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County of Sacramento

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Thought of the day: "Dream big and dare to fail."

~~ Norman Vaughan

**REGULAR MEETING OF THE HEAD START
POLICY COUNCIL**

DATE: Tuesday, September 27, 2016

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council 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/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten 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.

AGENDA

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 - Introduction of Newly Seated Representatives
- II. Consent Item**
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- III. Action Items**
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 - ➔ Report out of closed session

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Final Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council	13-29
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- B. Chair's Report
- C. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
 - ✓ Program Information Report
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Quality Assurance Report for SETA Operated Program
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - ✓ Changes To Immunization Laws For Children – Ms. Martha Cisneros
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 21, 2016

Policy Council meeting hosted by:
Kenneth Tate (Chair), Linda Litka (Vice Chair), vacant (Secretary),
vacant (Treasurer), vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Amanda Robinson, San Juan Unified School District
- _____ Stacy Lewis, WCIC/Playmate Child Development Center
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Natalie Craig, SETA-Operated Program
- _____ Thelma Adams, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Stacey Webster, Home Base Option
- _____ Robin Blanks, Grandparent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Terri McMillin, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative

Member to be seated:

- _____ Tyrone Broxton, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Razo), Elk Grove Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Cruz), Sacramento City Unified School District
- _____ Vacant (Lee), Sacramento City Unified School District
- _____ Vacant (Williams), Twin Rivers Unified School District
- _____ Vacant (Rossetti), Twin Rivers Unified School District
- _____ Vacant (Johnson), SETA-Operated Program
- _____ Vacant (Schroeder), SETA-Operated Program
- _____ Vacant Guerrero, SETA-Operated Program
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative
- _____ Vacant (Chilton), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2015-2016**

The 2014-2015 Board was seated on **November 24, 2015** and
December 16, 2015

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
T. Adams Seated 5/24	SOP							X	E	X	X			
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X	X	X	X			
T. Broxton Seated 1/26; Seated 2/23	ELK			E	X	X	X	X	X	E	U			
R. Castex Seated 7/26	WCIC									X	U			
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X	X	X	X			
S. Lewis Seated 4/26	WCIC						X	X	E	X	X			
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X	X	X	X			
T. McMillin Seated 4/26	PP						X	X	X	X	X			
A. Robinson Seated 1/26	SJ			X	X	X	X	X	X	X	E			
A. Scharnow Seated 3/22	SAC					X	X	X	X	X	X			
P. Scott Re-seated 6/28	SOP								X	X	X			
C. Sheppard Seated 4/26	MAACC						X	X	X	X	X			
K. Tate Seated 11/24	PAST	X	X	X	X	X	X	X	X	X	X			
S. Webster Seated 11/24	HB	X	E	X	X	X	X	X	X	X	X			

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- ∗:** Special Meeting

Current a/o 9/20/2016

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 23, 2016 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 23, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the August 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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, August 23, 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 9:07 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim Secretary, called the roll. Ms. Blanks stated that a quorum has not yet been achieved. A quorum eventually was established at 9:12 a.m.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Stacy Lewis, Women's Civic Improvement Club/Playmate (seated at 9:07 a.m.)
Natalie Craig, SETA-Operated Program (seated at 9:10 a.m.)
Penelope Scott, SETA-Operated Program (seated at 9:12 a.m.)
Thelma Adams, SETA-Operated Program (seated at 9:28 a.m.)
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 (unexcused)
Amanda Robinson, San Juan Unified School District (excused)
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)

Information items were reviewed while awaiting a quorum.

IV. Information Items

A. Presentation: Ms. Elena Quintero, Sacramento City Council, District One

Ms. Belinda Malone introduced Ms. Elena Quintero, Sacramento City Council, District One Parks and Youth Liaison/ PTA President. Ms. Quintero provided a presentation on the importance of continued parent engagement after Head Start on PTA/PTSA, School Site Counsel and/or PTO.

Mr. Lewis, Ms. Craig, Ms. Adams, and Ms. Scott were seated at 9:07 a.m., 9:28 a.m., 9:10 a.m., and 9:12 a.m. respectively; a quorum was established.

