel and/or payroll policies, procedures, rules, and regulations, employee organization agreements, or other administrative policies and procedures;
- b. Plans and coordinates the Agency's recruitment and selection program; directs the preparation and conducting of oral, written, and other forms of examinations; responds to examination appeals;
- c. Oversees medical leave and Worker's Compensation activities.

5. Analytics

- a. Develops, coordinates, and directs the Agency's personnel and/or payroll programs involving examination and selection, position classification, salary and/or benefits administration, affirmative action, employee development and training, proposed disciplinary action and grievance handling;
- b. Analyzes and evaluates the Agency's classification and salary needs and initiates changes in the classification or salary plan; directs classification studies and the preparation of class specifications;

6. Other Duties As Assigned

- a. Conduct periodic site visits.

~~1. Consults with, advises, and makes recommendations to the **Administrative Services Deputy Director** and other staff in complying with Agency personnel and/or payroll policies, procedures, rules, and regulations, employee organization agreements, or other administrative policies and procedures;~~

~~2.1. Plans and coordinates the Agency's recruitment and selection program; directs the preparation and conducting of oral, written, and other forms of examinations; responds to examination appeals;~~

~~3. Plans and coordinates the Agency's payroll and benefit programs;~~

- ~~4.1. Analyzes and evaluates the Agency's classification and salary needs and initiates changes in the classification or salary plan; directs classification studies and the preparation of class specifications;~~
- ~~5. Identifies and determines needs for training of Agency employees; designs in-service training; evaluates training effectiveness;~~
- ~~6. Acts as the Affirmative Action Officer/**EEO?** to administer the Agency's affirmative action plan; directs the investigation of discrimination complaints and allegations; develops recruitment strategies;~~
- ~~7.1. Manages staff engaged in technical personnel and/or payroll activities and recordkeeping;~~
- ~~8.1. Administers the Agency's employee relations program; meets with employees and employee groups to discuss grievances; counsels and instructs Agency staff on employee relations practices and techniques for grievance handling and disciplinary matters;~~
- ~~9.1. Develops and maintains employee evaluation systems and procedures;~~
- ~~10. Makes presentations to boards, commissions, employees, employee organizations, and administrative staff;~~
- ~~11.1. Writes correspondence and prepares reports and memoranda on a variety of personnel and/or payroll matters.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration including testing and selection, training, job analysis, position classification, salary and/or benefits administration, employee training and development, and/or methods and practices of finance and statistical recordkeeping, including payroll functions;
- Principles of organization, management, supervision and training;
- Federal and state laws, guidelines, and regulations relating to equal employment opportunity, employee health and safety and affirmative action and/or payroll;
- Inter-relationships of personnel/human resources and/or payroll related functions such as labor-management relations, position classification, salary and/or benefits administration, examining, training and budgeting, and/or financial analysis and auditing;
- Public sector employee-employer relations, grievance handling, and disciplinary investigations.

Ability to:

- Plan, organize and direct the Agency's personnel program/human resources and/or payroll programs;
- Supervise a professional and clerical staff engaged in personnel/human resources and/or payroll activities;
- Analyze and evaluate grievances and disciplinary matters;
- Counsels administrative staff and employees on a variety of personnel/human resources and/or payroll matters and provide alternative solutions;
- Plan and prepare budgetary estimates and justifications;
- Set priorities, meet deadlines, and make decisions on a variety of complex personnel and/or payroll matters;
- Establish and maintain effective working relationships with Agency employees;
- ~~Effectively contribute to the Agency's affirmative action goals and objectives;~~
- Communicate clearly and concisely orally and in writing.

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. Education:~~ Graduation from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

~~II. AND~~

~~I. Experience:~~ ~~And Five~~ years of responsible administrative experience including three years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, and/or payroll and finance.

~~OR~~

~~III. At least seven years of Human Resources Experience in a Supervisory or Managerial role.~~

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

~~1. Sufficient Speech to:~~

- ~~• Engage in conversation both in person and on the phone.~~

~~2. Sufficient Hearing to:~~

- ~~• Understand conversation in person or on the phone.~~

~~3. Sufficient Vision to:~~

- ~~• Operate a personal computer.~~

~~4. Sufficient Sensitivity of Touch to:~~

- ~~• Operate a personal computer.~~

~~5. Sufficient Strength and Conditioning to:~~

- ~~• Sit for long periods of time throughout the day;~~
- ~~• Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
- ~~• Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
- ~~• Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

~~1. Ability to Taste.~~

~~2. Ability to Smell.~~

PERSONNEL ANALYST

ORGANIZATIONAL RESPONSIBILITY

The Personnel Analyst is responsible to athe Human Resources Manager.

DEFINITION

Under general direction, performs technical and professional work in a variety of personnel program areas, including, but not limited to, recruitment and selection, staff training, classification analysis, salary administration, workersworker's compensation and safety.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform advanced personnel functions. Incumbents may assist Sr. Personnel Analyst on more complex personnel functions. Incumbents may receive technical or functional direction and training from a Sr. Personnel Analyst.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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.

Recruitment --

1. In coordination with SETA staff, incumbents assist in the recruitment and selection process;
2. Screen employment applications;
3. Verify employee DMV records;
4. Assist with the development and distribution of job vacancy announcements;
5. Respond to inquiries regarding recruitment processes, position vacancies, and advertisements;
6. Assist with the data entry of voluntary and supplemental information;
7. Secure the date, time, location and room reservation for the date of the examination.

Examination and Selection --

1. Prepare examination questions and materials for panel members;
2. Arrange the reserved room with the appropriate seating arrangement to best accommodate the method of testing selected;
3. Conduct panel orientation for examination panel members;
4. Review with candidate the examination process to be used;
5. Assist and monitor the examination process until completion;
6. Compute examination scores and create an eligible list;
7. Conduct background investigations on prospective employees.
8. Conduct Reference checks.
- 7-9. Ensure that applicants complete licensing requirements prior to starting (e.g. Health Screenings).

Job Analysis --

1. Assist with the gathering of information for job specifications and position data research;
2. Assist with the composition of draft of job specification;
3. Distribute final draft of proposed job specification.
- 3-4. Conduct salary surveys as needed.

Administration

1. Prepare information for Board or Policy Council;
2. Orient and welcome new employees;
3. Handle basic complaints;
4. Respond to questions and provide explanations to Agency staff on Personnel related issues;
5. Compose a variety of documents, including letters, memos, job specifications, job duty analysis and reports;
6. Establish work priorities and deadlines;
7. Organize and present staff training;
8. Attend scheduled training as directed or as requested;
9. Monitor and maintain employee Personnel and confidential files;
10. Assist with yearly and bi-annual Audits;
11. Check for compliance of employee files regarding TB screening, fingerprint clearance records, background checks, and salary review;
12. Update Agency job line;
- 13-12. Coordinate with supervisors the start date for new employees;
13. Coordinates the employee recognition award.
14. Conduct research related to labor relations as assigned.

44.15. Ensure communication to applicants as the recruiting process progresses.

Workers Compensation and Safety --

1. Disseminates information to staff regarding Workers Compensation Insurance;
2. Assist with the completion of a variety of reports involving employee injuries and illness;
3. Provide employees with necessary claim forms;
4. Assists with the monitoring the progress of injured employees and the status of the Workers Compensation Claims;
5. Assist with the coordination of the Agency quarterly Safety Committee meetings;
- 5-6. Conducts Worker's Compensation follow up meetings.
- ~~6. Purchases and maintains Agency first aid kits;~~
- ~~7. Monitors all Agency fire extinguishers and other emergency systems.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration including testing and selection, training, job analysis, position clarification and salary administration;
- State and Federal labor laws;
- Basic English usage, spelling, grammar and punctuation;
- Some word processing and spreadsheet software.

AND

Ability to:

- Communicate effectively in writing;
- Communicate effectively verbally;
- Analyze data and draw accurate conclusions;
- Maintain confidential information;
- Work under stressful situations;
- Establish and maintain effective working relationships;
- Interpret policies, procedures and laws;
- Prioritize heavy workload;
- ~~• Type 45 words per minute;~~
- Use a variety of computer software applications;
- Perform basic mathematical calculations;
- Accurately screen employment applications;
- Demonstrate sound judgment;
- Accurately maintain notes, documentation, and files;
- Plan and organize workload to meet deadlines;
- Use a variety of office machines including copier, facsimile, computer and calculator;
- ~~To~~ Competently use some word processing and spreadsheet software.

AND

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

I. Advanced education with major course work in public administration, business administration, personnel management, or related courses; and ~~one-year~~one-year experience that reflects extensive knowledge, skills and abilities required for the position.

OR

II. Three years of experience that reflects extensive knowledge, skills and abilities required for the position.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people</u>

from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

Sufficient Speech to:

Engage in conversation both in person and on the phone.

Sufficient Hearing to:

Understand conversation in person or on the phone.

Sufficient Vision to:

Operate a personal computer.

Sufficient Sensitivity of Touch to:

Operate a personal computer.

Sufficient Strength and Conditioning to:

Sit for long periods of time throughout the day;

Operate a personal computer throughout the day without experiencing abnormal hand-wrist or eye strain;

Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;

Move from one area in the workplace to another.

Non-essential Physical Attributes:

Ability to Taste.

Ability to Smell.

PERSONNEL CLERK

ORGANIZATIONAL RESPONSIBILITY

A Personnel Clerk is responsible to thea Human Resources Manager or other appropriate supervisor.

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

It is expected that incumbents will have had no previous experience in personnel work. They will learn the necessary personnel knowledges and skills through on-the-job training, and will be expected to work with progressively less supervision. ~~This class differs from the class of Clerk I and Typist Clerk I, in that general knowledge of office practices and procedures, acquired through experience, is required.~~

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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/personnel documents;
- ~~2. Verifies correctness and accuracy of payroll warrants and distributes to employee;~~
- ~~3-2.~~ Verifies employment by informing authorized persons of employees' status;
3. Types information onto personnel and payroll documents from verbal or written instructions;
4. Mails or distributes examination bulletins and other types of bulletins to employees and the public;
5. Posts information onto bulletin boards and removes obsolete material;
6. Assists ~~in maintaining position rosters~~ by typing and filing routine information and/or documents;
7. Opens and distributes mail;
- ~~7-8.~~ Sends general correspondence.
9. Files correspondence and other material.
10. Assists in preparing for trainings, examinations, and or interviews. Examples of are this but not limited to:
 - a. Preparing agendas
 - b. Assisting the Personnel Analyst with making phone calls, emails, etc.
 - c. Preparing packets for interviews, exams, and orientations.
 - d. Ensuring the room is properly set up with required materials.
 - e. Sending out reminder emails
 - f. Creating sign in and out sheets
 - g. Ensuring the room is clean after the event
- ~~— Completes other personnel clerical duties as assigned.~~
11. Place orders for office supplies, wellness activities, and employee relations related items.
12. Tuition Reimbursement, receive, input and track information, under the direction of the Human Resources Manager.
13. Completes other personnel clerical duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic office practices, methods, and procedures;
- Filing techniques;
- Receptionist and telephone techniques;
- Proper English usage, spelling, grammar, and punctuation;
- Some word processing software.

AND

Ability to:

- Learn and assist with a variety of office functions in support of the SETA programs;
- Demonstrate sound judgment in dealing with problems;
- Assist with maintaining files and records;
- Assist with compiling information and preparing reports;
- Make arithmetical calculations quickly and accurately;
- ~~Type at a speed of 45 words per minute from clear, legible copy;~~

- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships;
- ~~Te~~~~e~~~~C~~ompetently use word processing software.

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. One year of experience performing routine clerical work equivalent to the class of Typist Clerk

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently Ppicking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Frequently Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Frequently Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive</u>

	<u>reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand/wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

SENIOR PERSONNEL ANALYST (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

The Senior Personnel Analyst is responsible to a Human Resources Chief or Designee Manager.

DEFINITION

Under general direction, performs the full scope of responsible and complex technical work in a variety of personnel program areas, including, but not limited to, recruitment and selection, examination development, affirmative action, staff training and development, classification analysis, salary administration, Worker's Compensation administration, Illness and Injury Prevention Program, Performance Management, and Labor Relations.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform advanced journey level personnel functions requiring extensive knowledge of and proficiency in personnel management. Incumbents are expected to exercise considerable independent judgement in carrying out duties and responsibilities. Incumbents will supervise or train lower level personnel staff.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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.

Recruitment --

1. Develop screening matrixes;
2. Screen employment applications;
3. Verify employee DMV records;
4. Review applicant data specifically relating to ethnicity, gender, age and disability to determine success of recruitment efforts;
5. Analyze recruitment needs to fill vacant positions within a specified time period and develop and implement a recruitment schedule;
6. Coordinate the development and distribution of job vacancy announcements;
7. Respond to inquiries regarding recruitment processes, position vacancies, and advertisements;
8. Oversee the data entry of voluntary and supplemental information;
9. Coordinate recruitment and examination plans;
10. Meet with staff to discuss specific recruitment needs for the vacant position to develop examination questions;
11. Coordinate with supervisors, managers or chiefs to determine the subject matter experts to sit on the examination panel;
12. Secure the date, time, location and room reservation for the date of the examination.

Examination and Selection --

1. Confer with staff to determine the appropriate method of testing;
2. Assess test results to ensure no adverse impact;
3. Develop and prepare examination questions;
4. Prepare examination materials for panel members;
5. Arrange the reserved room with the appropriate seating arrangement to best accommodate the method of testing selected;
6. Conduct panel orientation for examination panel members;
7. Oversee the examination process;
8. Compute examination scores and create an eligible list;
9. Conduct background investigations on prospective employees.

