CALL TO ORDER

A. ROLL CALL – Melisa DaSilva

B. ADOPTION OF THE AGENDA

C. DISCUSSION ITEMS/ACTION ITEMS
   C-1 Review and determine Bachelor's Degree extension request for the Victim Services Coordinator position.

   C-2 Review and approve the job description for Specialty Advocate position of Victim Services Department and organizational changes to the Victim Services Department.

   C-3 1. Review and approve the Bachelor's Degree requirement for employees who are working as the Center Director or Site Supervisor/Teacher at the child development centers.
         2. If approved, allow impacted employee(s) three (3) years to complete the degree requirement.

   C-4 Review and approve the job description for Instructional Aide III for Madera and Fresno Head Start departments.

D. CLOSED SESSION
   None

E. ADJOURN
DATE: December 29, 2015

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Review and Determine Bachelor's Degree Extension Request

I. RECOMMENDATION:
   Review and determine Bachelor's Degree extension request submitted by employee, Mrs. Leticia Lujan-Rojas.

II. SUMMARY:
   Mrs. Lujan-Rojas is requesting the Board of Directors to grant her one year extension from July 1, 2016 in order for her to complete the remaining fifteen (15) units to earn the Bachelor's Degree in Public Administration.

III. DISCUSSION.
   A. The Board of Directors approved during July 12, 2012 meeting that Mrs. Lujan-Rojas could exercise the transfer option to be the Victim Services Coordinator under the condition to obtain her Bachelor's Degree by July 1, 2016.

   B. Mrs. Lujan-Rojas accepted the Victim Services Coordinator position effective August 1, 2012, and she understood the degree requirement. She has been enrolling with California State University at Fresno to complete her degree since 2012.

   C. Mrs. Lujan-Rojas was diagnosed with serious medical condition in 2014. She was under medical provider's care with restrictions of several activities; consequently she was forced to take time off from work and school. She submitted her written statement along with her unofficial progress report to show her school work and advance request.

   D. Mrs. Lujan-Rojas resumed her school in the Fall 2015 and was able to pass three (3) classes, which resulted to 15 semester units remaining to obtain her degree. Her plan would be taking 12 semester units in the Spring 2016 and the 3 semester units in the Fall 2016.

III. FINANCIAL IMPACT: Some; the employee may access accrual leave balance, which is budgeted within the position.
December 8, 2015

Board of Directors
c/o Irene Yang, Human Resources Director
Community Action Partnership of Madera County
1225 Gill Avenue
Madera, CA 93637

Dear Board Members:

First, I would like to thank you again for the opportunity that you provided me in July 2012 when you allowed me to take on the Victim Services Coordinator position. This opportunity came with the condition that I complete my Bachelor’s degree by July 1, 2016. Since then, I have continued to attend school. I am now fifteen (15) units from completing the requirements for the degree, twelve (12) of which I am enrolled in for the Spring 2016 semester.

Nonetheless, I would like to ask the Board to consider granting me an extension of one year’s time to complete my degree. In the last two years, I have experienced a serious health issue that has prevented me from taking classes and have had to skip two (2) semesters without taking any courses to get medical treatment. To recover for the lost semesters, I enrolled as a full-time student for the Fall 2015 semester. The semester did not go as planned and I only passed three (3) of the four (4) classes for which I enrolled. Going to school full-time and working full-time can sometimes get complicated.

It is my intention to complete my degree as soon as possible and not drag my classes out. Had I completed all my classes in the semester that just ended and the upcoming semester, I would’ve been able to finish by the deadline. I am asking for a year’s extension because I will definitely have at least one class to complete in the Fall of 2016 and any classes that I do not pass in the Spring of 2016.

Thank you in advance for your consideration.