II. Consent Item

A. Approval of the Minutes of the July 26, 2016 Regular meeting

Ms. Blanks made a note that Golden 1 Credit Union did not provide the financial workshop; it was SAFE Credit Union.

Moved/Blanks, second/Scharnow, to approve the July 26, 2016 minutes as corrected.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scott, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

III. Action Items

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

The board went into closed session at 9:53 a.m. At 10:08 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Associate Teacher/Infant Toddler, Site Supervisor, and Early Head Start Educator.

B. **TIMED ITEM 9:00 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

Mr. John Allen reviewed the modified job classification. This item was reviewed by the union and they were happy about the modifications. The achievement of an Associate's and/or Bachelor's Degree is incentive for staff to move up and grow professionally.

Mr. Tate opened a public hearing and asked for input.

Moved/Blanks, second/Litka, to close the public hearing and approve the revised job classification of Associate Teacher (Tier I, II, III, and IV), and establish salary ranges for the classification.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0
Abstentions: 1 (Tate)
Absent: 3 (Broxton, Castex, Robinson)

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification for Administrative Assistant and Establish the Salary Range for the Classification

Mr. Tate reviewed the job classification for Administrative Assistant.

Mr. Tate opened a public hearing and asked for input.

Mr. John Allen reported that the original Typist Clerk classification was written in 1986; this updates the job classification and is expected to replace three currently vacant positions in the Children and Family Services department.

Moved/Scott, second/Webster, to close the public hearing and approve the Administrative Assistant job specification as presented in the board packet.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council

Mr. Tate opened a public hearing. Mr. Tate reviewed the various modifications recommended to the bylaws and asked board members to respect the work of the committee. There were no questions or comments.

Moved/McMillin, second/Scharnow, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as presented.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scott, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

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

Ms. D'et Saurbourne reviewed this item. The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by

October 29, 2016. Due to significant changes in California Public Works project procurement, registration, and management, SETA was unable to complete some of the projects by July 31, 2016 and obligations will not be liquidated by October 29, 2016. Therefore, staff is recommending carrying over up to \$283,614.92 in Program Year 2015-2016. SETA is required to utilize contractors from the Department of Industrial Relations (DIR) approved contractors since we are a public agency.

Moved/McMillin, second/Litka, to approve the submission of a carryover request for Program Year 2015-2016, Head Start/Early Head Start Basic funds up to \$283,614.92.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

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

Ms. Saurbourne reviewed this board item which requests approval to carry over the EHS-CCP Training/Technical Assistance funds. This is a one-time, very specific request and funds will be used only for projects approved by ACF with the original grant submission.

Moved/Scharnow, second/Sheppard, to 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.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

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

Ms. Saurbourne reviewed this item which is a request to carry over funds for start-up at Kinder World. Part of the start-up funds was to be utilized to bring the classrooms up to Head Start standards. The \$15,000 will be utilized to remove a post in the middle of a classroom. The original contractor backed out so staff has to go through procurement again.

Moved/Lewis, second/Blanks, to 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.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

H. Approval to Submit the Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee stated that this is an opportunity to approve an EHS expansion application to increase services to infants and toddlers. This will bring an additional 46 slots, not 47 slots, into the county. SETA Head Start will partner with Los Rios Community College District/American River College to expand 14 infant/toddler enrollment slots. The remaining slots will expand the SETA operated program at Vineland, Parker, Sharon Neese, and Grizzly Hollow. Sharon Neese is not listed on the attached document, it was added after the packet was published. The application in the amount of \$1,616,265 million includes basic, start up and T/TA funds. It is expected that the initial funds will be awarded in February with the program beginning August 2017.

Moved/Blanks, second/Scott, to approve the submission of the Early Head Start – Child Care Partnership and Expansion application to the Office of Head Start to expand services to infant/toddlers in Sacramento County.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

IV. **Information Items** (continued)

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. Litka reviewed the calendar of events.
- Parent, Family & Community Engagement - Events & Activities: No additional report.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that the fiscal report is expenditures as of July 31 which is the end of the program year. It is expected that all of the funds will be spent. The non-federal share is 29.4% and administrative is well below the 15%. There will be a bit of money that will be sent back in the EHS-CCP program.