Job Analysis --

1. Research and analyze job specifications and position data;
2. Meet with appropriate Agency staff to determine the needs of the Agency as it relates to the new job specification to ensure a properly defined set of duties and appropriate knowledge, skills, abilities, education and experience requirements;
3. Compose draft of job specification;

4. Distribute final draft of proposed job specification.

Administration --

1. Prepare information for Governing Board or Policy Council;
2. Orient and welcome new employees;
3. Compile and mail data requested by Department ~~Of~~ Social Services in order to obtain an exemption for HS employees with criminal backgrounds;
4. Investigate and handle complaints;
5. Recommend disciplinary action;
6. Counsel, make recommendations, respond to questions and provide explanations to Agency staff on Personnel related issues;
7. Present personnel related items to the Governing Board, Policy Council or other committees;
8. Compose a variety of documents, including letters, memos, job specifications, job duty analysis and reports;
9. Organize, facilitate, or present staff training;
10. Attend scheduled training as directed or as requested;
11. Monitor and maintain employee Personnel and confidential files;
12. Provide staff and delegate agencies with information on Labor Law postings and requirements;
13. Facilitate and coordinate yearly and bi-annual audits;
14. Check for compliance of employee files regarding TB screening, fingerprint clearance records, background checks, and salary review;
- ~~15.~~ Oversee or update Agency Job line;
- ~~16.~~ 15. Coordinate with supervisors the start date for new employees;
- ~~17.~~ 16. Coordinates the employee recognition award;
- ~~18.~~ 17. Coordinate temporary staff with temporary agency and verify billing rates for services;
- ~~19.~~ 18. Incumbents who supervise are expected to assign work to lower level staff;
- ~~20.~~ 19. Establish work priorities and deadlines;
- ~~21.~~ 20. Monitor staff to ensure work is done properly, efficiently and in established time period;
- ~~22.~~ 21. Train and develop Personnel staff;
- ~~23.~~ 22. Participate in the hiring of Personnel staff as directed;
23. Complete performance evaluations on staff.
24. Responsible for tracking workplace analytics

Workers Compensation and Safety --

1. Disseminates information to staff and answers related questions regarding Workers Compensation Insurance;
2. Complete and disseminate a variety of reports involving employee injuries and illness;
3. Provides employees with necessary claim forms;
4. Monitor the progress of injured employees and the status of the Workers Compensation Claims;

5. Assess and recommend light duty accommodations when necessary;
6. Inform appropriate staff of an employee's medical status;
7. Coordinate the Agency quarterly safety committee meetings;
- 7.8. Conduct post-accident follow ups
- ~~8. Purchase and maintain Agency first aid kits;~~
- ~~9. Monitor all Agency fire extinguishers and other emergency systems.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration including testing and selection, training, job analysis, position classification and salary administration;
- Principles and practices of supervision;
- Uniform Guidelines on Selection Procedures for Employees;
- State and Federal labor laws;
- Effective investigation techniques;
- Workers Compensation laws, rules, and regulations;
- Basic English usage, spelling, grammar and punctuation;
- Some word processing software.

AND

Ability to:

- Communicate effectively in writing;
- Communicate effectively verbally;
- Analyze data and draw accurate conclusions;
- Write and develop advanced testing materials;
- Maintain confidential information;
- Work under stressful situations;
- Establish and maintain effective working relationships;
- Make effective presentations;
- Interpret policies, procedures and laws;
- Prioritize heavy workload;
- ~~Type 45 words per minute;~~
- Use a variety of Computer software applications;
- Perform basic mathematical calculations;
- Accurately screen employment applications;
- Demonstrate sound judgment;
- Accurately maintain notes, documentation, and files;
- Act independently and demonstrate initiative;
- Plan and organize workload to meet deadlines;
- Use a variety of office machines including copier, facsimile computer and calculator.

AND

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

- I. Graduation from an accredited college or university with major course work in public administration, business administration, personnel management or related courses; and two ~~years experience~~years' experience which reflects extensive knowledge, skills and abilities required for the position.

OR

- II. Advanced educational training with coursework in public administration, personnel management, labor relations or a closely related field; and four years of experience that reflects extensive knowledge, skills and abilities required for the position.
- III. Supervision experience is preferred but not required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are</u>

	<u><i>required only occasionally and all other sedentary criteria are met.</i></u>
<u><i>Visual Acuity</i></u>	<u><i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i></u>
<u><i>Environment</i></u>	<u><i>The worker is not substantially exposed to adverse environmental conditions.</i></u>
<u><i>Relational</i></u>	<u><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i></u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. ~~Sufficient Speech to:~~
 - ~~Engage in conversation both in person and on the phone.~~
2. ~~Sufficient Hearing to:~~
 - ~~Understand conversation in person or on the phone.~~
3. ~~Sufficient Vision to:~~
 - ~~Operate a personal computer.~~
4. ~~Sufficient Sensitivity of Touch to:~~
 - ~~Operate a personal computer.~~
5. ~~Sufficient Strength and Conditioning to:~~
 - ~~Sit for long periods of time throughout the day;~~
 - ~~Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
 - ~~Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
 - ~~Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

1. ~~Ability to Taste.~~
2. ~~Ability to Smell.~~

PAYROLL OPERATIONSANALYTICS SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Payroll Operations-Analytics Supervisor classification is responsible to the Administration Department Human Resources Chief or designee.

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

The Payroll AnalyticsOperations Supervisor supervises the payroll unit is responsible for complex Payroll Analysis in conjunction with other assigned HR/Payroll related functions.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.

- Must be able to work as a team and collaborate with colleagues.

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. Payroll

- a. Supervise to ensure accurate and timely workflow of Payroll projects;
- b. Provide assistance with payroll as needed
- c. Set up payment plans with employees who owe unpaid insurance premiums and monitor payments until paid in full;
- d. Supervise the benefit processes (billing, enrollment, reconciliation, COBRA, etc.)

2. Analytics

- a. Coordinate annual audit with Workers Compensation carrier;
- b. Respond to notifications from State agencies regarding unemployment claims.
- c. Conduct regular analysis of payroll and personnel matters (e.g. sick leave utilization, worker's comp, leaves, etc.)
- d. Ensure mandated annual reports are completed on time (e.g. Form 300, ACA)

3. Personnel

1. ~~Supervise to ensure accurate and timely workflow of Payroll processes;~~

- a. Provide efficient and professional customer service to internal and external customers;
- b. Assist in writing of policies and procedures and responsible for enforcing adherence to policies and internal controls;
- c. Accountable for various month end and year end processes, which may include adjustment processing and balancing, calculations, W2 updates, relocation, reconciliations;
- d. Monitor and track the interaction of personnel and payroll related matters as assigned.
- e. Responsible for ~~b~~Benefit related matters.
- f. Handle employee leave related items.

f. ~~Maintain and process employee garnishment files;~~

g. ~~Set up payment plans with employees who owe unpaid insurance premiums and monitor payments until paid in full;~~

h. ~~Coordinate annual audit with Workers Compensation carrier;~~

Respond to notifications from State agencies regarding unemployment claims reports).

i.

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;~~
- 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;
- 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.

OR

II. ~~A combination of Human Resources or Payroll experience/education which education which adequately prepares the candidate for the position.~~

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

- 1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
- 2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
- 3. Sufficient Vision to:
 - Operate a personal computer.
- 4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.
- Sufficient Mental Ability to:
 - Synthesize large amounts of data and generate reports containing accurate data.
 - Meet regular deadlines
 - Interact with people in a professional and positive manner at all times.

Non-essential Physical Attributes:

- 1. Ability to Taste.
- 2. Ability to Smell.

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of</u>

	<u><i>the wrists, hands, and/or fingers.</i></u>
<u><i>Sedentary Work</i></u>	<u><i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i></u>
<u><i>Visual Acuity</i></u>	<u><i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i></u>
<u><i>Environment</i></u>	<u><i>The worker is not substantially exposed to adverse environmental conditions.</i></u>
<u><i>Relational</i></u>	<u><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i></u>

CHILDREN AND FAMILY SERVICES FACILITIES COORDINATOR

ORGANIZATIONAL RESPONSIBILITY

The Children and Family Services Facilities Coordinator is responsible to the Chief, Human Resources Administration Department or his/her designee.

DEFINITION

Under general direction, plans, organizes and directs the work of the facilities unit to support and ensure the health and safety of Head Start/Early Head Start facilities. The coordinator will be the first point of contact for internal and external contractors engaged in the repair and staff engaged in: facilities planning and support for the Agency's Main Office and Career Center locations; or the repair and general upkeep the Children and Family Services (CFS)/Head Start, Early Head Start and State funded facilities: oversight of special projects, of Agency Head Start facilities and the transport of ~~food~~, supplies and documents between such facilities; and perform other related duties. The coordinator will ensure that all SETA Early Learning Centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by Community Care Licensing and/or federal and state monitors.

DISTINGUISHING CHARACTERISTICS

This classification is assigned supervisory responsibilities for: facility planning, repair and upkeep, managing building and equipment maintenance schedules, emergency response on an on-going basis, ordering and storage of supplies, security systems, and courier and transportation services for the CFS Department Agency.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.

- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

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, coordinates and performs Head Start and performs Main Office and Career Center facilities support work, including: coordination of contractor and vendor services, mailroom, courier services, security services, facilities planning, construction procurement, facility repair, supply ordering and delivering, document retention, and special facilities requests;
1. copy room, and supply ordering; or Head Start facilities support work including facility repair, and the delivery of food, supplies and documents between SETA Head Start facilities; security services;
2. Responsible for responding to or delegating after hours on-call emergencies, including door alarms and locks;
3. Responsible for security services, including but not limited to alarms and locks);
- 2-4. Oversees the Develops and releases, receives and reviews competitive procurement of contractors and vendors/subs to do facility the improvements/construction, including vendor contract negotiations;
5. Receives and evaluates proposals, qualifications or services and prepares recommendations for the SETA Agency's Governing Board for approval;
3. and may negotiate leases with Lessor's or agreements with vendors the approved action by the Agency's Governing Board and return for final authorization;
6. Assists with lease negotiations, as needed;
7. Scouts locations, provides report on space analysis, and ensures sites meet licensing requirements for child care;
8. Works with Community Care Licensing and State Fire Marshall to secure appropriate license(s) for child care;
- 4-9. Oversees preparation and may develop architectural related design drawings and specifications for building play yard, property, and alteration projects. Meets with architect on drawings for further development;
- 5-10. Represents the Agency in various business and public relation matters;
11. Coordinates, responds and develops the process to address requests for routine, preventative and emergency repairs; including monitoring and updating such processes;
12. Organizes and maintains record keeping and storage systems related to archive files, inventory and work orders;

13. Arranges meetings with vendors, contractors, and other unit staff to ensure projects are planned and timely;

~~6-14.~~ Responds to all requests for routine/preventative/emergency repairs;

~~7-15.~~ Develops and oversees the execution of a schedule of planned maintenance for Head Start facilities;

~~8-16.~~ Supervises ordering and stocking of supplies, and their warehouse storage and distribution;

~~9-17.~~ Prioritizes the facilities unit ~~courier maintenance~~ workload and projects;

~~10.~~ Responsible for security card system installation, maintenance and distribution of cards and monitoring of system;

~~11.~~ Provides reports on space analysis for subleasing efforts;

~~12.~~ Organizes, supervises, and maintains system for record keeping and storage;

~~13-18.~~ Communicates with vendors regarding equipment concerns and needs; problems;

~~14.~~ Arranges meetings;

~~15-19.~~ Composes a variety of written material;

~~16-20.~~ Coordinates with the Information Technology Department for any IT equipment, ~~and~~ wiring needs and scheduling related to telecommunications and technology ~~procures vendor and determines layout need;~~

~~17-21.~~ Prepares and reviews reports, making recommendations;

22. Oversees Community Care Licensing compliance for facilities;

23. Engages with the Fire Marshall to ensure compliance and immediate response to inspections and corrective action if needed;

24. Responsible for the proper execution of playground construction;

25. Responsible to ensure that facilities staff are properly trained in forklift utilization and safety;

26. Assists other departments as needed.

~~18-27.~~ Responsible for safety inspections, including annual monitoring, and takes corrective action necessary to meet compliance for State and Federal regulations, including the Head Start Performance Standards, State and County, and the Americans with Disabilities Act (ADA) inspections and reports on Agency facilities as well as Cal-OSHA-OSHA and safety inspections and takes corrective action necessary for compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal, state and local regulations (e.g. Title 5 and Title 22) related to facilities maintenance and repair, or have the ability to gain the knowledge.;
- Office management methods and procedures;
- Filing and record keeping procedures;
- Letter and report writing;
- Principles of supervision and training;
- Proper English usage, spelling, grammar and punctuation;
- Principles of organization;
- Some word processing software.
- Preventative Maintenance
- General construction techniques

AND

Ability to:

- Supervise and perform technical and administrative work;
- Analyze situations accurately to adopt an effective course of action;
- Plan, organize, direct and coordinate work of a diversified technical and clerical staff including delegation of responsibilities and authorities;
- Establish and maintain effective working relationships as necessitated by work assignments;
- Communicate clearly and concisely orally and in writing;
- Be responsible for the office function in support of SETA;
- Interpret and apply rules, policies, and regulations with the good judgement in a variety of situations;
- Maintain a variety of complex office assistance assignments;
- Compile information and prepare accurate reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- 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. Four (4) years of supervisory experience in the field of building maintenance or construction.

OR

ii. A combination of education and experience that would be equivalent to this experience.

a. Experience as a General Contractor, or

b. Five (5) years as a Courier/Maintenance at SETA, or

c. Three (3) years as Facilities Supervisor, or

d. An AA (or greater) in Engineering with at least 2 years of maintenance or construction experience.

Facilities experience in child development settings and/or school district is highly desirable.

~~I. Four (4) years of increasing responsible administrative experience in office management, administrative analysis, personnel management, budgetary analysis, preferably with one year experience as a lead worker or supervisor;~~

~~AND~~

~~II. Equivalent to an Associate of Arts degree with emphasis in business administration or a related field.~~

~~OR~~

~~III. Equivalent to graduation from an accredited four-year college or university with major course work in business administration, public administration, economics, government, political science, sociology, or a related field;~~

~~AND~~

~~IV. Two (2) years experience in office administrative capacity. Additional qualifying experience may be substituted for the educational training on a year-for-year basis.~~

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least ~~three (3)~~(2) 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

<u>Climbing</u>	<u>Occasionally ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.</u>
<u>Balancing</u>	<u>Occasionally maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.</u>
<u>Stooping</u>	<u>Occasionally bending body downward and forward by bending spine at the waist.</u>
<u>Kneeling</u>	<u>Occasionally bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Occasionally bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Occasionally moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Occasionally extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Often standing, particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Occasionally raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>

<u>Grasping</u>	<u>Frequently applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Occasionally perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Constantly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical</u>	<u>Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</u>
<u>Visual</u>	<u>The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)</u>
<u>Environmental Conditions</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>
	<u>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.</u>
	<u>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</u>
	<u>The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.</u>
	<u>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</u>
	<u>The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.</u>
	<u>The worker is required to function in narrow aisles or passageways.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.