Sincerely,

[Signature]

Leticia Lujan-Rojas
MEMORANDUM

DATE: December 13, 2015

TO: Human Resources Department

FROM: Kurt Cline, Chair
Department of Political Science

RE: Leticia Lujan-Rojas (105082757) – Public Administration Major

Leticia is on track to graduate in Spring 2016. She is currently completing 12 units of coursework for Fall 2015 (CRIM 175, PLANT 105, PLSI 111, and PLSI 185). Leticia is also enrolled for 12 units of coursework for the Spring 2016 semester (CRIM 117, CRIM 170, SWRK 125, and WS 127). Successful completion of this coursework will allow Leticia to graduate in Spring 2016.

If you have any questions, please contact me at either kcline@csufresno.edu or 278.2988.
FRESNO STATE
Discovery, Diversity, Distinction.

Lujan-Rojas, Leticia
PUBLIC ADMINISTRATION MAJOR
1988-89 THRU CURRENT

Prepared On: 10/12/2015 01 58 PM
Program Code: BA PUBLIC ADMIN
Graduation Date: UNKNOWN
Job ID: 2015101212582628

Audit Results

Open All Sections Close All Sections

How to Interpret Audit Results

Requirements & Subrequirements

- Unfilled - Not yet complete
- Complete - Currently satisfied
- In Progress - Satisfied if in-progress work is included
- Planned - Satisfied if planned coursework is included
- None - No status

Codes

IP = In-Progress Course
FP = Future In-Progress Course
(R) = Required Course
(RP) = Repeated Course
R = Repeatable Course
(X) = Duplicate Course; Not Calculated in GPA
S = Course credit split between requirements
HS = High School course used for high school credit
NS = No Grade Reported
VA = Average of two or more courses with less than a C grade

Transfer Legend

Transfer Credit: Transferable course not assigned to a specific campus department
Course #999 = Generic transfer course assigned to all courses not articulated to a specific course

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

OK NON-DEGREE COURSEWORK - DOES NOT APPLY TOWARD A DEGREE

OPT THESE COURSES HAVE BEEN TAKEN THROUGH EXTENSION OR OPEN UNIVERSITY

OPT PUBLIC ADMINISTRATION MAJOR
2012-13 THROUGH CURRENT

EARNED: 15.0 UNITS
IN PROGRESS: 6.0 UNITS
NEEDS: 15.0 UNITS

1) LINE 1: LOWER-DIVISION CORE COMPLETE 2 COURSES (6 UNITS)

- 9.0 UNITS ADDED
  155P PLSI 001 3.0 B
  135A 60C 125 3.0 C

2) LINE 2: UPPER-DIVISION CORE COMPLETE 5 COURSES (15 UNITS)

- 9.0 UNITS ADDED
  135P PLSI 181 3.0 A
  125P PLSI 182 3.0 C
  075P PLSI 164 3.0 WU
  155P PLSI 150 3.0 F
  155A PLSI 185 3.0 IP IP

NEEDS: 6.0 UNITS
SELECT FROM: PLSI 150, 184

3) LINE 3: UPPER-DIVISION ELECTIVES COMPLETE 15 UNITS

- 3.0 UNITS ADDED
  1 COURSE TAKEN

IN-P --> 3.0 UNITS 1 COURSE TAKEN
OK MAJOR GPA

OK GENERAL EDUCATION - AREA A
MINIMUM TOTAL OF 9 LOWER-DIVISION UNITS REQUIRED
1999-00 THRU CURRENT

OK GENERAL EDUCATION - AREA B
MINIMUM TOTAL OF 9 LOWER-DIVISION UNITS REQUIRED
1999-00 THRU CURRENT

OK GENERAL EDUCATION - AREA C
MINIMUM TOTAL OF 9 LOWER-DIVISION UNITS REQUIRED
1999-00 THRU CURRENT

OK GENERAL EDUCATION - AREA D
MINIMUM TOTAL OF 9 LOWER-DIVISION UNITS REQUIRED
1999-00 THRU CURRENT

OK GENERAL EDUCATION - AREA E
MINIMUM TOTAL OF 3 LOWER-DIVISION UNITS REQUIRED
1999-00 THRU CURRENT

EARNED: 3.0 UNITS

AREA E WITH LOWER-DIVISION GE CERTIFICATION
+ 1) TRANSFER B - LIFELONG UNDERSTANDING AND SELF-
   DEVELOPMENT MET
686P PSYCH 010 3.0 B
>>MATCHED AS: GE CERT AREA E