- Toastmasters Training: Mr. Tate stated that the next meeting is scheduled for September 2.
 - Community Resources – Parents/Staff: Mr. Tate reported that the Salvation Army is accepting sign-ups for basketball season; see him for information. Oak Park Community Center is calling for coaches, assistant coaches, referees, and time keepers for their programs. He has information on this as well.
- C. Governing Board Minutes of July 7, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Blanks reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated that this committee will no longer meet and thanked board members that participated in the bylaws modification process.
- Men’s Activities Affecting Children Committee (MAACC): Ms. Scott reported that there was a workshop by the Department of Child Support. Information was shared on how to contact staff and obtain needed paperwork regarding child support. Mr. Tate spoke of the July 22 meeting. There will be a barbeque on August 26. The regular MAACC meeting for August 26 has been canceled.
- Social/Hospitality Committee: Ms. Litka reported on the August 17 meeting. The next meeting is September 7 where attendees will discuss and decide many End-of-Year Parent Appreciation event items.
- Parent Ambassador Report: Ms. McMillin reviewed the recruitment flyers that will be ready for distribution at the Rio Linda Country Fair. Ambassadors will attend the September 17 event to recruit Head Start children. Committee members have been assisting with SOP and delegate agency binders for the new year.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott attended the most recent meeting. They discussed the difficulty of children receiving anesthesia for dental procedures. An ad hoc group was planned to deal with this. They also talked about Prop 56 which is a \$2.00 increase in cigarettes and e-cigarettes that will go toward dental services.

VI. Other Reports

- A. Executive Director’s Report: Ms. Kathy Kossick stated that she is planning tours of the various job centers. If any board member is interested, she could schedule tour at the Hillsdale and the Franklin centers. Notify Ms. Desha of your interest. It is hoped that the tours would be done the last week of September or the first week of October.
- B. Chair’s Report: No report. Ms. Lydia Razo sent a message thanking everyone at SETA for the opportunity to serve on the Policy Council and to learn.
- C. Head Start Deputy Director’s Report: Ms. Lee stated that it is the beginning of the school year and many of the delegates are ramping up to start school. The Administrative Assistant job specification approved earlier will be used to hire new support that will work in a clerical pool to support the entire department.

This group will work together to get the department's work done. Ms. Natalie Craig has a concern about how few board members there were attending meetings. Ms. Lee acknowledges that board attendance tends to dwindle toward the end of the program year and thanked those that do attend.

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: No report.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that she was asked to bring information forward on immunizations; she has great information and will provide a presentation at a future meeting. The central kitchen tour is planned for September 13, 14, 15 or 20. There is a MediCal/DentiCal meeting coming up. On September 13 the Maternal, Child and Adolescent Committee will start up. They will discuss immunizations and compliance in that area.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Blanks thanked board members for participating in the survey for Barbara Abbott.

VII. **Adjournment**: The meeting was adjourned at 11:45 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2015-2016 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~striketrough~~ with orange highlighting.

A public hearing was opened on August 23, 2016.

RECOMMENDATION:

Hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

**HEAD START/EARLY HEAD START
POLICY COUNCIL
(PC)**

Policy Council First Reading: 8/23/16
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men’s Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives elected by the PC.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.
- A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.
- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV **Meetings**

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)

2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
- ~~6. Community Partnership Advisory Committee (CPAC)~~
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee meetings
9. Community Action Board meetings (CAB)
10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)

B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.

C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall **call the roll**, keep records of the current and preceding minutes at each meeting, **and** record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and ~~review the Early Childhood Development and Health Services program area~~, participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and

time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Board approved: _____

ITEM III-C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB SPECIFICATION CHANGES FOR NETWORK ENGINEER, WEB INNOVATION ENGINEER, HUMAN RESOURCES MANAGER, PERSONNEL ANALYST, SENIOR PERSONNEL ANALYST, PAYROLL OPERATIONS SUPERVISOR, FACILITIES COORDINATOR, FACILITIES SUPERVISOR, AND FACILITIES ANALYST

BACKGROUND:

On January 26, 2015, the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services issued Information Memorandum 138, establishing 58 Organizational Standards for adoption by all Community Action Agencies (CAA) in receipt of Community Services Block Grant (CSBG) funding, which includes SETA. The Standards are designed to ensure that each CAA has maximum feasible consumer and community participation in the design and planning of local CSBG services, the vision, direction and organizational leadership to develop and implement strategic plans, and a high standard of operational effectiveness, data analysis and financial oversight.