5. ~~Sufficient Strength and Conditioning to:~~

- ~~• Sit for long periods of time throughout the day;~~
- ~~• Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
- ~~• Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
- ~~• Move from one area in the workplace to another.~~
- ~~•~~

Non-essential Physical Attributes:

- ~~1. Ability to Taste.~~
- ~~2. Ability to Smell.~~

CHILDREN AND FAMILY SERVICES~~HEAD START~~ FACILITIES SPECIALIST (Supervisory)

ORGANIZATIONAL RESPONSIBILITY

The ~~CFS~~Head Start Facilities Specialist is responsible to the Chief, Human Resources Administration Department or designee.

DEFINITION

~~Under general direction, insures that all SETA-Operated Programs (SOP) meet the Education Performance Standards related to site maintenance and remain in good standing through the yearly evaluations conducted by the Licensing Agent for Community Care Licensing. Supervises and manages the activities of the Head Start Facilities Team; develops and monitors a Head Start supply inventory site system.~~

Under general direction, assists the Facilities Coordinator in all aspects of project implementation, insures that all SETA child care centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by the licensing agent for Community Care Licensing and/or federal and state monitors. Supervises and facilitates the activities of the CFS Facilities unit; develops and monitors the supply request and inventory tracking system.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification responsible for the supervision of the performance and communications of the ~~CFS~~Head Start Facilities Team, i.e., Facilities Analyst, Courier/Maintenance, and Custodian/Gardener staff personnel.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.

- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.

Must be self-directed and able to work collaboratively as a team to get larger department work completed.

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; including coordination of weekly team meetings and distributing relevant communication and/or updates and feedback;~~the Facilities Team;~~
2. Develops and monitors an inventory maintenance system for all Head Start centers; SOP sites, and storage locations;
3. Assists with securing Head Start center locations and participates in lease negotiation;
- ~~2. Secures SOP site locations and negotiates leases;~~
4. Assists with securing proper licenses for new Head Start centers; including record keeping and coordination of tracking child care licensing requirements and notifications for new sites as well as existing sites;
5. Monitors annual fire extinguisher inspections and fire inspections; includes coordination and record keeping of inspection expiration dates;
- ~~3. Secures proper licenses for new SOP site locations;~~
- 4.6. Oversees and assures quality supplies inventory in keeping with the curriculum used by the ~~SETA-Operated Programs;~~ Head Start Program;
- ~~5.7. Assists with Oversees~~ the procurement process for construction of Head Start playgrounds;
8. Assists with Writes Request for proposals (RFP's) solicitation of vendors. the review of proposals;
9. Develops, releases, receives and reviews competitive procurement of vendors and contractors related to supplies and materials;
10. Maintains working relations and open communication with property owners and landlords; secures approvals for scheduled work, maintains communication log;
11. Responds to the requests from the Site Supervisors, Program Officers, and other CFS Management.
12. Oversees and monitors center specific budgets; including special requests, custom orders, and purchasing;
13. Maintains and monitors facilities databases; including Laserfiche;
14. Maintains and monitors form requests and inventory of forms;
15. Coordinates appointments for center specific services;

- 16. Maintains day to day communication; including monitoring voice messages, emails, and facsimiles;-.:
- 17. Maintains center binders pertaining to important health, safety and licensing information;
- 18. Coordinates and prepares quotes, bids, and requisitions for supplies and materials; including special requests and custom orders;
- 19. Responsible for purchasing, shipping and receiving activities, including
 - a. Picks up special items for centers
 - b. Works with vendors
 - a-c. Delivers items to locations as needed and oversees the acceptance of playground construction proposals.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~— State and federal regulations related to child care settings;~~
- Supervision techniques and practices;
- Head Start programs and functions;
- Early childhood development;
- Development and maintenance of inventory ~~list~~ list;
- Building acquisition and maintenance;
- Building and inventory quality management;
- Some word processing software.
- Contract compliance;
- Record-keeping.

AND

Ability to:

- Reference, read, and interpret State and Federal regulations related to child care settings;
- Supervise various facility teams;
- Establish and maintain cooperative working relationships;
- Interpret and promote program compliance with California Department of Social Services, Community Care Licensing;
- Deal tactfully and courteously with vendors;
- Interpret budgets;
- Negotiate building lease agreements;
- ~~— Evaluate legal code requirements.~~
- ~~—~~
- Negotiate with vendors for the bidding process;

AND

Training and Experience:

- ~~I.~~ At least two (2) ~~years experience~~years' experience in facility maintenance and management with at least one (1) year of supervision.
- ~~II.~~ ~~AND~~and
- ~~III.~~ A at least one (1) year of experience as a pre-school teacher or evidence of its equivalent which demonstrates an understanding of a classroom environment.

OR

II. At least three (3) ~~years experience~~years' experience in facility maintenance and management with at least two (2) years of supervision.

OR

III. At least three (3) years' experience working for SETA in the Facilities unit

OR

IV. Any combination of experience and education which will adequately prepare you for the position.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid class C California Driver's License is required. A good driving record of at least ~~three (3)~~two (2) years duration, as evidenced by freedom from multiple or series traffic violations or accidents, is required. ~~Failure to obtain a class C Driver's License will be evaluated on a case by case basis.~~

Forklift experience desired, but not required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Climbing</u>	<u>Rarely, ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.</u>
<u>Balancing</u>	<u>Rarely, maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.</u>
<u>Stooping</u>	<u>Rarely bending body downward and forward by bending spine at the waist.</u>
<u>Kneeling</u>	<u>Rarely bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Rarely bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Often Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Occasionally raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Frequently fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>

<u>Grasping</u>	<u>Frequently grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Rarely perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Constantly talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequent repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical Requirements</u>	<u>Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

Essential Physical Attributes:

~~The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.~~

~~Sufficient Speech to:~~

~~Engage in conversation both in person and on the phone.~~

~~Sufficient Hearing to:~~

~~Understand conversation in person or on the phone.~~

~~Sufficient Vision to:~~

~~Operate a personal computer.~~

~~Sufficient Sensitivity of Touch to:~~

~~Operate a personal computer.~~

~~Sufficient Strength and Conditioning to:~~

~~Sit for long periods of time throughout the day;~~

~~Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~

~~Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~

~~Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

~~Ability to Taste.~~

~~Ability to Smell.~~

June 1993

Class Code: 1029

CHILDREN AND FAMILY SERVICES HEAD-START FACILITIES SUPPLY CLERKANALYST

ORGANIZATIONAL RESPONSIBILITY

A ~~Head Start~~ Children Family Services Facilities Supply ClerkAnalyst is responsible to the Chief, ~~Administration~~ Human Resources Department or designee.

DEFINITION

Under general direction, ~~ensures~~ that all facilities related SETA Operated Programs (SOP) receive the necessary supplies are properly sourced, stored, delivered and accounted for, and forms which will support the quality delivery of a Head Start program; monitors site supply budgets; maintains inventory of site supplies and equipment; maintains central office storage of supplies and forms; maintains inventory of supplies in central storage; assists in the licensing and set up of new facilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to maintain and procure adequate supplies and forms for the Children and Family Services, SETA Operated Head Start, Early Head Start, and State funded Pprograms. Responsibilities include ordering, receiving, delivering supplies, materials, and equipment for early learning centers; inventory maintenance, and informing Head Start staff on the development of the new supplies and equipment for early childhood education programs. Assist with ensuring that all SETA child care centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by Community Care Licensing and/or federal and state monitors.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a collaborative team to get larger department work completed.

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. ~~I~~Ensures adequate supplies, materials, equipment and forms are available and delivered to the SETA ~~early learning centers~~Operated Program sites in a timely fashion;
2. Assures quality supplies in keeping with the curriculum used by the SETA Head Start, Early Head Start and State funded programs~~Operated Programs~~;
3. Maintains an inventory of supplies in the warehouse~~storage~~ and at early learning centers; including tracking of center specific budgets/expenditures~~SOP sites~~;
- ~~4.~~ Maintains and adequate supply of consumable~~disposable~~ goods for the early learning centers~~SOP~~;
- ~~5.~~ Assists in the licensing and set up of new facilities;
- ~~6.~~ 5. Informs classroom staff of the most current equipment and supplies available for use in early childhood education programs;
6. Assists in the location ~~of~~, storage of and delivery of free and found material.
7. Receives, fills and delivers all items ordered by the department and early learning centers;
8. Performs clerical duties as assigned;
9. Verifies shipping records for packaging and labeling;
10. Accepts deliveries, unpacks and inspects received goods for stocking and delivering to centers;
11. Delivers items and products to the requesting centers and/or departments;
12. Assists and supports transport companies handling shipping materials;
13. Receives, processes, stocks, and distributes merchandise for internal and external customers;
14. Prepares records and statements of inventory in the warehouse in an accurate manner;
15. Communicates with the Facilities Coordinator any discrepancies in materials received and ordered;
16. Drives safely and delivers products within deadlines.
17. Maintains facilities equipment, including tracking maintenance scheduled and repair orders;
18. Works with the support team to provide exceptional customer service and addresses customer concerns;
19. Secures quotes/bids, and prepares requisitions for supplies and materials;
- ~~7.~~20. Monitors and maintains facilities vehicle fleet; including tracking and record keeping of vehicle maintenance logs.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Head Start programs and functions;~~
- ~~Early childhood development;~~
- ~~Curriculum developed for early childhood education;~~
- ~~Problems and needs of low-income families;~~
- ~~Development and maintenance of inventory lists;~~
- Basic data entry and math skills;
- Some word processing software.
- Inventory tracking and record-keeping procedures;
- Proper body mechanics for lifting heavy supplies, materials and equipment;

- Safe storage and transportation of goods;

AND

Ability to:

- Deal tactfully and courteously with vendors;
- Establish and maintain cooperative working relationships;
- ~~Speak and write effectively;~~
- ~~Promote program compliance with California Department of Social Services, Community Care Licensing;~~
- ~~Interpret budgets.~~
- Work swiftly and meet tight time lines;

AND

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:

I. At least two (2) years' experience as a Supply Clerk, Warehouse Clerk, or Commercial Delivery Driver~~Head Start Teacher or Teacher Assistant, preferably including one (1) year as a Head Start Head Teacher~~

OR

II. At least two (2) years of experience as a CFS Facilities staff member.

OR

III. At least two (2) years' experience in another capacity which would support the understanding and knowledge of the needs of ~~this role~~a classroom for three and four year old children.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least ~~three~~ two (2) years duration as evidences by freedom from multiple or serious traffic violations or accidents is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Climbing</u>	<u>Rarely ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</u>
<u>Balancing</u>	<u>Rarely maintaining body equilibrium to prevent falling and walking, standing or crouching on</u>

	<u>narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</u>
<u>Stooping</u>	<u>Occasionally bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.</u>
<u>Kneeling</u>	<u>Occasionally bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Occasionally bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Frequently walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Frequently pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Frequently pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Frequently lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.</u>
<u>Dexterity</u>	<u>Frequently fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Frequently grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Often feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Often talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently engaged in repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical Requirements</u>	<u>Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.</u>
<u>Environmental Conditions</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>
	<u>The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour.</u>
	<u>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour.</u>
	<u>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</u>
	<u>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</u>

Essential Physical Attributes:

~~The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.~~

~~Sufficient Speech to:~~

~~Engage in conversation both in person and on the phone.~~

~~Sufficient Hearing to:~~

~~Understand conversation in person or on the phone.~~

~~Sufficient Vision to:~~

~~Operate a personal computer.~~

~~Sufficient Sensitivity of Touch to:~~

~~Operate a personal computer.~~

~~Sufficient Strength and Conditioning to:~~

~~Sit for long periods of time throughout the day;~~

~~Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~

~~Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~

~~Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

~~Ability to Taste.~~

~~Ability to Smell.~~

ITEM III-A – 4 - ACTION

APPROVAL OF AGENCY IRS SECTION 125 CAFETERIA PLAN

BACKGROUND:

The Internal Revenue Service Code requires the adoption of a Section 125 Plan to allow the Agency to provide a cafeteria plan and medical insurance contribution to employees on a pre-tax basis. The Agency has been enrolled in the County of Sacramento insurance program since 1987 and has used their plan as its own until now. The IRS rules have been updated over the years to require a specific plan for each Agency and this 125 Cafeteria Plan is intended to meet that requirement.

The 125 Cafeteria Plan for the Agency covers the medical insurances provided through the County at the present time and allows the Agency flexibility to develop other options in the future to meet its medical insurance needs. The contribution for insurance benefits and employee cost for insurances is applied pre-tax unless the employee elects to cash out the contribution in lieu of insurance and that is fully taxable. All of the Federal requirements for insurance coverage and tax deferral are included in the Plan which was developed after the plans of the County of Sacramento and City of Sacramento.

The major provisions of the 125 Cafeteria Plan, sent under separate cover, include the following:

- Definition of the Plan and IRS defined benefits and requirements
- Determination of the plan year and enrollment process
- Definition of dependents and eligible status changes to modify benefits
- Definition of employee and highly compensated individual
- Establishment of the salary reduction agreement
- Determination of benefits and contribution
- Employee election of benefits
- Administration and plan termination

Staff will be available to answer questions.

RECCOMENDATION:

Approve the IRS Section 125 Cafeteria Plan for the Agency to be effective October 6, 2016.

PRESENTER: John Allen

RESOLUTION NO.: 2016-05

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

October 6, 2016

**A RESOLUTION ADOPTING AN IRS SECTION 125 CAFETERIA PLAN
DATED OCTOBER 6, 2016**

WHEREAS, this Board is authorized to enter agreements and establish policies and procedures for the administrative governance and legal protection of the Agency; and,

WHEREAS, the Internal Revenue Service requires that a Section 125 Cafeteria Plan to defer the taxation of health insurance contributions and benefits provided to employees under the terms of that Section, and,

WHEREAS, the Agency has provided its insurances through the County of Sacramento under its 125 Plan since 1987, and,

WHEREAS, this Board now finds that it is necessary to adopt its own independent Section 125 Cafeteria Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopts in full the IRS Section 125 Cafeteria Plan attached hereto.