GEN PSYCHOLOGY

NO GENERAL EDUCATION - UPPER-DIVISION

POLITICAL SCIENCE INTEGRATION AND MULTIINTERNATIONAL
(MINIMUM OF 12 UPPER-DIVISION UNITS REQUIRED)
1999-00 THRU CURRENT

EARNED: 6.0 UNITS

IN-PROGRESS: 3.0 UNITS

NEEDS: 3.0 UNITS

+ 1) INTEGRATION I / IB MET
  0.0 UNITS ADDED
  0 COURSES TAKEN
  IN-P
  -- 3.0 UNITS
  1 COURSE TAKEN

15FA PLANT 105 3.0 IP IP FOOD SOC + ENVIR

- 2) INTEGRATION I / IC - COMPLETE 1 UPPER-DIVISION
COURSE (3 UNITS)
15SP MUSIC 101A 0.0 I IP MUS LATIN AMER

NEEDS: 2.8 UNITS

SELECT FROM:
AFRS 120, ARM 149, ART 102, (228) OR (AFRS 149, ART 102, (228) OR (ART 102, (228))
DANCE 171, DRA MA 193, ENGL 101, ENGL 102, (103), (110), (111), (114), (147)
FREN 109, 149, HUM 104, 108, 109, 110, 119
MUSIC 170A, 171, 187, PHIL 120,
PHIL 150, 151, SPAN 125, 126

+ 3) INTEGRATION I / ID MET
3.0 UNITS ADDED
1 COURSE TAKEN

06FA CRIM 120 3.0 A JUVENILE DELINQ

+ 4) MULTICULTURAL/INTERNATIONAL MET
3.0 UNITS ADDED
1 COURSE TAKEN

06FA ESCI 180 3.0 B DIVERSITY IN U.S

NO UPPER DIVISION GE
AT LEAST 12 UNITS OF GE MUST BE UPPER DIVISION
1999-00 THRU CURRENT

EARNED: 6.0 UNITS

IN-PROGRESS: 3.0 UNITS

+ 1) 06FA CRIM 120 3.0 A JUVENILE DELINQ
06FA ESCI 180 3.0 B DIVERSITY IN U.S
15FA PLANT 105 3.0 IP IP FOOD SOC + ENVIR

OK RESIDENCE GE
AT LEAST 9 UNITS OF GE MUST BE COMPLETED IN RESIDENCE

EARNED: 9.0 UNITS

IN-PROGRESS: 3.0 UNITS
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**Unused General Education Courses**

**Potential GE Courses Not Used in GE or Major**

**Other Degree Requirements**

**Other Degree Requirements Continued**

- **1) Upper Division Requirement - Complete at Least 40 Units of Upper Division Coursework**
  
  (24.0 Units Taken) 8 Courses Taken
  
  **In-P +** → 12.0 Units 4 Courses Taken

- **2) CSUF Residence Requirement Met with a Minimum of 30 Units Completed in Residence**
  
  (24.0 Units Taken) 8 Courses Taken
  
  **In-P +** → 12.0 Units 4 Courses Taken

- **3) Major Residence Requirement Met with a Minimum of 12 Units for Major Coursework Completed**
  
  (12.0 Units Taken) 4 Courses Taken
  
  **In-P +** → 6.0 Units 2 Courses Taken

- **4) Upper Division Residence Requirement Met with a Minimum of 24 Units of Upper Division Coursework Completed**
  