Implementation of the 58 Organizational Standards began on January 1, 2016, with the state requiring full implementation by January, 2017.

Standard 7.3 of the Community Services Block Grant requires “the organization has written job descriptions for all positions, which have been updated within the past 5 years.”

“The intent of this standard is to ensure direction and accountability for all staff through standardized and up-to-date job descriptions. Job Descriptions should reflect the roles and responsibilities required of each position to contribute to the agency’s strategies, goals, budgets and expected outcomes. Descriptions need to be updated regularly to reflect the changing workplace, updated roles, and added or eliminated roles.” (Source: COE Developed CSBG Organizational Standards Category 7 Human Resources Management Technical Assistance Guide, pg. 19)

The last review and approval of the job descriptions for the Agency was 2011. The Agency is in the process of reviewing and updating all job descriptions. Feedback was solicited from all impacted parties (Manager, Supervisor, Employee, Union, etc.). The Agency has completed updates for several of the job specifications.

For each classification:

1. Interpersonal skills expectations were added.
2. Physical demands were reviewed and updated to ensure accuracy.
3. Job duties were added or eliminated based upon changes to the positions with input from the affected staff.

ITEM III-C - ACTION (continued)
Page 2

Attached are the updated job specifications for the following positions:

- Network Engineer
- Web Innovation Engineer
- Human Resources Manager
- Personnel Analyst
- Senior Personnel Analyst
- Payroll Operations Supervisor
- Facilities Coordinator
- Facilities Supervisor
- Facilities Analyst
- Personnel Clerk

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.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

INFORMATION SYSTEMS NETWORK ENGINEER

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ORGANIZATION RESPONSIBILITY

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

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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.

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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) years~~ 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>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>

<i>conversations while remaining calm.</i>
--

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.

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 ~~OPERATIONS~~ ANALYTICS 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 ~~Analytics~~ Operations 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~~ 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 analytics on 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 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 staff 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 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 Children and Family Services (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;
~~—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);
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;
~~—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;
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;
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;

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13. Arranges meetings with vendors, contractors, and other unit staff to ensure projects are planned and timely;
14. Responds to all requests for routine/preventative/emergency repairs;
15. Develops and oversees the execution of a schedule of planned maintenance for Head Start facilities;
16. Supervises ordering and stocking of supplies, and their warehouse storage and distribution;
17. Prioritizes the facilities unit ~~courier maintenance~~ workload and projects;
 - ~~— Responsible for security card system installation, maintenance and distribution of cards and monitoring of system;~~
 - ~~— Provides reports on space analysis for subleasing efforts;~~
 - ~~— Organizes, supervises, and maintains system for record keeping and storage;~~
18. Communicates with vendors regarding equipment concerns and needs; problems;
 - ~~— Arranges meetings;~~
19. Composes a variety of written material;
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;~~
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.
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 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)~~ ~~two (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

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

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Facilities Coordinator

<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 CFS Head Start, 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. ~~4. 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~~ (23) 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.~~

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.

ITEM III-D - ACTION

RATIFICATION OF SUBMISSION OF THE REVISED EARLY HEAD START-CHILD
CARE PARTNERHIP AND EXPANSION APPLICATION
TO THE OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to ratify the submission of a revised application to the Office of Head Start (OHS) to expand Early Head Start services in Sacramento County. The Policy Council and the SETA Governing Board approved an original application in August, 2016. However, additional data analysis and planning resulted in slight modifications to the original application and funding levels submitted and approved by the boards.

Prior to submission to OHS, the application was revised to include one less enrollment slot, changing from 47 enrollment slots to 46 enrollment slots. This change was due to maximum licensed capacity at American River College for 14 infant/toddlers, not 15 as originally projected. Additionally, a secondary review of staff needed to implement and sustain the project within the grantee and the partner resulted in a slightly higher budget being submitted than approved the board.