Sophia Scherman, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 - ACTION

APPROVAL OF FUNDING MODIFICATION RECOMMENDATIONS FOR
WORKFORCE INNOVATION AND OPPORTUNITY ACT, ADULT AND DISLOCATED
WORKER FUNDS FOR ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT,
PROGRAM YEAR 2016-17 AND AUTHORIZATION FOR THE EXECUTIVE
DIRECTOR TO NEGOTIATE TRAINING HOURS AND WAGE REIMBURSEMENT
RATES FOR PROVIDERS

BACKGROUND

In June, 2016, the SETA Governing Board approved the funding of On-the-Job Training/Subsidized Employment (OJT/SE) for Program Year (PY) 2016-17, which included \$689,865 in Workforce Innovation and Opportunity Act (WIOA) funds, \$1,049,596 in CalWORKs Subsidized Employment (SE) funds under Assembly Bill 98 (AB98), and \$1,140,567 in CalWORKs Expanded Subsidized Employment (ESE) funds under Assembly Bill 74 (AB74). Funds were awarded to six providers to serve a total of 354 CalWORKs eligible customers; 214 of these customers were to be served under the AB98-funded program, which is jointly funded with a combination of AB98 and WIOA funds, and the remaining customers were to be served under the AB74 program.

In August, 2016, SETA received notification from the Sacramento County, Department of Human Assistance (DHA) that AB98 was terminated effective July 1, 2016, and will be repealed by the State legislature on January 2, 2017. As a result, DHA suspended referrals to SETA and its providers and informed SETA to immediately cease enrollments in the AB98-funded program. DHA agreed to continue to reimburse costs for customers already enrolled in the AB98-funded program. This action does not affect the AB74-funded program.

As a result, staff is recommending modifications to the unspent WIOA OJT allocations to allow providers to provide 100 percent WIOA-funded OJTs with the remaining funds, estimated to be approximately \$501,000. Reallocation of these funds should allow the providers to serve up to 61 participants in WIOA-funded OJTs. The recommended WIOA allocations for the OJT providers are as follows:

Providers	OJT Slots	WIOA Adult/DW Amounts
Asian Resources, Inc.	10	\$82,730
Bach Viet Association, Inc.	10	75,710
Folsom Cordova Community Partnership	10	89,310
La Familia Counseling Center, Inc.	10	90,890

Lao Family Community Development, Inc.	10	86,780
North State Building Industry Foundation	11	75,570
TOTALS	61	\$500,990

These modified recommended allocations are based on the responses to the original Request for Proposals (RFP) and the current expenditure levels of OJT providers.

In order to insure that the number of participants can be served, total training hours and actual reimbursement rates may need to be renegotiated. To expedite that process, the Executive Director is requesting that the Governing Board delegate to her the authority to negotiate training hours and wage reimbursement rates with the six OJT providers and include those hours and rates in the contract modifications.

RECOMMENDATION:

Approve the funding modification recommendations for WIOA-funded OJT, as indicated in the chart above, and authorize the SETA's Executive Director to negotiate training hours and wage reimbursement rates with OJT providers.

PRESENTER: Roy Kim

ITEM IV-A – INFORMATION

BREAKDOWN OF WORKFORCE DEVELOPMENT AREAS IN CALIFORNIA

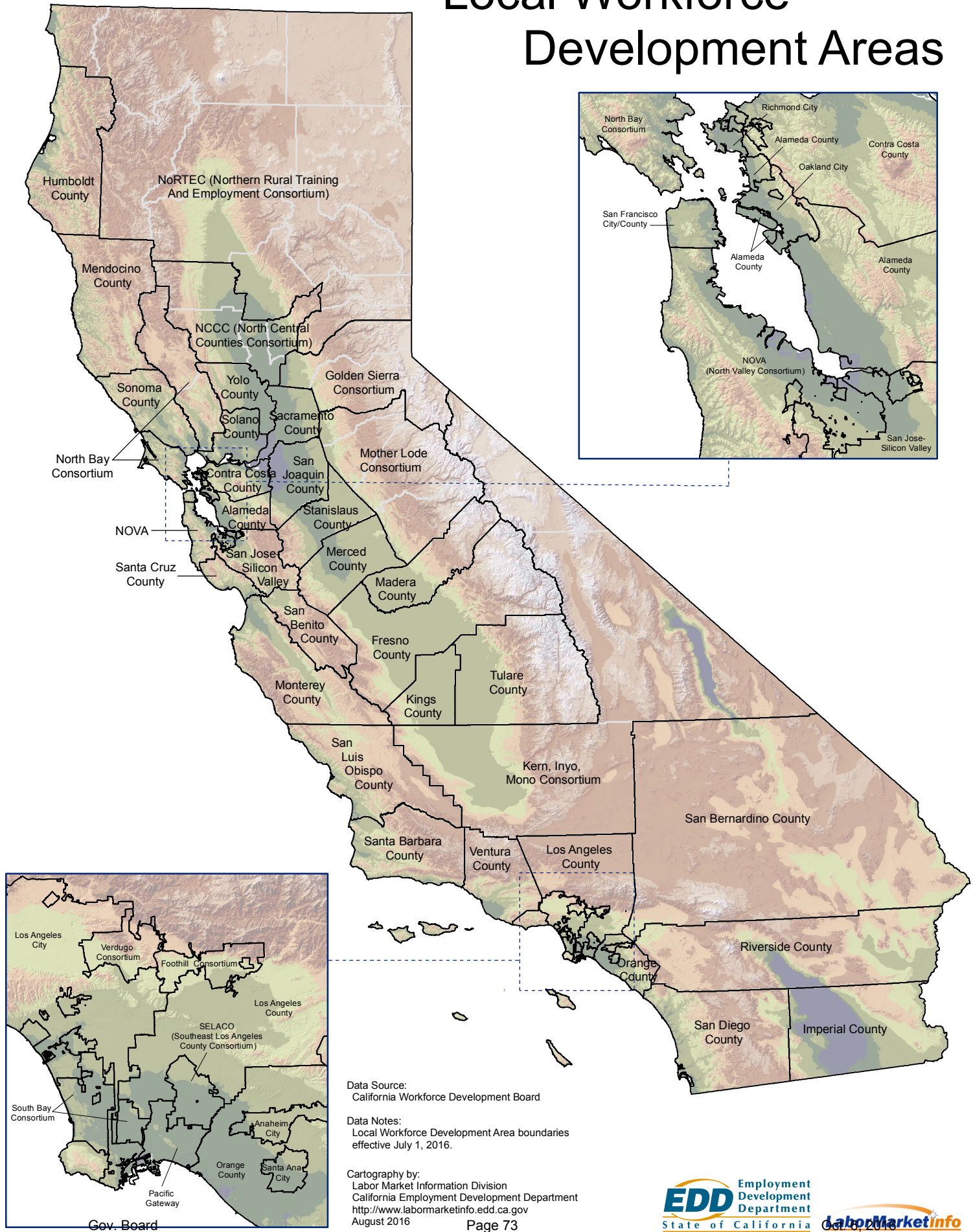
BACKGROUND:

Attached is the revised map reflecting the 46 operating Local Workforce Development Areas in California.

Staff will be available to answer questions.

PRESENTER: Roy Kim

Local Workforce Development Areas



Data Source:
California Workforce Development Board

Data Notes:
Local Workforce Development Area boundaries effective July 1, 2016.

Cartography by:
Labor Market Information Division
California Employment Development Department
<http://www.labormarketinfo.edd.ca.gov>
August 2016

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Cassandra Jennings **DATE:** September 7, 2016
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>
WIOA	US	\$ 61,000	7/1/15-6/30/16	3/1/16-6/30/16
WIA	GED, OSSI	\$ 321,320	7/1/15-6/30/16	3/1/16-6/30/16
CalWorks	TC/GED	\$ 109,800	7/1/15-6/30/16	3/1/16-6/30/16
CalWorks	ESE2/OJT	\$ 67,890	7/1/15-6/30/16	3/1/16-6/30/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: August 25 & 26, 2016

	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	X			
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 WIOA and CalWORKS programs have been reviewed and 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: Ms. Mary Breeding **DATE:** August 11, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$391,500	2/1/15-7/31/16	11/1/15-3/31/16
Early Head Start	T&TA	\$20,900	2/1/15-7/31/16	11/1/15-3/31/16

Monitoring Purpose: Initial Follow-up X Special Final
Date of review: 6/21/16

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		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from November 1, 2015 to March 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** August 18, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,000	1/1/15-12/31/15	1/1/15-12/31/15
CSBG	Safety Net	\$26,100	1/1/16-12/31/16	1/1/16-6/30/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/15 & 8/17/16

	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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2015 to June 30, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Michele Steeb **DATE:** September 1, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 70,000	1/28/16-12/31/16	1/28/16-6/30/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: August 23, 2016

	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		N/A		
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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the delegate agency records. The records 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: Ms. Wanda Williams DATE: August 12, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Traveler's Aid Emergency Assistance Agency**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/15-12/31/15	5/1/15-12/31/15

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final**

Date of review: 7/19/16

	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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Traveler's Aid Emergency Assistance Agency

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2015 to December 31, 2015 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** August 30, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 7,519	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 2016 desk audit with follow-up July 13, 2016

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		

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to SETA CSBG programs 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

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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.

PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Arcade Creek Manor	1	Groundskeeper	1
Elite Cleaning	1	Housecleaner	2
Los Rios Community College	1	Physical Education/Athletic Attendant	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Tele Direct	1	Customer Service Representative	30
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
Villara Corporation	1	Sales	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Labor Finders	3	Labor	1
347Group	7	Machine Operator/Laborer	6
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Total			69

July 1 - September 19, 2016

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Arcade Creek Manor	1	Groundskeeper	1
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Davis Center	1	Administrative Assistant I	1
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Farmers Insurance	1	Bilingual Insurance Sales	1
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
JUMA Ventures	1	Enterprise Manager (Sacramento)	1
L - 3 Communications Corporation	1	Contracts Administrator	1
	1	Sr. Proposal Administrator	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
Los Rios Community College	1	Accountant	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	1
	1	Admissions/Records Evaluator I	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Clerk III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	2
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Director of Human Resources	1
	6	Educational Media and Web Design Specialist	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Tutorial Center	2
	1	Instructional Assistant Costuming and Makeup	1
	1	Laboratory Technician-Science Chemistry	1
	1	Lead Library Media Technical Assistant	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Library Media Technical Assistant	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	1
	1	Nursing (LVN) Assistant Professor	1

July 1 - September 19, 2016

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
	1	Physical Education/Athletic Attendant	1
	1	Physical Therapy Assistant Professor	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
Los Rios Community College	1	Student Personnel Assistant-Assessment and Testing	
	1	Student Personnel Assistant-DSP&S	1
		Student Personnel Assistant-Student Services	
	1	Theater Arts (Technical) Adjunct Assistant Professor	1
	1	Vice President of Instruction	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
Retail Business Development	1	Wireless Sales Ambassador	8
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Employment & Training Agency	1	Administrative Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc	1	Legal Advocate	1
Tele Direct	10	Customer Service Representative (CSR)	30
Urban Strategies Inc.	1	Education Liaison	1
Villara Corporation	1	Sales	1
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Total			173

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2016/2017

The following is an update of information as of September 20, 2016 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
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	Pending
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Pending
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrel's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Pending
			Total # of Affected Workers	672	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of August was 5.5%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Greater Sacramento area gains 5,200 jobs over the month; 24,000 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.5 percent in August 2016, down from a revised 5.8 percent in July 2016, and below the year-ago estimate of 5.7 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 5.0 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.7 percent in Placer County, 5.7 percent in Sacramento County, and 5.5 percent in Yolo County.

Between July 2016 and August 2016, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 5,200 to total 955,300 jobs.

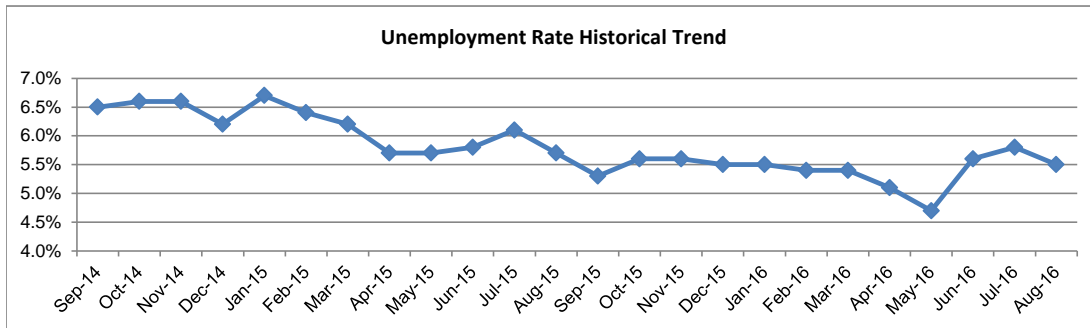
- Construction (up 3,300 jobs) led the region with a higher than average seasonal gain from July to August. Specialty trade contractors accounted for 51 percent of the job additions, picking up 1,700 jobs. Construction of buildings increased by 700 jobs.
- Trade, transportation, and utilities gained 1,900 jobs over the month. Retail trade (up 1,600 jobs), and transportation, warehousing, and utilities (up 300 jobs), were responsible for the industry job expansion.
- Education and health services grew by 1,400 jobs over the month. The job gain was concentrated in health care and social assistance (up 1,500 jobs), which more than offset a slight loss in private education (down 100 jobs).
- Four industries experienced a month-over decline. Other services, and leisure and hospitality, decreased by 1,100 jobs each. Farm cutback 500 jobs. Manufacturing shed 200 jobs.

Between August 2015 and August 2016, total jobs in the region increased by 24,000, or 2.6 percent.

- Construction led year-over growth, adding 7,400 jobs. Specialty trade contractors (up 5,000 jobs), was responsible for 68 percent of the increase. Construction of buildings gained 1,300 jobs over the year.
- Education and health services gained 6,300 jobs from last August. Health care and social assistance led the expansion by adding 5,800 jobs. Private education increased 500 jobs from last August.
- Government advanced by 4,500 jobs. State government gained 2,500 jobs. Local government grew by 1,800 jobs. Federal government picked up 200 jobs.
- Information (down 300 jobs), and mining and logging (down 100 jobs), were the only sectors to experience a year-over decline.

IMMEDIATE RELEASE
 SACRAMENTO--ROSEVILLE--ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.5 percent in August 2016, down from a revised 5.8 percent in July 2016, and below the year-ago estimate of 5.7 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 5.0 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.7 percent in Placer County, 5.7 percent in Sacramento County, and 5.5 percent in Yolo County.