  (21.0 Units Taken) 7 Courses Taken
  
  **In-P +** → 12.0 Units 4 Courses Taken

- **5) Your current cumulative GPA for CSUF coursework meets or exceeds the minimum 2.00 required for your degree**

  27.0 Units Added

  30.0 Units Attempted 81.0 Gradepts 2.250 GPA

  **In-P +** → 12.0 Units

**Electives (Other than GE Electives)**

**A Minimum Cum Total of 120 Units is Needed to Complete a Degree**

- **1) A Total of 120 Units is Required for This Degree**

  97.0 Units Added 32 Courses Taken

  109.0 Units Attempted 268.0 Gradepts 2.509 GPA

  **In-P +** → 12.0 Units 4 Courses Taken

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**Needs: 11.0 Units**

* 2) Courses which exceed limits and are, therefore, not applied toward the cum total units needed.

(17.0 units taken)

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https://degrogress.fresnostate.edu/selfservice-batch/audit/read.html?id=JobQueueRun... 12/28/2015
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**Legend**

- Complete
- Planned
- In Progress
- Unfilled

**Note:** This Degree Progress Report has been prepared to assist you and your advisor in determining your academic progress at Fresno State. While efforts have been made to ensure its accuracy, verification of information and final responsibility for meeting graduation requirements rest with you. Consult your advisor if you have any questions concerning this progress report.

**THESE COURSES MAY HAVE EXPERIENCED A REDUCTION IN UNITS WHICH MAY BE EFFECTING YOUR REQUIREMENTS- PLEASE NOTE!**

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https://degreeprogress.fresnostate.edu/selfservice-batch/audit/read.html?id=JobQueueRun... 12/28/2015
DATE: December 29, 2015

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Specialty Advocate / Victim Services

I. RECOMMENDATION:
   A. Review and approve the job description for Specialty Advocate position of Victim Services Department.
   B. Review and approve the organizational changes of Victim Services Department.

II. SUMMARY:
The Specialty Advocate position is created to provide crisis intervention to specialty populations, leads activities for sexual assault response team, adheres to best practices identified by the National Children's Alliance, to offer services to incarcerated survivors under the Prison Rape Elimination Act (PREA), and to extend advocacy services to human trafficking survivors and commercial sexually exploited children in Madera County.

III. DISCUSSION:
   A. The position will be responsible for the additional services offered by Victim Services Department.

   B. The position is classified as non-exempt with 40 hours a week schedule, and on-call after hours under rotation. The pay rate will be at range 20.0 ($16.80 - $20.47 hourly rate). The position is equipped with medical, dental, vision, life insurance coverage and vacation / sick leave benefits. One vacancy is identified for the proposed position.

   C. The position is required to have a Bachelor's degree in psychology, sociology, social work, or related field with completion of PREA training.

   D. Supervision of the created position will be assigned under a Victim Services Coordinator. An organizational chart of the department is updated to reflect the addition of the Victim Services Department.

IV. FINANCIAL IMPACT: Proposed position wage is $34,944 - $42,577.60. Health insurance benefit cost is $6,109.44. The position will be funded by California Emergency Management Agency (CalEMA).
JOB DESCRIPTION
Community Action Partnership of Madera County

POSITION: SPECIALTY ADVOCATE / Victim Services

DEPARTMENT: Victim Services

IMMEDIATE SUPERVISOR: Victim Services Coordinator

SUPERVISES: N/A

COMPENSATION: Range 20.0

FLSA: Non-Exempt

DEFINITION: Under the immediate supervisor's direction, providing crisis intervention to specialty populations, leads activities for sexual assault response team, adheres to best practices identified by the National Children's Alliance, provides services to incarcerated survivors under the Prison Rape Elimination Act (PREA), and provides advocacy services to human trafficking survivors and commercial sexually exploited children in Madera County.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:
- Bachelor's Degree in Criminology, Victimology, Social Work, Sociology or Psychology
- Completion of Prison Rape Elimination Act (PREA) training