	Original Budget Presented to the Board	Final Budget Submitted to OHS/ACF
Basic	\$1,245,137	\$1,341,827
Training/Technical Assistance	\$31,128	\$33,546
Start-up	\$340,000	\$340,000
TOTAL	\$1,616,265	\$1,715,373

The application was submitted to the Office of Head Start on August 23, 2016. Programs are expected to hear by March 2017 with full implementation by Fall 2017.

Staff will be available to answer questions.

RECOMMENDATION:

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.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Kenneth Tate
 - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
 - Parent/Staff Recognitions – Mr. Kenneth Tate
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurborne
 - Toastmasters Training – Mr. Kenneth Tate
 - Community Resources – Parents/Staff - Mr. Kenneth Tate
 - WEAVE Presentation on Domestic Violence Prevention Update –Mr. Kenneth Tate
 - Sacramento Fairytale Town Play Summit Report(s)
 - SETA's Central Kitchen Field Trip Report(s)

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Men's Activities Affecting Children Committee	Friday, September 23, 2016 10:30 a.m. Olympus Room
PAC Executive Committee	Friday, September 23, 2016 12:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Thursday, September 29, 2016 10:00 a.m. – 12:30 p.m. Magnolia Room
PC Executive Committee	Friday, September 30, 2016 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, September 30, 2016 10:30 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, October 7, 2016 11:30 a.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, October 11, 2016 1:00 p.m. Oak Room
PC/PAC End-of-Year Appreciation Brunch	Friday, October 14, 2016 10:00 a.m. – 1:00 p.m. Shriner's Hospital for Children 2425 Stockton Blvd. 1 st Floor Auditorium Sacramento, CA 95817 (see attached flyer)

The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
Cordially invite you to attend the 2015-2016

SETA Head Start Annual
End-of-the-Year Parent Appreciation

“Head Start/Early Head Start Creating and Growing in Success Together”

Shriners Hospitals for Children,
2425 Stockton Blvd, Sacramento, CA
Friday, October 14, 2016
10:00 a.m. – 1:00 p.m.
Attire: Business Casual



Brunch Selection

- French toast, Sausage, Bacon, Scrambled eggs, potatoes
- Coffee, and orange juice

Keynote Speaker:

Ms. Jackie Bates

Guests (two per board member) are responsible for their brunch fee (Non-refundable, advance payment required) – Cash or money order only.

\$7.95

Guest fees are due by

Monday, October 3, 2016,

12:00 noon (no exceptions)

RSVP by Friday, September 23, 2016

Call Nancy Hogan at 263-3827

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Parent Ambassador Recruitment Events September 24, 2016: 10 a.m. – 2 p.m.: The Latino Community Festival , Mark Hopkins Park – 2317 Matson Dr. Sacramento, 95822 October 1, 2016: 10 a.m. – 3 p.m.: Fera De Educacion , Sacramento State University 6000 J Street 95819 October 1, 2016: 12 p.m. – 6 p.m.: District 2, Multi-Cultural Festival , Hagginwood Park, 3271 Marysville Blvd. 95838 October 7, 2016: 10 a.m. – 12 p.m.: A Celebration of ACC Child Development Center , Sacramento City College Art Court Theater, 3835 Freeport Blvd, Sacramento 95822						
2	3	4	5	6	7	8
					11:30 a.m. Toastmasters Training Shasta Room	
9	10	11	12	13	14	15
	9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:00 p.m. PC/PAC Budget/Planning Committee - Oak Room				10 a.m. – 1 p.m. PC/PAC End-Of-Year Brunch Shriners Hospital for Children 2425 Stockton Blvd. 95817 First Floor Auditorium	
16	17	18	19	20	21	22
	9:00 a.m. PAC Meeting SETA Board Room	5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817		8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting 1500 Dom Way Sacramento 95864		
23	24	25	26	27	28	29
	9:00 a.m. PC Meeting SETA Board Room					
						

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the August 4, 2016 meeting.

NOTES:

**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, August 4, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m. Mr. Nottoli led the board in 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

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: James A. McNeal,
Workforce Development Professional III, 20 years

Ms. Diana Douglas, supervisor of the Hillsdale Career Center, provided an overview of Mr. James McNeal's 20 years of service at SETA. Board members extended their congratulations to Mr. McNeal.