Industry	Jul-2016	Aug-2016	Change	Aug-2015	Aug-2016	Change
	Revised	Prelim			Prelim	

Total, All Industries	950,100	955,300	5,200		931,300	955,300	24,000
Total Farm	10,900	10,400	(500)		10,400	10,400	0
Total Nonfarm	939,200	944,900	5,700		920,900	944,900	24,000
Mining, Logging, and Construction	57,500	60,800	3,300		53,500	60,800	7,300
Mining and Logging	500	500	0		600	500	(100)
Construction	57,000	60,300	3,300		52,900	60,300	7,400
Manufacturing	38,200	38,000	(200)		37,100	38,000	900
Trade, Transportation & Utilities	148,200	150,100	1,900		147,500	150,100	2,600
Information	13,900	13,900	0		14,200	13,900	(300)
Financial Activities	51,900	52,400	500		51,500	52,400	900
Professional & Business Services	123,000	123,200	200		122,500	123,200	700
Educational & Health Services	145,400	146,800	1,400		140,500	146,800	6,300
Leisure & Hospitality	98,800	97,700	(1,100)		96,800	97,700	900
Other Services	32,700	31,600	(1,100)		31,400	31,600	200
Government	229,600	230,400	800		225,900	230,400	4,500

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	704,700	664,600	40,200	5.7%	1.000000	1.000000
Arden Arcade CDP	45,300	42,300	2,900	6.5%	0.063708	0.073225
Carmichael CDP	30,500	28,500	2,000	6.5%	0.042896	0.049253
Citrus Heights city	44,300	41,600	2,700	6.0%	0.062606	0.066109
Elk Grove CDP	80,200	76,700	3,500	4.4%	0.115430	0.087482
Fair Oaks CDP	16,800	16,000	800	4.9%	0.024089	0.020444
Florin CDP	20,200	18,400	1,800	8.7%	0.027683	0.043810
Folsom city	36,500	35,100	1,300	3.7%	0.052870	0.033508
Foothill Farms CDP	16,200	15,300	1,000	5.9%	0.023006	0.023675
Galt city	11,200	10,500	800	6.7%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.4%	0.006200	0.002541
Isleton city	300	300	0	10.0%	0.000473	0.000867
La Riviera CDP	5,800	5,500	400	6.1%	0.008235	0.008869
North Highlands CDP	18,000	17,100	900	5.1%	0.025707	0.022985
Orangevale CDP	17,600	16,600	1,000	5.8%	0.024970	0.025527
Rancho Cordova City	34,200	32,100	2,200	6.3%	0.048244	0.053744
Rancho Murieta CDP	2,800	2,700	100	3.6%	0.004112	0.002552
Rio Linda CDP	6,800	6,400	400	5.5%	0.009698	0.009363
Rosemont CDP	11,700	11,100	600	5.5%	0.016685	0.015989
Sacramento city	233,400	219,300	14,100	6.0%	0.330031	0.350305
Vineyard CDP	12,800	12,300	600	4.3%	0.018491	0.013869
Walnut Grove CDP	700	600	100	10.2%	0.000889	0.001656
Wilton CDP	1,800	1,700	0	2.7%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Data Not Seasonally Adjusted

	Aug 15	Jun 16	Jul 16 Revised	Aug 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,062,200	1,072,000	1,082,300	1,083,700	0.1%	2.0%
Civilian Employment	1,001,400	1,011,900	1,020,000	1,024,400	0.4%	2.3%
Civilian Unemployment	60,800	60,100	62,300	59,300	-4.8%	-2.5%
Civilian Unemployment Rate (CA Unemployment Rate)	5.7%	5.6%	5.8%	5.5%		
(U.S. Unemployment Rate)	6.1%	5.7%	5.9%	5.6%		
	5.2%	5.1%	5.1%	5.0%		

Total, All Industries (2)	931,300	956,500	950,100	955,300	0.5%	2.6%
Total Farm	10,400	10,500	10,900	10,400	-4.6%	0.0%
Total Nonfarm	920,900	946,000	939,200	944,900	0.6%	2.6%
Total Private	695,000	705,200	709,600	714,500	0.7%	2.8%
Goods Producing	90,600	93,700	95,700	98,800	3.2%	9.1%
Mining, Logging, and Construction	53,500	56,700	57,500	60,800	5.7%	13.6%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	52,900	56,200	57,000	60,300	5.8%	14.0%
Construction of Buildings	11,100	11,300	11,700	12,400	6.0%	11.7%
Specialty Trade Contractors	35,700	38,500	39,000	40,700	4.4%	14.0%
Building Foundation & Exterior Contractors	9,700	11,000	11,100	11,500	3.6%	18.6%
Building Equipment Contractors	13,800	14,600	14,900	15,300	2.7%	10.9%
Building Finishing Contractors	7,700	8,500	8,500	9,100	7.1%	18.2%
Manufacturing	37,100	37,000	38,200	38,000	-0.5%	2.4%
Durable Goods	25,000	25,400	26,100	25,800	-1.1%	3.2%
Computer & Electronic Product Manufacturing	6,400	6,700	6,900	6,800	-1.4%	6.3%
Nondurable Goods	12,100	11,600	12,100	12,200	0.8%	0.8%
Food Manufacturing	4,400	3,700	4,200	4,600	9.5%	4.5%
Service Providing	830,300	852,300	843,500	846,100	0.3%	1.9%
Private Service Providing	604,400	611,500	613,900	615,700	0.3%	1.9%
Trade, Transportation & Utilities	147,500	148,800	148,200	150,100	1.3%	1.8%
Wholesale Trade	24,900	25,000	25,100	25,100	0.0%	0.8%
Merchant Wholesalers, Durable Goods	13,300	13,400	13,600	13,500	-0.7%	1.5%
Merchant Wholesalers, Nondurable Goods	9,000	9,000	9,000	9,100	1.1%	1.1%
Retail Trade	97,600	98,800	98,400	100,000	1.6%	2.5%
Motor Vehicle & Parts Dealer	13,600	13,800	13,800	14,000	1.4%	2.9%
Building Material & Garden Equipment Stores	7,900	8,200	8,100	8,000	-1.2%	1.3%
Grocery Stores	18,700	18,600	18,700	18,700	0.0%	0.0%
Health & Personal Care Stores	5,100	5,500	5,500	5,500	0.0%	7.8%
Clothing & Clothing Accessories Stores	7,200	6,700	6,800	6,900	1.5%	-4.2%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,300	4,300	4,500	4.7%	2.3%
General Merchandise Stores	20,800	21,400	21,600	21,800	0.9%	4.8%
Transportation, Warehousing & Utilities	25,000	25,000	24,700	25,000	1.2%	0.0%
Information	14,200	14,000	13,900	13,900	0.0%	-2.1%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,200	6,000	6,000	6,000	0.0%	-3.2%
Financial Activities	51,500	51,300	51,900	52,400	1.0%	1.7%
Finance & Insurance	37,300	36,900	37,000	37,000	0.0%	-0.8%
Credit Intermediation & Related Activities	12,000	12,000	12,000	12,000	0.0%	0.0%
Depository Credit Intermediation	6,400	6,400	6,400	6,400	0.0%	0.0%
Nondepository Credit Intermediation	2,900	2,900	2,900	2,900	0.0%	0.0%
Insurance Carriers & Related	21,200	21,600	21,600	21,500	-0.5%	1.4%
Real Estate & Rental & Leasing	14,200	14,400	14,900	15,400	3.4%	8.5%
Real Estate	11,000	11,200	11,500	11,700	1.7%	6.4%
Professional & Business Services	122,500	123,100	123,000	123,200	0.2%	0.6%
Professional, Scientific & Technical Services	53,800	54,100	54,200	54,400	0.4%	1.1%
Architectural, Engineering & Related Services	9,100	9,100	9,300	9,300	0.0%	2.2%
Management of Companies & Enterprises	10,500	10,700	10,900	11,100	1.8%	5.7%
Administrative & Support & Waste Services	58,200	58,300	57,900	57,700	-0.3%	-0.9%
Administrative & Support Services	55,300	55,600	55,100	55,100	0.0%	-0.4%
Employment Services	21,500	21,000	21,200	21,400	0.9%	-0.5%

Data Not Seasonally Adjusted

	Aug 15	Jun 16	Jul 16	Aug 16	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	11,700	12,000	12,100	12,200	0.8%	4.3%
Educational & Health Services	140,500	144,200	145,400	146,800	1.0%	4.5%
Education Services	11,000	12,300	11,600	11,500	-0.9%	4.5%
Health Care & Social Assistance	129,500	131,900	133,800	135,300	1.1%	4.5%
Ambulatory Health Care Services	44,900	46,400	47,300	47,000	-0.6%	4.7%
Hospitals	23,900	24,600	24,800	24,800	0.0%	3.8%
Nursing & Residential Care Facilities	16,800	16,900	17,000	17,000	0.0%	1.2%
Leisure & Hospitality	96,800	97,900	98,800	97,700	-1.1%	0.9%
Arts, Entertainment & Recreation	15,100	15,000	15,200	15,000	-1.3%	-0.7%
Accommodation & Food Services	81,700	82,900	83,600	82,700	-1.1%	1.2%
Accommodation	8,900	8,500	8,600	8,600	0.0%	-3.4%
Food Services & Drinking Places	72,800	74,400	75,000	74,100	-1.2%	1.8%
Restaurants	68,300	69,500	70,000	69,400	-0.9%	1.6%
Full-Service Restaurants	33,200	33,400	33,700	33,900	0.6%	2.1%
Limited-Service Eating Places	35,100	36,100	36,300	35,500	-2.2%	1.1%
Other Services	31,400	32,200	32,700	31,600	-3.4%	0.6%
Repair & Maintenance	9,000	9,100	9,100	9,100	0.0%	1.1%
Government	225,900	240,800	229,600	230,400	0.3%	2.0%
Federal Government	13,900	14,000	14,200	14,100	-0.7%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	212,000	226,800	215,400	216,300	0.4%	2.0%
State Government	113,100	118,200	115,400	115,600	0.2%	2.2%
State Government Education	26,300	30,500	27,900	28,400	1.8%	8.0%
State Government Excluding Education	86,800	87,700	87,500	87,200	-0.3%	0.5%
Local Government	98,900	108,600	100,000	100,700	0.7%	1.8%
Local Government Education	52,400	60,900	52,300	53,000	1.3%	1.1%
Local Government Excluding Education	46,500	47,700	47,700	47,700	0.0%	2.6%
County	18,400	18,900	19,000	19,000	0.0%	3.3%
City	10,700	11,000	10,900	10,800	-0.9%	0.9%
Special Districts plus Indian Tribes	17,400	17,800	17,800	17,900	0.6%	2.9%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Luis Alejo 530/749-4885

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	105,900	100,000	5,900	5.5%	1.000000	1.000000
Davis city	35,700	34,200	1,500	4.2%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	6.2%	0.012881	0.014454
West Sacramento city	25,900	24,300	1,700	6.4%	0.242575	0.284938
Winters city	3,800	3,700	200	4.9%	0.036565	0.032407
Woodland city	29,900	28,100	1,800	5.9%	0.280928	0.299300

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	182,100	173,600	8,500	4.7%	1.000000	1.000000
Auburn city	7,000	6,600	400	5.5%	0.037945	0.044642
Colfax city	1,100	1,000	100	8.9%	0.005861	0.011639
Dollar Point CDP	600	500	0	1.1%	0.003152	0.000685
Foresthill CDP	1,000	900	0	4.0%	0.005264	0.004451
Granite Bay CDP	11,600	11,100	500	4.3%	0.064164	0.058659
Kings Beach CDP	2,600	2,400	200	6.1%	0.013845	0.018260
Lincoln city	18,900	17,900	1,000	5.1%	0.103334	0.113436
Loomis town	3,200	3,100	100	3.2%	0.017606	0.011748
Meadow Vista CDP	1,400	1,400	100	3.7%	0.008042	0.006163
North Auburn CDP	5,700	5,400	300	4.7%	0.031381	0.031155
Rocklin city	30,900	29,400	1,500	4.7%	0.169433	0.171575
Roseville city	65,600	62,700	2,900	4.4%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,100	100	5.1%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.3%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 American Community Survey. Ratios for CDP's were developed from special tabulations based on ACS employment and unemployment data.

