



## New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

### Basic Information

Date request submitted: 1/27/23

Department making the request: Library

Contact Person: Elizabeth Gray

Telephone Extension: x8084

Class of position requested: Library Associate

# FTE requested: 0.65

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: **6/30/26**)

If extra help list dates: **to**

Org Unit #: 1601-68-6051

Org Unit Name: County Library Services

Accounting Unit: 1601-68-6051-5612

Direct supervisor/manager: Elizabeth Gray

Location (address): 226 Buckeye St., Woodland, CA 95695

### Justification for Requested Position

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

Yolo County Library received a 4-year grant from the California State Library to provide English-as-a-Second-Language learning opportunities to rural Yolo County, specifically Esparto, Knights Landing, and Winters as the target communities. Initially, the Library recruited and hired a part-time extra-help employee to coordinate the grant. After 5 months, the person found a full-time job and left. A limited-term 0.65 FTE position is needed to provide sustainable, consistent ESL services and fulfill the grant requirements.

This position is responsible for following grant guidelines, completing grant activities, and assisting with grant reporting. That includes outreach to rural Yolo County Spanish-speaking populations, collaboration with schools and social service agencies, designing and implementing ESL learning opportunities including ESL classes with certified ESL instructors, peer learning, and mentoring. In addition, this position is responsible for building capacity within the Library to sustain ESL learning activities. This might include recruiting and training volunteers, developing curricula for different ESL needs (citizenship, life skills, health, etc.), and forming meaningful partnerships with other community organizations. The primary skill needed is the ability to read/write/speak fluently in English and Spanish. The ideal candidate would have personal experience with ESL, knowledge of rural Yolo County communities, and demonstrated commitment to the Spanish-speaking community in Yolo County.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

This position supports the following BOS goal: Thriving Residents - Support social, economic and physical environments which promote good health and protect vulnerable populations so that community members and future generations have the opportunity to learn and grow to their full potential.

This ESL Coordinator position supports two elements of Yolo County Library's strategic plan: Ensure Residents Read and Thrive; Help Lifelong Learners Succeed. It also supports the 2020-2025 Yolo County Strategic Plan goal: Thriving Residents.

A review of available ESL classes in Yolo County, conducted in Fall 2021, shows that ESL classes are available in West Sacramento, Woodland and Davis. Travel time and mileage from Knights Landing, Esparto and Winters to existing ESL classes is significant. Therefore, this grant reduces a gap in services for rural Yolo County communities.

The need for ESL instruction in rural Yolo County is clear:

- The school districts serving Esparto, Winters, and Knights Landing have student populations with 22 – 28% English Language Learners.
- The high number of agricultural farm workers, who may depend on social benefits to get by, indicates a need for accessible English language learning opportunities to build fundamental communication skills.
- Market segmentation analysis confirms that the rural communities of Yolo County include significant groups of people:
  - with less than a high school diploma,
  - who are Spanish speaking and do not feel confident speaking English,
  - with incomes under \$35,000/year, and
  - who are likely to have children in the home.
- Existing ESL classes are inaccessible to most rural residents since Woodland, Davis, and West Sacramento are ten to twenty miles away.

Yolo County social service organizations, including First 5 Yolo, RISE, Yolo County Children's Alliance, and Empower Yolo, recognize the high need for accessible ESL learning opportunities in rural communities.

ESL in rural Yolo County ensures that residents read and thrive. Children are more likely to succeed in school when their parent(s) can communicate with teachers and when learning is modeled by the parent. Providing ESL instruction in rural communities will have a ripple effect by supporting family learning. Each ESL class will promote two-generational learning through the following activities:

- Bringing in library staff who can help learners with technology,
- Providing Early Literacy and Learning activities for children,
- Inviting local experts such as local elementary school principals or local community college professors to speak to classes and answer questions.

**Budget impact of this position.** (Explain how this position will be funded.)

No general fund or Library fund impact. The grant does not require matching funds.

**Approved By:**

**Date:**