II. Consent Items

- A. Minutes of the July 7, 2016 Regular Board Meeting
B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the July 7, 2016 minutes.
B. Approve the claims and warrants for the period 6/29/16 through 7/28/16.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2016-2017

Ms. Loretta Su, Fiscal Chief, stated that in June 2016 the board took action to approve a recommended budget. The final budget is \$84,897,711 which reflects a net decrease in funding of \$3,695,055 from last year's budget. This decrease is primarily due to a reduction of WIOA formula and discretionary funding. Ms. Su reviewed the various reductions in the budget. The City Council and Board of Supervisors will take action on this budget at upcoming meetings.

Mr. Thatch stated that a public hearing was opened in June; the action of the board will be to close the public hearing and approve the final budget.

Moved/Nottoli, second/Kennedy, to close the public hearing and approve the Sacramento Employment and Training Agency final budget for Fiscal Year 2016-2017.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES:

1. 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 an application for extended services. The application was originally approved in May and June but clarification from the Office of Head Start resulted in additional modifications. The application has been revised to include changes for the SETA-operated program, San Juan USD, and Women's Civic Improvement Club.

Ms. Lee stated that the modified application submitted was in the amount of \$3,678,339.

Mr. Nottoli asked whether new locations would be considered in the Antelope, Folsom (by the prison), or the South Natomas areas. Ms. Lee stated that staff is constantly on the look for new locations. Ms. Lee stated staff will consult with the Child Care Planning Council to determine the need.

Moved/Nottoli, second/Kennedy, 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

2. Approval to Submit the Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee stated that this is an expansion opportunity; the application is due August 24 which would add 47 new Head Start slots. The application would request basic, expansion, and training/technical funds in the amount of \$1,616,265 million. Delegates are not interested in expanding their slots because the cost of these slots is so expensive to operate. It is a very high cost per child.

Ms. Lee thanked Ms. D'et Saurbourne and Ms. Robyn Caruso for their work on the grants.

Moved/Kennedy, second/Nottoli, to approve the submission of the Early Head Start - Child Care Partnership and Expansion application to the Office of Head Start to expand services to infant/toddlers in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

IV. Information Items

A. Labor Market Information Presentation

Ms. Kossick stated that part of the Workforce Innovation and Opportunity Act is that SETA will be required to develop a regional plan. SETA engaged the Labor Management Information Division of the Employment Development Department to gather information as a region as well as each local workforce development

area. Today's presentation by Ms. Elizabeth Bosley is the beginning of this regional research.

- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update

Mr. William Walker reported that the Flap Jacks facility recently burned down. He and his staff contacted the business and connected them to the county so they can find a space for temporary operations. Farrell's Ice Cream Parlor closed due to several issues, primarily not being able to negotiate a new lease; 140 employees were affected. Staff is also working with Lees Contractor at Arco Arena to assist in the transition of their employees to Golden One Center.

- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Ms. Scherman announced that last Saturday, the Soroptimist worked with Kohl's to outfit 99 children identified in need for school clothes. The children were allowed to spend \$150 for back to school clothes. Ms. Scherman stated that it was a wonderful event and encouraged the audience to consider participating in such an event.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday on August 18. Ms. Kossick also mentioned the Head Start outreach and recruitment material distributed to board members.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

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

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the August 23, 2016 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick for updating the Board on the career center tour.
Thank you, Ms. Denise Lee, for shared information on the submission of the EHS-CCP expansion application to the Office of Head Start.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility lists.
Thank you, Ms. D’et Saurbourne, for your thorough and detailed fiscal presentation.
Thank you, Ms. Elena Quintero, for shared information on the importance of parent engagement.
Thank you, Mr. Kenneth Tate for facilitating an excellent meeting.
Thank you, Ms. Robin Blanks for acting as Secretary.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Attendance.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, “question of privilege.”
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Personnel/Bylaws Committee: Mr. Kenneth Tate