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., the rates are accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may be less accurate.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
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may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	91,000	86,300	4,700	5.2%	1.000000	1.000000
Cameron Park CDP	9,000	8,600	400	4.5%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	300	6.5%	0.055621	0.070626
El Dorado Hills CDP	21,900	21,100	800	3.6%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.9%	0.010742	0.019402
Placerville city	4,700	4,400	300	7.0%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	4.2%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.3%	0.029098	0.024025
South Lake Tahoe city	11,800	11,100	700	5.7%	0.129178	0.143933

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

REPORT 400 C
Monthly Labor Force Data for Counties
August 2016 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,357,900	18,281,600	1,076,300	5.6%
ALAMEDA	8	843,500	804,500	39,000	4.6%
ALPINE	43	510	470	40	7.3%
AMADOR	27	15,090	14,210	870	5.8%
BUTTE	37	103,100	96,200	6,900	6.7%
CALAVERAS	23	21,030	19,830	1,200	5.7%
COLUSA	56	11,670	10,480	1,190	10.2%
CONTRA COSTA	10	561,600	535,000	26,700	4.7%
DEL NORTE	44	9,850	9,120	730	7.4%
EL DORADO	17	91,000	86,300	4,700	5.2%
FRESNO	52	451,800	412,300	39,500	8.7%
GLENN	47	13,330	12,260	1,070	8.0%
HUMBOLDT	17	61,990	58,770	3,220	5.2%
IMPERIAL	58	79,200	60,300	18,800	23.8%
INYO	14	9,270	8,810	460	5.0%
KERN	55	404,000	364,800	39,200	9.7%
KINGS	53	58,600	53,400	5,200	8.9%
LAKE	34	30,310	28,400	1,910	6.3%
LASSEN	31	10,770	10,110	660	6.1%
LOS ANGELES	20	5,109,700	4,839,800	269,900	5.3%
MADERA	51	63,200	57,900	5,300	8.3%
MARIN	2	145,400	140,300	5,100	3.5%
MARIPOSA	21	8,790	8,310	480	5.4%
MENDOCINO	14	40,840	38,790	2,050	5.0%
MERCED	54	116,400	105,600	10,800	9.3%
MODOC	36	3,440	3,210	230	6.6%
MONO	17	8,510	8,070	440	5.2%
MONTEREY	23	229,300	216,200	13,100	5.7%
NAPA	5	77,400	74,300	3,100	4.1%
NEVADA	13	49,470	47,070	2,400	4.9%
ORANGE	7	1,625,100	1,554,200	70,800	4.4%
PLACER	10	182,100	173,600	8,500	4.7%
PLUMAS	41	8,350	7,750	600	7.2%
RIVERSIDE	40	1,051,100	978,900	72,200	6.9%
SACRAMENTO	23	704,700	664,600	40,200	5.7%
SAN BENITO	34	30,500	28,600	1,900	6.3%
SAN BERNARDINO	33	938,900	880,200	58,700	6.2%
SAN DIEGO	14	1,591,400	1,511,300	80,100	5.0%
SAN FRANCISCO	2	563,100	543,400	19,700	3.5%
SAN JOAQUIN	46	323,500	298,400	25,200	7.8%
SAN LUIS OBISPO	8	142,500	136,000	6,500	4.6%
SAN MATEO	1	454,000	439,200	14,700	3.2%
SANTA BARBARA	12	223,900	213,100	10,700	4.8%
SANTA CLARA	4	1,054,000	1,011,900	42,200	4.0%
SANTA CRUZ	27	148,100	139,500	8,600	5.8%
SHASTA	39	75,000	69,900	5,100	6.8%
SIERRA	37	1,370	1,280	90	6.7%
SISKIYOU	41	18,540	17,220	1,330	7.2%
SOLANO	23	210,300	198,400	12,000	5.7%
SONOMA	5	265,600	254,800	10,800	4.1%
STANISLAUS	47	249,200	229,200	19,900	8.0%
SUTTER	47	46,100	42,400	3,700	8.0%
TEHAMA	45	25,200	23,320	1,880	7.5%
TRINITY	30	5,600	5,260	340	6.0%
TULARE	57	207,300	185,200	22,100	10.7%
TUOLUMNE	31	22,100	20,750	1,360	6.1%
VENTURA	27	426,700	402,100	24,600	5.8%
YOLO	22	105,900	100,000	5,900	5.5%
YUBA	50	28,800	26,400	2,300	8.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Areas
August 2016 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,357,900	18,281,600	1,076,300	5.6%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,625,100	1,554,200	70,800	4.4%
BAKERSFIELD MSA (Kern Co.)	61	404,000	364,800	39,200	9.7%
CHICO MSA (Butte Co.)	42	103,100	96,200	6,900	6.7%
EL CENTRO MSA (Imperial Co.)	64	79,200	60,300	18,800	23.8%
FRESNO MSA (Fresno Co.)	58	451,800	412,300	39,500	8.7%
HANFORD CORCORAN MSA (Kings Co.)	59	58,600	53,400	5,200	8.9%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	23	5,109,700	4,839,800	269,900	5.3%
MADERA MSA (Madera Co.)	57	63,200	57,900	5,300	8.3%
MERCED MSA (Merced Co.)	60	116,400	105,600	10,800	9.3%
MODESTO MSA (Stanislaus Co.)	52	249,200	229,200	19,900	8.0%
NAPA MSA (Napa Co.)	6	77,400	74,300	3,100	4.1%
OAKLAND HAYWARD BERKELEY MD	12	1,405,100	1,339,400	65,700	4.7%
Alameda Co.	10	843,500	804,500	39,000	4.6%
Contra Costa Co.	12	561,600	535,000	26,700	4.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	31	426,700	402,100	24,600	5.8%
REDDING MSA (Shasta Co.)	44	75,000	69,900	5,100	6.8%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	40	1,990,000	1,859,100	130,900	6.6%
Riverside Co.	45	1,051,100	978,900	72,200	6.9%
San Bernardino Co.	37	938,900	880,200	58,700	6.2%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	25	1,083,700	1,024,400	59,300	5.5%
El Dorado Co.	20	91,000	86,300	4,700	5.2%
Placer Co.	12	182,100	173,600	8,500	4.7%
Sacramento Co.	27	704,700	664,600	40,200	5.7%
Yolo Co.	25	105,900	100,000	5,900	5.5%
Yuba Co.	27	229,300	216,200	13,100	5.7%
SALINAS MSA (Monterey Co.)					
SAN DIEGO CARLSBAD MSA (San Diego Co.)	17	1,591,400	1,511,300	80,100	5.0%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,017,000	982,600	34,400	3.4%
San Francisco Co.	3	563,100	543,400	19,700	3.5%
San Mateo Co.	1	454,000	439,200	14,700	3.2%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,084,500	1,040,500	44,100	4.1%
San Benito Co.	38	30,500	28,600	1,900	6.3%
Santa Clara Co.	5	1,054,000	1,011,900	42,200	4.0%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	142,500	136,000	6,500	4.6%
SAN RAFAEL MD (Marin Co.)	3	145,400	140,300	5,100	3.5%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	31	148,100	139,500	8,600	5.8%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	223,900	213,100	10,700	4.8%
SANTA ROSA MSA (Sonoma Co.)	6	265,600	254,800	10,800	4.1%
STOCKTON LODI MSA (San Joaquin Co.)	51	323,500	298,400	25,200	7.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	210,300	198,400	12,000	5.7%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	207,300	185,200	22,100	10.7%
YUBA CITY MSA	55	74,900	68,900	6,000	8.1%
Sutter Co.	52	46,100	42,400	3,700	8.0%
Yuba Co.	55	28,800	26,400	2,300	8.1%
Alpine Co.	48	510	470	40	7.3%
Amador Co.	31	15,090	14,210	870	5.8%
Calaveras Co.	27	21,030	19,830	1,200	5.7%
Colusa Co.	62	11,670	10,480	1,190	10.2%
Del Norte Co.	49	9,850	9,120	730	7.4%
Glenn Co.	52	13,330	12,260	1,070	8.0%
Humboldt Co.	20	61,990	58,770	3,220	5.2%
Inyo Co.	17	9,270	8,810	460	5.0%
Lake Co.	38	30,310	28,400	1,910	6.3%
Lassen Co.	35	10,770	10,110	660	6.1%
Mariposa Co.	24	8,790	8,310	480	5.4%
Mendocino Co.	17	40,840	38,790	2,050	5.0%
Modoc Co.	40	3,440	3,210	230	6.6%
Mono Co.	20	8,510	8,070	440	5.2%
Nevada Co.	16	49,470	47,070	2,400	4.9%
Plumas Co.	46	8,350	7,750	600	7.2%
Sierra Co.	42	1,370	1,280	90	6.7%
Siskiyou Co.	46	18,540	17,220	1,330	7.2%
Tehama Co.	50	25,200	23,320	1,880	7.5%
Trinity Co.	34	5,600	5,260	340	6.0%
Tuolumne Co.	35	22,100	20,750	1,360	6.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

REPORT 400 W
Monthly Labor Force Data for Local Workforce Development Areas
August 2016 - Preliminary
Data Not Seasonally Adjusted

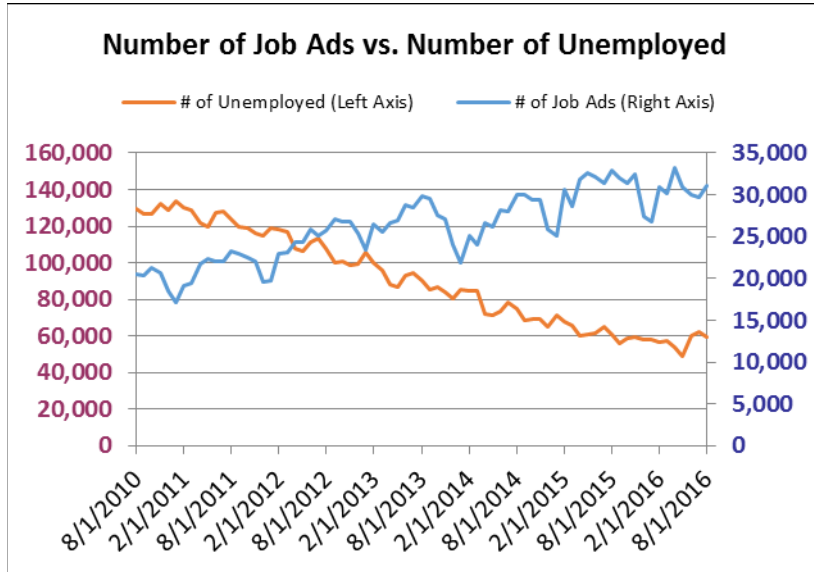
REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,357,900	18,281,600	1,076,300	5.6%
ALAMEDA COUNTY Alameda County, except Oakland City	7	627,700	601,000	26,700	4.2%
OAKLAND CITY Oakland City	28	215,800	203,500	12,400	5.7%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	11	507,400	483,700	23,700	4.7%
RICHMOND CITY Richmond City	21	54,200	51,200	3,000	5.5%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	20	1,879,100	1,781,100	98,000	5.2%
LOS ANGELES CITY Los Angeles City	24	2,048,500	1,933,800	114,700	5.6%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	13	172,000	163,900	8,100	4.7%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	6	161,300	154,600	6,700	4.2%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	12	369,200	351,900	17,300	4.7%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	10	230,100	219,400	10,700	4.6%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	30	249,500	235,100	14,400	5.8%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	5	1,288,800	1,235,700	53,100	4.1%
ANAHEIM CITY Anaheim City	23	173,600	164,000	9,600	5.5%
SANTA ANA CITY Santa Ana City	16	162,600	154,400	8,200	5.0%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	8	723,000	692,000	31,100	4.3%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	785,000	759,100	25,800	3.3%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	15	273,600	260,300	13,300	4.8%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	44	421,800	381,700	40,100	9.5%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	32	67,000	63,100	3,900	5.8%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	35	310,700	290,400	20,300	6.5%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	39	99,900	91,600	8,300	8.3%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	3	253,100	243,000	10,100	4.0%
FRESNO COUNTY Fresno County	41	451,800	412,300	39,500	8.7%
HUMBOLDT COUNTY Humboldt County	19	62,000	58,800	3,200	5.2%
IMPERIAL COUNTY Imperial County	46	79,200	60,300	18,800	23.8%
KINGS COUNTY Kings County	42	58,600	53,400	5,200	8.9%
MADERA COUNTY Madera County	40	63,200	57,900	5,300	8.3%
MENDOCINO COUNTY Mendocino County	17	40,800	38,800	2,100	5.0%
MERCED COUNTY Merced County	43	116,400	105,600	10,800	9.3%
MONTEREY COUNTY Monterey County	27	229,300	216,200	13,100	5.7%
RIVERSIDE COUNTY Riverside County	36	1,051,100	978,900	72,200	6.9%
SACRAMENTO CITY/COUNTY Sacramento County	26	704,700	664,600	40,200	5.7%
SAN BENITO COUNTY	34	30,500	28,600	1,900	6.3%

San Benito County					
SAN BERNARDINO COUNTY San Bernardino County	33	938,900	880,200	58,700	6.2%
SAN DIEGO CITY/COUNTY San Diego County	18	1,591,400	1,511,300	80,100	5.0%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	563,100	543,400	19,700	3.5%
SAN JOAQUIN COUNTY San Joaquin County	37	323,500	298,400	25,200	7.8%
SAN LUIS OBISPO COUNTY San Luis Obispo County	9	142,500	136,000	6,500	4.6%
SANTA BARBARA COUNTY Santa Barbara County	14	223,900	213,100	10,700	4.8%
SANTA CRUZ COUNTY Santa Cruz County	31	148,100	139,500	8,600	5.8%
SOLANO COUNTY Solano County	25	210,300	198,400	12,000	5.7%
SONOMA COUNTY Sonoma County	4	265,600	254,800	10,800	4.1%
STANISLAUS COUNTY Stanislaus County	38	249,200	229,200	19,900	8.0%
TULARE COUNTY Tulare County	45	207,300	185,200	22,100	10.7%
VENTURA COUNTY Ventura County	29	426,700	402,100	24,600	5.8%
YOLO COUNTY Yolo County	22	105,900	100,000	5,900	5.5%

Notes

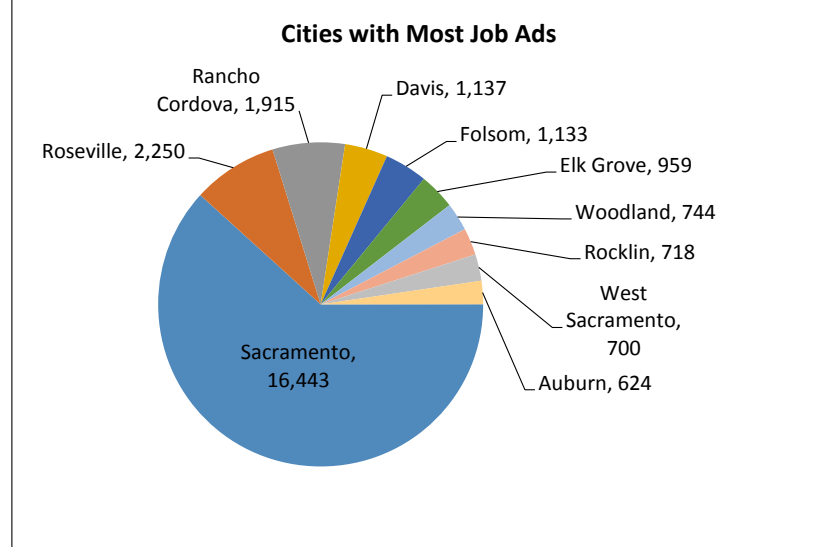
- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - August 2016



- ### Employers with Most Job Ads
- Sutter Health - 608
 - Dignity Health - 585
 - University of California, Davis - 439
 - Robert Half International - 287
 - Target Corporation - 275
 - Kaiser Permanente - 255
 - Accenture - 253
 - Los Rios Community College District - 251
 - San Juan Unified School District - 226
 - Randstad - 223

- ### Occupations with Most Job Ads
- Registered Nurses - 1295
 - Heavy and Tractor-Trailer Truck Drivers - 690
 - First-Line Supervisors of Retail Sales Workers - 614
 - Retail Salespersons - 558
 - Customer Service Representatives - 530
 - First-Line Supervisors of Office and Administrative Support - 514
 - Computer Systems Analysts - 474
 - Medical and Health Services Managers - 416
 - Computer User Support Specialists - 407
 - Teacher Assistants - 404



ITEM IV-F – 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

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 28, 2016
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Kenneth Tate called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim Secretary, called the roll and a quorum was established.