ABILITY TO:
- Communicate effectively orally and in writing with individuals and groups; public, private and governmental agencies, particularly criminal justice agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Speak, read, and write Spanish is required.
- Travel out of town for trainings, conferences, and committee meetings
SPECIALTY ADVOCATE / Victim Services
Page 2 of 6

KNOWLEDGE OF:

- Criminal justice system, services for sexual assault survivors, Prison Rape Elimination Act, human trafficking survivors, commercial sexually exploited children, and community resources for specialty populations.
- Skills in crisis intervention and counseling techniques.
- Effectively communicates with various socioeconomic and cultural backgrounds.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:

- Adheres and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of parent/family engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolve concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assist in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES:

- Actively participates in staff meetings, Child Forensic Interview Team (CFIT) meetings, and Victim Services Sub-Committee meetings hosted by the Central
SPECIALTY ADVOCATE / Victim Services

Valley Freedom Coalition for human trafficking survivors.
• Attends sexual assault advocacy trainings as required and demonstrates commitment to the program.
• Maintain good relationships and communications with families, survivors, and community partners.
• Adheres to confidentiality policies for information shared in case review, case status update meetings, discussions, correspondence, or any other source.
• Participate in sexual assault response team trainings.
• Keeps informed on laws that impact sexual assault survivors, human trafficking survivors, incarcerated survivors, and commercial sexually exploited children.
• Makes suggestions on annual review of CFIT guidelines.

CRISIS INTERVENTION:
• Coordinates all child forensic interviews.
• Tracks client status for monthly case review.
• Applies National Children’s Alliance best practices to child abuse cases.
• Provides coordinated response with law enforcement and the Department of Social Services to child abuse survivors as stated in the response guidelines.
• Explores resources specific to survivors of human trafficking and commercial sexually exploitation children
• Responds to local correctional facilities to provide emergency services to incarcerated survivors.
• During non-office hours, responds to crisis line or provides back-up to volunteers on a 24-hour crisis line on a rotational basis.
• Shelters, or makes shelter referrals, for appropriate survivors.
• Provides transportation when necessary and safe.
• Provides short-term peer counseling to survivors and witnesses of crime, as well as to family and friends of those individuals.
• Responsible for referring individuals to appropriate community resources for additional assistance and counseling.

CASE MANAGEMENT:
• Makes follow-up contact with survivors within 24 hours, or the first work day, to begin a case file.
• Assesses survivors’ current and long term needs.
• Tracks survivor needs.
• Serves as a liaison between the survivor and other resources.
• Provides in-person counseling.
• Accompanies survivor, as needed, to medical/law enforcement appointments to seek help with crime related/significant incident situations.
• Assesses eligibility and refers, or assists, clients in completing and submitting Victim of Crime Claims.
• Provides court support, i.e. provides general information regarding the criminal justice system, acts as court escorts and provides information on the status of
SPECIALTY ADVOCATE / Victim Services

Page 4 of 6

the survivor’s case.
- Prepares correspondence on behalf of survivors to service providers.
- Mentors survivors to write their own correspondence.
- Assist with applying for U-VISA and T-VISA applications.
- Updates agency information with Grace City app.

DOCUMENTATION / RECORD KEEPING:
- Writes and submits monthly productivity reports.
- Submits annual report to the National Children’s Alliance.
- Completes a written log of activities and services offered to each survivor.
- Maintains records and statistical data reports, where applicable.
- Document all reports submitted to the Missing and Exploited Children for survivors of commercial sexually exploited children.

COMMUNITY AWARENESS AND TRAINING:
- Provides presentations and training to community agencies, staff and volunteers on domestic violence services.

OTHER DUTIES:
- Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY
- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:
- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray, when requested.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance
SPECIALTY ADVOCATE / Victim Services
Page 5 of 6

will be required. Mileage may be reimbursed subject to CAPMC’s policy.

- Must complete all background requirements: livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.