ITEM V- COMMITTEE REPORTS (continued)
Page 2

- Men's Activities Affecting Children Committee (MAACC) – Mr. Calvin Sheppard

- Social/Hospitality Committee: Mr. Kenneth Tate

- Parent Ambassadors Committee: Mr. Kenneth Tate

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

- Maternal, Child & Adolescent Health Advisory Board: Ms. Robin Blanks

ITEM VI-OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

- C. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ✓ Monthly Head Start Report (attached)
 - Program Information Report (PIR)

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, & EHS-CCP services
 - Quality Assurance Report for SETA-Operated Program
- Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Presentation on changes to immunization laws for children
- Karen Griffith - School Readiness, Special Education & Mental Health Services



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

**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



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)

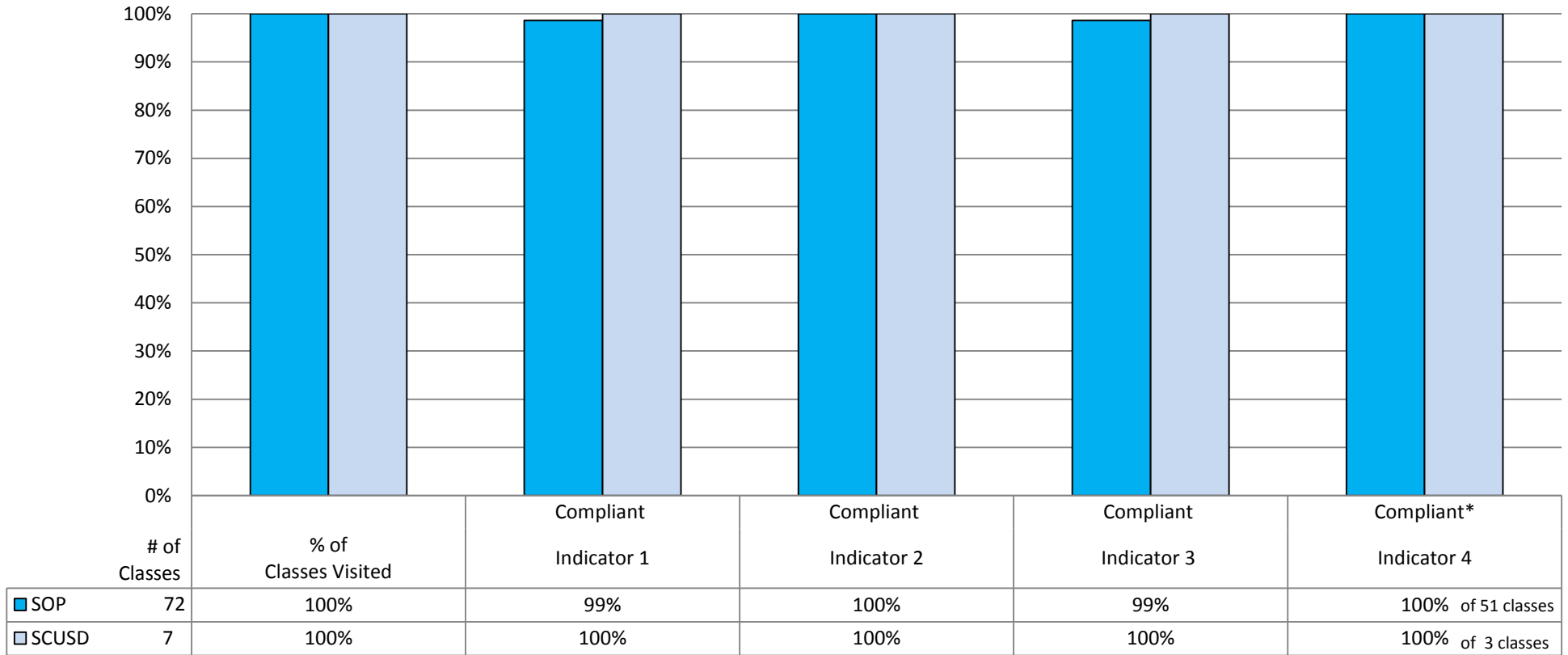
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	87% HS 91% EHS	1-Not all nutrition or diet-related concerns on physical, health or nutrition histories had documented follow-up in the child's file.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, 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.