PC Members Present:

Andrea Scharnow, Sacramento City Unified School District
Amanda Robinson, San Juan Unified School District
Linda Litka, San Juan Unified School District
Stacy Lewis, Women's Civic Improvement Club/Playmate (arrived and seated at 9:09 a.m.)
Natalie Craig, SETA-Operated Program (arrived and seated at 9:28 a.m.)
Penelope Scott, SETA-Operated Program
Thelma Adams, SETA-Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Terri McMillin, Past Parent Representative

Members Absent:

Tyrone Broxton, Elk Grove Unified School District (excused)

New Members Seated:

Reginald Castex, WCIC/Playmate Child Development Center (arrived and seated at 9:09 a.m.)

II. Consent Item

A. Approval of the Minutes of the June 28, 2016 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Blanks, to approve the minutes of the June 28, 2016 meeting as distributed.

Aye: 9 (Adams, Blanks, Litka, McMillin, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstention: 1 (Tate)

Mr. Reginald Castex was seated at 9:09 a.m.

Mr. Stacy Lewis was seated at 9:09 a.m.

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 9:11 a.m. Mr. Tate called the meeting back into open session 9:26 a.m. and reported that the Policy Council approved the following eligible lists: Head Start Teacher, Associate Teacher (I, III, and Infant Toddler), and Quality Assurance Analyst

Ms. Natalie Craig arrived and was seated at 9:28 a.m.

B. Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start

Ms. Denise Lee reviewed this item requesting ratification of a revised application to the OHS to extend the duration of services for Head Start preschool children. The application was revised to include changes to the SOP, San Juan, and WCIC. The board approved 468 enrollment slots in the original board action. Changes to the plan resulted in 415 enrollment slots for the extended duration application. Ms. Lee reviewed the budget modifications. Staff is expecting full implementation of these slots by Fall, 2017.

Moved/McMillin, second/Scharnow, to ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

Aye: 12 (Adams, Blanks, Castex, Craig, Lewis, Litka, McMillin, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

IV. Information Items

A. Presentation: Ms. Donna Zick, Sacramento Public Library: Ms. Donna Zick, Early Learning Center Specialist, provided a review of the amazing number of services available through the Sacramento Public Library. Ms. Lee stated that the agency would be willing to pay for the Play Summit registration for board members interested in participating.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Blanks reviewed the calendar of events.
 - Parent, Family & Community Engagement - Events and Activities: No additional report.
 - Parent/Staff Recognitions: None.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Lee reviewed the fiscal report. The deferred maintenance issues will be a one-time carryover in order to expend the funds. The administrative expenses are holding at 10%. The budget is looking good for the end of the fiscal year which is coming up next month. Staff does not anticipate sending money back to the government but will be requesting an extension of time to spend the money.
 - Toastmasters Training: Mr. Tate stated that this is a great way to advance your public speaking skills.
 - Financial/Literacy Workshop Report(s): Mr. Tate stated that it was a great workshop; he was able to learn more about finances. Golden One Credit Union even offered an opportunity to open a checking account.
 - Community Resources – Parents/Staff: None.
- C. Governing Board Minutes of June 2, 2016: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Litka reviewed the critique.
- Personnel/Bylaws Committee: Mr. Tate reported on the July 14 meeting where recommended changes to bylaws will be forwarded to the boards in August.
- Men's Activities Affecting Children Committee (MAACC): Ms. Scott reported that there will be an evening workshop on child support; she urged all board members to attend. The MAACC is planning a BBQ at McKinley Park, either August 26 or September 9; the date will be selected and board members notified. Mr. Tate discussed some activities that will be available during the MAACC BBQ.
- Social/Hospitality Committee: Ms. Linda Litka reported on the July 6 meeting. The End-of-Year Parent Appreciation event was discussed as well as keynote speaker.
- Parent Ambassador Report: Ms. McMillin reported on the July 8 meeting; attendees received their recruitment tee shirts and buttons. They discussed possible upcoming events such as a car show and a talent show.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks stated that there will be a meeting on Thursday. She received an e-mail since the State budget was signed, the California Children's Dental Prevention Program was funded.
- Community Report: Ms. Katherine Yaipen-Faulter, Birth and Beyond: Ms. Yaipen-Faulter stated that this program serves kids 0-5 and, since last year, the age range was expanded from 0-17 years of age. They provide a number of classes in both English and Spanish. They have a community Baby Shower for families in their program which involves games and food. Participants can be in their last trimester of pregnancy or have a baby is 3 months old or less. They also have child seat safety workshops and the participants get a free car seat,

installed at no charge. Birth and Beyond also sponsors a Girl Scout troop with no cost to the parents. They are always recruiting for new families. Ms. Lee acknowledged Ms. Yaipen-Faulter as a Policy Council board member.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Lee reported that the Agency received notice of award for the upcoming program year. In addition, the COLA application was approved on August 1. Staff is expecting to hear from the regional office for the extended duration application. In addition, the Agency will be applying for the EHS child care and expansion grant due August 24. Staff is in the process of working on the details and it is expected that it will be presented to the PC for approval next month. The SOP program will be expanding, not the delegate programs.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ 3rd Quarter Unannounced Visit Charts: Ms. Lee reviewed the unannounced safety visit charts. The QA goal is that 100% of the classrooms are reviewed every quarter. QA was short staffed so it was difficult to reach all of the classrooms during the third quarter. Teachers are doing a great job of responding. Mr. Tate concerns with TR and WCIC below the 90% threshold for compliance; he requested feedback from the school. The safety of children is our first priority.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros hoping to have a tour of the central kitchen. SB277 requires all children and staff in licensed child care facilities to be fully vaccinated. This will affect the food services staff as well. In July, staff has been working on following up on referrals for the fiscal year; staff is continuing to connect families to services they have requested. The California Dental Association 'slapped' California's hand for not providing dental services to families in need so more children and families are accessing dental services now. In response to a question by Ms. Craig, Access and Liberty Dental are making huge strides to provide more comprehensive services to adults and children.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:05 a.m.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
August 2016**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	467	106	91
Sacramento City USD	1,211 (144)	138**	96	70
SETA	1,988	2,143	107	62
San Juan USD	668	639	96	85
Twin Rivers USD	233	233	100	91
WCIC/Playmate	120	Not in Session	N/A	N/A
Total	4,660 (3,473)	3,620		

**Some programs reduced enrollment during the month of August.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	149	103	75
SETA	377	371	99	78
San Juan USD	160	165	100	81
Total	681	685		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	39	108	85
Sacramento City USD	40	40	100	76
SETA/Job Corps.*	4	4	100	TBD
Total	80	83		

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based



SETA Head Start Food Service Operations Monthly Report *August 2016

August 5th - Minimum Day Preschool & EHS Full Day Classes.

August 11th - Many classes closed for Teacher Training.

August 15th - Mather Kitchen reopens.

August 18th & 19th - Galt Center closed for door repair.

August 19th - Many EHS classes closed for Teacher Training.

August 22nd - Tradition Centers returned - Walnut Grove and North Ave EHS will not open yet.

August 22nd to 26th - Norma Johnson closed for painting.

August 25th - Central Valley Fire Control serviced all the ANSIL - Fire Suppression Systems at the kitchens.

August 29th to September 2nd - Northview closed for painting.

Meetings & Trainings:

The Food Service Staff attended a Safe Lifting Body Mechanics Training at Plaza Del Paso on August 4th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,603	14,550	24,445	0

Total Amount of Meals and Snacks Prepared 76,598

Purchases:

Food	\$71,771.80
Non - Food	\$21,233.66

Building Maintenance and Repair: \$1,066.32

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$1,963.09

Vehicle Maintenance and Repair : \$1,014.49

Vehicle Gas / Fuel: \$1,380.84
 Normal Delivery Days 23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 2016

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.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	149	7%	369	50	14%
Twin Rivers USD	233	11	5%			
Elk Grove USD	440	36	8%			
Sac City USD	1211	10	1%	144	8	6%
San Juan USD	668	54	8%	160	8	5%
WCIC	120	0	0%			
EHS CCP				80	3	4%
COUNTY TOTAL	4700	260	6%	753	69	9%

AFE: Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – May and July 2016

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	<u>May:</u> Alder Grove EHS Bright Beginnings HS Illa Collin HS Mather HS/EHS North Avenue HS Northview HS/EHS Vineland HS Walnut Grove HS <u>July:</u> Bannon Creek HS Elkhorn HS/EHS Hillsdale HS Marina Vista HS/EHS Phoenix Park HS/EHS	21 17 Head Start 4 Early Head Start	59 51 Head Start 8 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Warm and trusting relationships between staff and enrolled families
- Outstanding site-based community partnerships noted at some centers
- Staff teamwork, camaraderie and supportive relationships at the centers and in the classrooms
- Site staff was very responsive and resourceful in addressing the needs of changing demographics of the communities being served in their respective sites.
- Site staff is skilled at facilitating transitions that result from staffing changes and minimizing the impact to children and families.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	79% HS 84% EHS	1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 45 day time line 3- Not all dental exams were completed and/or within time lines 4- ChildPlus did not always match contents of the child's file 5-Not all toothbrushes were in good condition (frayed or not rinsed well)

Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	87% HS 91% EHS	1-Not all nutrition or diet-related concerns on physical, health or nutrition histories had documented follow-up in the child's file.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87% HS 89% EHS	1- Not all classrooms had Earthquake Preparedness Checklist and/or emergency routes posted and/or were properly posted. 2-Not all restrooms were clean and/or well maintained 3-Different safety hazards in classrooms were noted (i.e. tripping hazards, doors not shutting properly, potential falling objects, etc).
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	72%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file) 2-Not all Family Partnership Agreements were completed and/or dated and/or signed. 3- Documentation of parent meetings was inconsistent
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	83%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	79% HS 93% EHS	1-Inaccuracies on screening dates and results between ChildPlus records and the child's file.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	76% HS 72% EHS	1-Not all DRDP assessment measures were supported by anecdotal evidence, observations or portfolios and/or they were not clearly linked together. 2-Not all IDPs had parent and teacher strategies in all the domains and/or they were not clearly articulated.
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	92% HS 95% EHS	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	84%	No significant noted findings

*Due to two months of reporting, the percentages for May and July for Head Start and Early Head Start have been combined for purposes of determining compliance. Combined scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Administration							
Total Funded Enrollment	2028	440	1211	668	233	120	4700
Actual Enrollment	2905	537	1435	754	292	166	6089
# Enrolled < 45 days	219	28	62	25	18	11	363
# Total staff	380	66	174	98	37	15	770
# of classes	95	22	56	35	17	6	231
Age							
Age: 2 years old	9%	0%	2%	4%	10%	9%	6%
Age: 3 years old	36%	31%	35%	32%	45%	39%	35%
Age: 4 years old	43%	69%	60%	64%	46%	52%	52%
Age: 5 years old	12%	0%	3%	0%	0%	0%	6%
Ethnicity							
Hispanic	47%	41%	48%	39%	28%	34%	44%
Non -Hispanic	53%	59%	52%	61%	72%	66%	56%
Am. Indian/Alaska Native	1%	25%	1%	1%	0%	1%	3%
Asian	7%	19%	16%	7%	14%	4%	11%
Black or African America	30%	22%	24%	15%	33%	53%	27%
Native Hawaiian/Pac.Islander	1%	2%	2%	1%	5%	1%	2%
White	18%	15%	48%	68%	18%	3%	31%
Bi-racial/Multi-racial	6%	17%	6%	6%	11%	4%	7%
Other or Unspecified	36%	0%	3%	2%	18%	34%	20%
Language							
English	63%	68%	61%	62%	76%	66%	64%
Spanish	28%	17%	26%	21%	12%	29%	25%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	4%	2%	8%	5%	1%	3%
East Asian	4%	9%	11%	1%	7%	3%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	1%	0%
Pacific Islander	0%	0%	0%	0%	0%	1%	0%
European/Slavic	1%	1%	0%	2%	0%	0%	1%
African	0%	1%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	5%	0%	0%	1%
Other							
# children in foster care	4%	4%	2%	3%	4%	2%	3%
First year enrollees	53%	88%	65%	68%	70%	66%	62%
Family Demographics							
# of Families	2652	523	1362	711	274	150	5672
# of One Parent Families	52%	44%	52%	36%	49%	66%	50%
# of Two Parent Families:	48%	56%	48%	64%	51%	34%	50%
Highest education in household							
...Advanced or baccalaureate degree	4%	7%	3%	7%	3%	1%	4%
...Associate degree, vocational school	35%	13%	31%	36%	46%	26%	33%

...High School graduate or GED	23%	61%	46%	35%	37%	53%	35%
...Less than high school graduate	39%	19%	19%	22%	15%	20%	28%
# income below 100% poverty	68%	58%	47%	52%	55%	51%	59%
# over income	6%	2%	8%	4%	9%	0%	6%
# families experiencing homeless	1%	0%	0%	0%	0%	0%	0%
# families receiving TANF	33%	32%	33%	34%	38%	58%	34%
# families receiving SSI	6%	7%	4%	7%	8%	4%	6%
Families receiving WIC	40%	61%	52%	36%	50%	70%	45%
Families receiving SNAP	25%	55%	42%	35%	30%	64%	34%
Families on active military duty	23%	8%	7%	86%	0%	0%	18%
% families receiving Family Services	98%	42%	98%	75%	59%	100%	88%
Health Insurance							
Children with medical home	97%	100%	100%	100%	100%	99%	99%
Children with health insurance	99%	100%	100%	100%	100%	99%	100%
Health Services							
Underweight	3%	11%	6%	14%	6%	0%	6%
Healthy weight	69%	66%	59%	68%	65%	66%	66%
Overweight	11%	11%	15%	8%	10%	15%	11%
Obese	14%	11%	17%	9%	13%	14%	13%
Med. Screenings Complete	81%	100%	84%	96%	82%	97%	86%
Needing Med. Treatment	11%	18%	7%	5%	5%	7%	10%
Rec'd Med. Treatment	100%	100%	100%	100%	100%	100%	100%
Dental							
Up to date on oral health care	82%	87%	75%	100%	99%	87%	84%
Needing Dental Treatment	6%	50%	17%	17%	22%	30%	16%
Dental Treatment Rec'd	96%	76%	62%	98%	86%	100%	82%
Immunization							
Complete/up to date/exempt	96%	100%	98%	100%	98%	98%	97%
Education Screenings/Assessments							
# Completed Ed. Screenings	90%	85%	83%	94%	81%	100%	88%
Disabilities							
% Diagnosed	12%	12%	12%	17%	16%	13%	13%
# of Health Impairments	1%	0%	2%	1%	0%	0%	1%
# Speech/language impairments	76%	77%	83%	75%	89%	94%	79%
#Intellectual disabilities	6%	11%	0%	3%	0%	0%	4%
Hearing impairment, include deaf	1%	2%	0%	2%	0%	0%	1%
Orthopedic impairment	2%	0%	1%	5%	0%	0%	2%
Visual impairment, include blind	0%	0%	0%	3%	0%	0%	0%
Special learning disability	2%	0%	0%	0%	0%	0%	1%
Autism	7%	2%	8%	5%	11%	6%	7%
Non-categorical/develop. delay	3%	4%	1%	7%	0%	0%	3%
Multiple disabilities	0%	4%	4%	0%	0%	0%	1%