GENERAL PHYSICAL REQUIREMENTS
Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

- Climbing: 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.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: 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 use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- 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 the substantial use of the upper extremities and back muscles.
SPECIALTY ADVOCATE / Victim Services
Page 6 of 6

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- 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.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.
Victim Services
Organizational Chart
01/04/2016
DATE: January 4, 2016

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Bachelor’s Degree Requirement for Child Development Center Director or Site Supervisor/Teacher

I. **RECOMMENDATION:**
   A. Review and approve the Bachelor’s degree requirement for employees who are working as the Center Director or Site Supervisor/Teacher at the child development centers.
   B. If approved; allow impacted employee(s) three (3) years to complete the degree requirement.

II. **SUMMARY:**
The degree requirement will set same standard on employees who are working as the Center Director or Site Supervisor/Teacher position to equip with same educational requirement to run quality child development programs to children and their families.

III. **DISCUSSION:**
   A. Many teaching staff members have obtained their Associate’s degrees and Bachelor’s degrees since 2011 due to the Head Start degree requirement for working in pre-school aged classrooms.
   
   B. Currently all pre-school classroom Associate Teachers are equipped with Associate’s degree and some even obtained their Bachelor’s degrees.
   
   C. While the educational requirement changed for Associate Teacher position, the educational requirement for Center Director or Site Supervisor/Teacher remains:

   **EDUCATION / EXPERIENCE:**
   - Bachelor’s Degree
     - with 12 units of Early Childhood Education (ECE) / Child Development (CD)
     - 3 units supervised field experience in ECE setting; or
     - Teaching, Administrative or Administrative Services credential with 12 units of ECE
     - 3 units supervised field experience in ECE setting; or
     - CCTC-approved training; **OR**
   - Associate’s Degree
     - with 24 units of ECE / CD, including core courses
- 6 units in administration
- 2 units in adult supervision

  ▪ Must complete 105 hours of professional growth every five years.

D. It is proposed to remove the alternative educational requirement other than Bachelor’s degree for the Center Director or Site Supervisor/Teacher to establish the same requirement for anyone who works under those positions.

E. It has been identified that a few employees who are working as Center Director or Site Supervisor/Teacher for the Head Start programs have not earned their Bachelor’s degrees.

F. If the proposed item is accepted, the impacted employees will be notified and given three (3) years to complete the degree requirement.

IV. **FINANCIAL IMPACT:** Maybe; impacted employees may seek funds from Training & Technical Assistance (T&TA) or Financial Assistance for Continuing Education (FACE).
DATE: January 4, 2016

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Instructional Aide III position

I. **RECOMMENDATION:**
   Review and approve the job description for Instructional Aide III of Madera Head Start and Fresno Head Start Departments.

II. **SUMMARY:**
   The Instructional Aide III position is created to perform the necessary duties to assist implementation of a comprehensive child development program for preschool aged children and to assist with classroom coverage and services to children.

III. **DISCUSSION:**
   A. The position is created to maintain proper classroom coverage, especially during transitional time for children and meal breaks for staff members.

   B. The position is classified as non-exempt with 35-40 hours a week schedule. The pay rate will be at range 12.0 ($11.31 - $13.79 hourly rate). The position is equipped with medical, dental, vision, life insurance coverage and vacation / sick leave benefits. Vacancies will be determined by classroom size and existing personnel composition.

   C. The position is required to have a high school diploma or GED, a minimum of 12 Early Childhood / Child Development units, two years of child development related experience.

   D. Employees who are ineligible to renew Associate Teacher permit with California Department of Education credential office may be offered to the created position.

   E. Supervision of the created position will be assigned under the Site Supervisor / Teacher or Center Director.

IV. **FINANCIAL IMPACT:** Proposed position wage is at $1,960.40 – 2,390.27 per month with health insurance monthly benefit cost of $509.12. Total costs of vacant positions will be funded by U.S. Department of Health and Human Services.