Unannounced Safety and Supervision Visits Conducted by QA Unit 6/1/16 - 7/31/16 Compliance %



Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

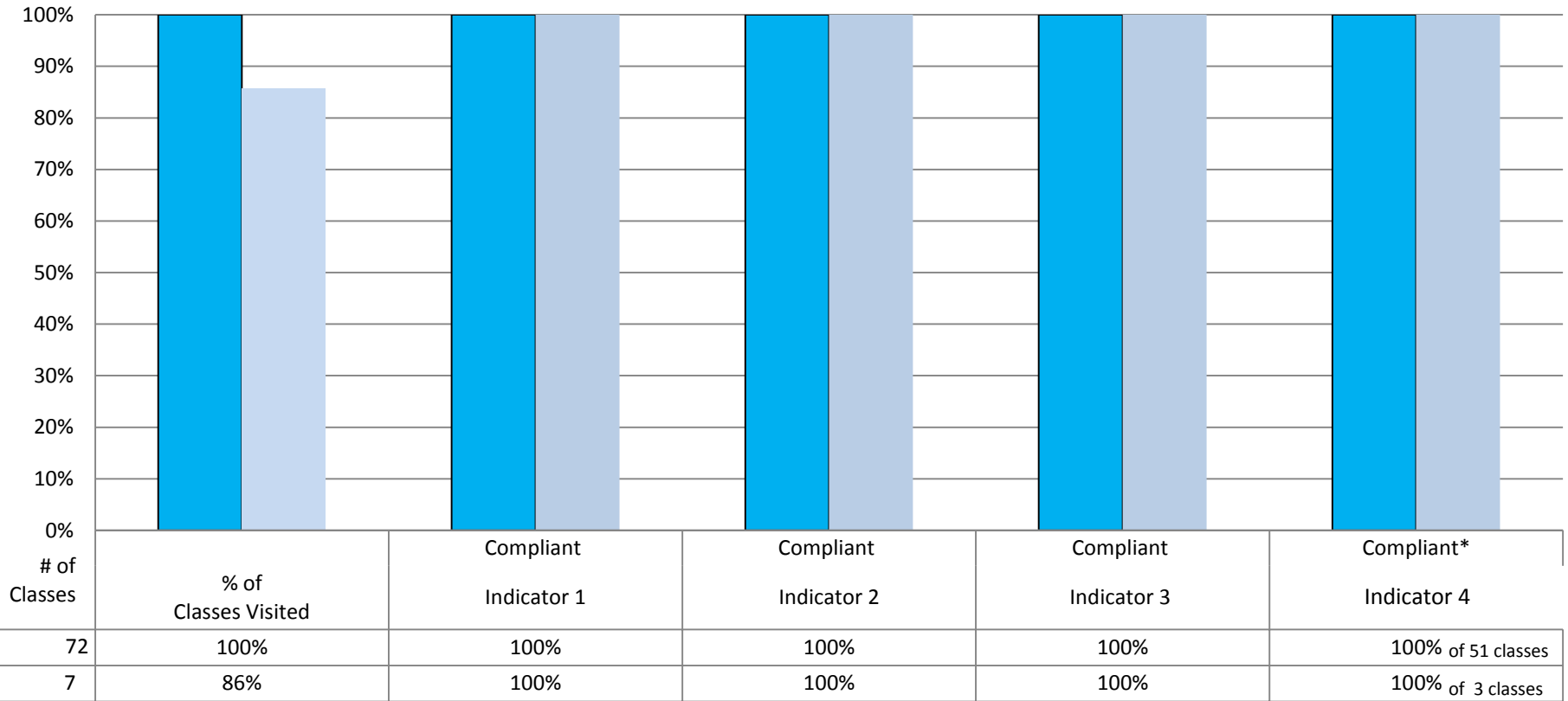
Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit.

NOTE: Only SOP and SCUSD were in session during summer months .

Unannounced Safety and Supervision Visits Conducted by Delegate/SOP 6/1/16 - 7/31/16 Compliance %



Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit.

NOTE: Only SOP and SCUSD were in session during summer months .

ITEM VI-OTHER REPORTS (continued)
Page 2

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