Deaf-blind	1%	0%	0%	0%	0%	0%	0%
Mental Health							
# of Individual M.H. Assm'ts	153	64	27	9	36	1	290
# Referred outside for M.H.	128	38	12	5	16	1	199
Staff Qualifications							
# of Teachers	95	22	56	24	10	6	213
..Teachers with AA degree	44%	0%	11%	0%	0%	0%	23%
..Teachers with BA or higher	56%	100%	86%	79%	70%	83%	72%
# of Teacher Assistants	114	21	52	24	13	3	227
..Teacher Assistants with permit	55%	14%	65%	0%	38%	0%	46%
..Teacher Assistants w/AA degree	18%	48%	21%	29%	31%	100%	24%
..Teacher Assistants with BA degree or higher	12%	38%	2%	0%	31%	0%	12%
Staff Ethnicity							
Hispanic	26%	9%	31%	23%	26%	11%	25%
Non- Hispanic	74%	91%	70%	77%	74%	89%	77%
Am. Indian/Alaska Native	2%	0%	6%	0%	0%	0%	2%
Asian	17%	42%	18%	2%	43%	78%	21%
Black or African America	26%	12%	14%	2%	26%	11%	19%
Native Hawaiian/Pac.Islander	2%	0%	1%	0%	4%	0%	2%
White	35%	42%	56%	60%	4%	0%	42%
Bi-racial/Multi-racial	4%	2%	8%	10%	4%	0%	5%
Other or Unspecified	15%	2%	0%	25%	17%	11%	12%
Staff Languages other than English							
English	50%	49%	52%	33%	57%	89%	51%
Spanish	22%	7%	27%	21%	13%	11%	21%
Native Central/South Am.	0%	0%	0%	4%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	9%	4%	0%	0%	0%	3%
East Asian	20%	30%	15%	6%	26%	0%	18%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%	0%
European/Slavic	5%	0%	6%	2%	0%	0%	4%
African	1%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	2%	3%	0%	4%	0%	2%
# FSW's	36	51	55	5	3	3	153
...With AA degree	0%	25%	11%	20%	33%	33%	1%
...With BA degree or higher	0%	45%	69%	60%	0%	0%	42%
....Family Development Credential	0%	8%	4%	0%	0%	0%	4%
.....None of the above	100%	22%	16%	20%	67%	67%	40%
# of Volunteers	1279	426	372	456	134	198	2865

	SOP	Sac City	San Juan	County Totals
Enrollment Summary				
Total Funded Enrollment	369	144	160	673
Actual Enrollment	645	255	253	1153
# Enrolled < 45 days	31	35	7	73
Of enrollees, # Pregnant Women	24	32	22	78
# pregnant women who left before baby was born	5	1	1	7
# of infants subsequently enrolled after birth	15	18	13	46
# Total staff	160	33	44	237
# of classes	15	3	11	29
Child Demographics				
Age: under 1	22%	39%	21%	24%
Age: 1 years old	33%	31%	37%	34%
Age: 2 years old	41%	26%	39%	37%
Age: 3 years old	4%	3%	3%	4%
Ethnicity				
Hispanic	37%	67%	31%	42%
Non-Hispanic	63%	33%	69%	58%
Am. Indian/Alaska Native	1%	0%	1%	1%
Asian	9%	10%	10%	9%
Black or African America	36%	17%	17%	28%
Native Hawaiian/Pac.Islander	0%	2%	1%	1%
White	24%	60%	62%	41%
Bi-racial/Multi-racial	5%	12%	5%	6%
Other or Unspecified	23%	49%	8%	25%
Language				
English	72%	49%	52%	68%
Spanish	16%	40%	22%	23%
Native Central/South Am.	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%
Middle Eastern/Indic	2%	0%	13%	4%
East Asian	7%	8%	3%	6%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	2%	0%	0%
European/Slavic	2%	0%	4%	2%
African	1%	0%	0%	1%
Other or Unspecified	1%	0%	6%	2%
Other				
# children in foster care	7%	1%	3%	5%
First year enrollees	58%	35%	59%	53%
Family Demographics				
# of Families	547	201	199	947
# of One Parent Families	59%	51%	33%	52%
# of Two Parent Families:	41%	49%	67%	48%
Highest education in household				

..... Advanced or baccalaureate degree	3%	2%	9%	4%
.....Associate degree, vocational school	40%	16%	41%	35%
.....High School graduate or GED	20%	43%	28%	26%
.....Less than high school graduate	37%	38%	23%	34%
# income below 100% poverty	65%	63%	67%	65%
% Over Income	4%	1%	2%	3%
# families in homeless status	6%	1%	1%	3%
# families receiving TANF	32%	25%	25%	29%
# families receiving SSI	11%	4%	4%	8%
Families receiving WIC	51%	67%	15%	47%
Families receiving SNAP	29%	43%	9%	27%
# Families on active military duty	0%	0%	0%	0%
% Families receiving services	96%	89%	23%	79%
Health insurance				
Children with medical home	100%	100%	100%	100%
Children with health insurance	100%	100%	100%	100%
Health Services				
Med Screenings Complete	85%	34%	81%	74%
Needing Med. Treatment	15%	8%	7%	12%
Rec'd Med. Treatment	100%	100%	100%	100%
Dental				
Up to date oral health care	85%	49%	81%	77%
Immunization				
Complete/up to date/exempt	61%	75%	87%	70%
Education Screenings/Assessments				
# Completed Ed. Screenings	79%	64%	44%	67%
Disabilities				
% Diagnosed	23%	15%	14%	19%
% receiving special services	100%	100%	100%	100%
Mental Health				
# of M.H.Consultations of kids	6%	1%	2%	4%
# of Individual M.H. Assm'ts	37	1	2	40
# Referred outside for M.H.	36	1	8	45
Services to Pregnant Women				
# of Pregnant Women	24	32	22	78
Prenatal Health-1st trimester	13%	9%	18%	13%
Prenatal Health-2nd trimester	33%	66%	27%	46%
Prenatal Health-3rd trimester	54%	25%	55%	43%
# with medical insur.	96%	100%	100%	101%
# rec'd professional dental exam	46%	6%	73%	14%
# identified medically high risk	33%	38%	55%	42%
Pregnant Women receiving the following services				
prenatal health care	100%	100%	95%	101%
postpartum health care	46%	41%	73%	52%
mental health interventions	29%	75%	14%	45%

substance abuse prevention	25%	53%	64%	48%
substance abuse treatment	17%	3%	0%	7%
prenatal education on fetal develop.	96%	59%	64%	74%
info. on benefits of breastfeeding	96%	47%	73%	71%
Staff Qualifications				
# of Teachers	30	3	21	54
..... Teachers with AA degree	23%	0%	14%	19%
.....Teachers with BA or higher degree	57%	100%	33%	50%
# of Teacher Assistants	15	1	0	16
.....Teacher Assistants with permit	47%	0%	0%	44%
.....Teacher Assistants with AA degree	47%	100%	0%	50%
.....Teacher Assistants with BA or higher	7%	0%	0%	6%
Teaching Staff Ethnicity/Race				
Hispanic	24%	50%	41%	32%
Non -Hispanic	76%	50%	59%	68%
Am. Indian/Alaska Native	0%	0%	0%	0%
Asian	17%	29%	4%	15%
Black or African America	26%	7%	4%	18%
Native Hawaiian/Pac.Islander	2%	0%	0%	1%
White	33%	57%	56%	42%
Bi-racial/Multi-racial	6%	7%	33%	13%
Other or Unspecified	17%	0%	4%	11%
Teaching Staff Languages other than English				
Spanish	17%	43%	22%	21%
Native Central/South America	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%
Middle Eastern/India	3%	0%	0%	2%
East Asian	6%	21%	0%	7%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	2%	0%	11%	4%
African	0%	0%	7%	2%
Other or Unspecified	2%	7%	0%	2%
# of FSWs				
# of FSWs	30	12	1	43
.....with AA degree	23%	8%	8%	19%
.....with BA degree of higher	57%	50%	50%	56%
.....Family Development Credential	0%	17%	17%	5%
.....None of the above	20%	25%	25%	21%
# of Volunteers				
# of Volunteers	251	140	14	405

	SOP	Sac City	County Totals
Enrollment Summary			
Total Funded Enrollment	40	40	80
Actual Enrollment	68	56	124
# Enrolled < 45 days	3	2	5
Of enrollees, # Pregnant Women	0	0	0
# pregnant women who left before baby was born	0		0
# of infants subsequently enrolled after birth	0	0	0
# Total staff	18	23	41
# of classes	6	5	11
Child Demographics			
Age: under 1	13%	29%	20%
Age: 1 years old	46%	29%	38%
Age: 2 years old	41%	43%	42%
Age: 3 years old	0%	0%	0%
Hispanic	25%	48%	35%
Non-Hispanic	75%	52%	65%
Am. Indian/Alaska Native	1%	0%	1%
Asian	7%	4%	6%
Black or African America	54%	34%	45%
Native Hawaiian/Pac.Islander	0%	4%	2%
White	18%	38%	27%
Bi-racial/Multi-racial	10%	21%	15%
Other or Unspecified	9%	0%	5%
English	90%	86%	88%
Spanish	3%	13%	7%
Native Central/South Am.	0%	0%	0%
Caribbean languages	0%	0%	0%
Middle Eastern/So. Asian	1%	0%	1%
East Asian	6%	2%	4%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	0%	0%
European/Slavic	0%	0%	0%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
# children in foster care	7%	4%	6%
First year enrollees	96%	100%	98%
Family Demographics			
# of Families	68	51	119
# of One Parent Families	79%	78%	79%
# of Two Parent Families:	21%	22%	21%

Highest education in household			
..... Advanced or baccalaureate degree	3%	4%	3%
.....Associate degree, vocational school	68%	43%	57%
.....High School graduate or GED	18%	25%	21%
.....Less than high school graduate	12%	27%	18%
# income below 100% poverty	51%	51%	49%
% Over Income	9%	4%	6%
# families in homeless status	1%	0%	1%
# families receiving TANF	38%	39%	39%
# families receiving SSI	9%	5%	8%
Families receiving WIC	47%	75%	59%
Families receiving SNAP	21%	59%	37%
# Families on active military duty	1%	0%	1%
% Families receiving services	100%	73%	88%
Health insurance			
Children with medical home	100%	98%	99%
Children with health insurance	100%	100%	100%
Health Services			
Med Screenings Complete	71%	46%	57%
Needing Med. Treatment	11%	12%	11%
Rec'd Med. Treatment	100%	100%	100%
Dental			
Up to date oral health care	71%	70%	71%
Immunization			
Complete/up to date/exempt	87%	89%	88%
Education Screenings/Assessments			
# Completed Ed. Screenings	23%	88%	53%
Disabilities			
% Diagnosed	4%	7%	6%
% receiving special services	100%	100%	100%
Mental Health			
# of M.H.Consultations of kids	1%	0%	1%
# of Individual M.H. Assm'ts	1	0	1
# Referred outside for M.H.	1	0	1
Services to Pregnant Women			
# of Pregnant Women	0	0	0
Prenatal Health-1st trimester	0%	0%	0%
Prenatal Health-2nd trimester	0%	0%	0%
Prenatal Health-3rd trimester	0%	0%	0%
# with medical insur.	0%	0%	0%
# rec'd professional dental exam	0%	0%	0%
# identified medically high risk	0%	0%	0%
Pregnant Women receiving the following services			
prenatal health care	0%	0%	0%
postpartum health care	0%	0%	0%

mental health interventions	0%	0%	0%
substance abuse prevention	0%	0%	0%
substance abuse treatment	0%	0%	0%
prenatal education on fetal develop.	0%	0%	0%
info. on benefits of breastfeeding	0%	0%	0%
Staff Qualifications			
# of Teachers	10	5	15
..... Teachers with AA degree	10%	100%	40%
.....Teachers with BA or higher degree	0%	0%	0%
# of Teacher Assistants	1	4	5
.....Teacher Assistants with permit	0%	0%	0%
.....Teacher Assistants with AA degree	0%	50%	40%
.....Teacher Assistants with BA or higher	0%	25%	20%
Teaching Staff Ethnicity/Race			
Hispanic	9%	11%	10%
Non -Hispanic	91%	89%	90%
Am. Indian/Alaska Native	0%	0%	0%
Asian	18%	22%	20%
Black or African America	36%	0%	20%
Native Hawaiian/Pac.Islander	0%	0%	0%
White	27%	78%	50%
Bi-racial/Multi-racial	9%	0%	5%
Other or Unspecified	9%	0%	5%
Teaching Staff Languages other than English			
Spanish	9%	11%	10%
Native Central/South America	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%
Middle Eastern/So. Asian	0%	22%	10%
East Asian	18%	0%	10%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	0%	0%
European/Slavic	0%	11%	5%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
# of FSWs			
.....with AA degree	50%	0%	33%
.....with BA degree of higher	0%	100%	33%
.....Family Development Credential	0%	0%	0%
.....None of the above	50%	0%	33%
# of Volunteers			
	2	29	31

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.