

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA AMENDING RESOLUTION NO. 5960 PERTAINING TO A COMPENSATION PLAN FOR THE LA HABRA PROFESSIONAL EMPLOYEES' GROUP

WHEREAS, the City Council of the City of La Habra, California adopted a compensation plan in Resolution No.5960 on June 15, 2020; and

WHEREAS, on June 15, 2020, the City entered into an extended agreement between the La Habra Professional Employees' Group; and

WHEREAS, staff seeks to amend the current salary schedule and add the newly created Employment and Training Program Coordinator classification; and

WHEREAS, the City Council desires to amend said Resolution.

NOW, THEREFORE, the City Council of the City of La Habra does hereby resolve as follows:

**SALARY PLAN**

Section 1. Monthly and Hourly Employees. That there hereby is established a compensation plan for those employees of the City who are now, or who may hereafter be, employed in the Professional Employees' Group. Attached is Exhibit "A" indicating the amended salary schedule in effect as of August 1, 2020.

Section 2. Approve Job Description. The Employment and Training Program Coordinator, Salary Range A30, attached hereto as Exhibit "B", assigned to the Professional Employees' Group, is here by adopted.

PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF AUGUST, 2020.

\_\_\_\_\_  
Tom Beamish, Mayor

ATTEST:

\_\_\_\_\_  
Laurie Swindell, CMC  
City Clerk

STATE OF CALIFORNIA }  
COUNTY OF ORANGE } SS.  
CITY OF LA HABRA }

I, Laurie Swindell, City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ introduced and adopted at a Regular Meeting of the City Council of the City of La Habra held on the 17<sup>th</sup> day of August, 2020, by the following roll call vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:

Witness my hand and the official seal of the City of La Habra this 17<sup>th</sup> day of August, 2020.

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Laurie Swindell, CMC  
City Clerk

## EXHIBIT A

### Professional Employees' Group

EFFECTIVE AUGUST 1, 2020		START	AFTER		MERIT + ONE YEAR				
PROFESSIONAL		RATE	6 MOS	-----	IN PRIOR	STEP-----	-----	-----	-----
EMPLOYEES	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
TEACHER (CHILD DEV)	A-10	16.082	16.886	17.731	18.617	19.548	20.526	21.552	22.306
LEAD TEACHER	A-25	18.157	19.065	20.018	21.019	22.070	23.173	24.332	25.184
SITE SUPERVISOR	A-30	20.411	21.432	22.503	23.629	24.810	26.050	27.353	28.310
EMPLOYMENT & TRAINING PROGRAM COORDINATOR	A-30	20.411	21.432	22.503	23.629	24.810	26.050	27.353	28.310
PROGRAM SPECIALIST	A-70B	31.196	32.755	34.393	36.113	37.919	39.814	41.805	43.268

## EXHIBIT B

### **EMPLOYMENT AND TRAINING PROGRAM COORDINATOR A-30**

#### **ABOUT THE POSITION:**

Under administrative direction, the Employment and Training Program Coordinator has the primary responsibility for providing direct staff supervision. This includes assisting in the oversight, review, and analysis of program services, and ensuring quality and accurate client outcomes for program participants, and performs other duties as assigned.

#### **ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):**

- Supervise, coordinate, and evaluate the performance of case managers and clerical support staff.
- Oversee participant case files and ensure compliance with federal, state, and local Workforce Innovation and Opportunity Act (WIOA) policies.
- Ensure that staff meets performance goals as outlined in the contract and that resources are being utilized appropriately.
- Ensure staff is fully engaged with the Center's operational service delivery.
- Actively review and analyze participant case files for adherence to policy.
- Oversee and strategically facilitate successful job placement services.
- Authorizes support services payments to participants following established procedures.
- Gathers, tabulates and summarizes data.
- Works with community interest groups, public agencies, local schools, Workforce Innovation and Opportunity Act (WIOA) vendors, worksites and the business community to promote program awareness.
- Review participant files for Workforce Innovation and Opportunity Act (WIOA) eligibility.
- Reviews and recommends appropriate division policies and procedures.
- Perform program orientation for local youth, community and faith based organizations, schools, parents, businesses, as well as attend community outreach events.
- Establish strong professional relationships with employers, clients, and culturally diverse adult and youth populations.
- Attend scheduled staff meetings, training sessions, and conferences.
- Travel as required to training sites and outstations for coordination of program activities.
- Performs other job-related duties as required.

## **QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Issues facing disconnected youth.
- Analyzing complex problems, evaluating available resources and/or alternative solutions, exercising good judgment, and reaching sound decisions.
- Trauma informed care practices.
- Workforce development, local labor market, and basic employment expectations.
- Workforce Innovation and Opportunity Act (WIOA) policies and program elements.
- Microsoft Word, Excel, Power Point, Social Media platforms, and Outlook.
- Methods, principles, and practices of supervision.
- Report writing.

### **Skill and Ability to:**

- Use excellent oral and written communication, interpersonal, and organizational skills.
- Understand the needs of youth who face serious challenges to employment.
- Speak in front of large groups.
- Provide organizational, personnel, problem solving and data analysis skills, along with an ability to meet deadlines.
- Work with a diverse customer base.
- Train, supervise, and evaluate staff.
- Plan, organize, assign, and check the status of work activities of subordinate staff.
- Operate computer and computer-based software.
- Travel within Orange County.
- Provide excellent customer service to members of the community and all those contacted while performing job functions.
- Establish and maintain effective working relationships with staff, management, and the public.

## **SPECIAL REQUIREMENT:**

The Employment and Training Division has workforce offices throughout Orange County. The position may require extensive driving to the various locations throughout the County. Reliable transportation and proof of current automobile insurance must meet the City's policy. Some weekend and after hours work may be required.

## **TRAINING AND EXPERIENCE:**

Experience and/or education providing the qualifying knowledge, skills, and abilities. A bachelor's degree or college coursework in psychology, education, sociology or related human-services field is preferred. Two years of experience with the Workforce Innovation and Opportunity Act (WIOA) programs, or social-service programs and one year of experience supervising or leading staff. Bilingual (English/Spanish or English/Vietnamese) is desirable.

## **CERTIFICATES OR LICENSES:**

Position requires a valid California Class C driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands are representative of those that must be met by an employee to successfully perform the function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Hand-eye coordination is necessary to operate various pieces of office equipment. Specific vision abilities required by this job include vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally required to:

- Operate a motor vehicle.
- Stand, walk, sit, stoop, kneel, crouch and crawl.
- Climb, balance, bend, twist and reach.
- Feel, talk and hear (normal range in normal office environment, corrected or uncorrected).
- Lift, carry, push/pull up to 25 pounds.
- Work under time pressures such as frequent "rush" jobs, urgent deadlines etc.
- Work under distractions such as telephone calls emails and other disturbances.
- Perform repetitive activities (calculating, keyboarding and writing).

## **WORK DEMANDS:**

- Work is primarily performed in an office setting, but employee may be required to conduct backflow inspections at various locations within the City of La Habra.
- The employee is occasionally required to encounter unpleasant social situations (i.e. dealing with irate or disturbed individuals).

## **SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.