



Contract Number

SAP Number

Human Services

Department Contract Representative	<u>N. Michelle Petersen</u>
Telephone Number	<u>909-386-8369</u>
Contractor	<u>N/A</u>
Contractor Representative	<u>On File</u>
Telephone Number	<u>Effective date (as defined), through November 30, 2028</u>
Contract Term	<u>Initial Hourly Rate \$</u>
Original Contract Amount	<u>N/A</u>
Amendment Amount	<u>N/A</u>
Total Contract Amount	<u>4980002240</u>
Cost Center	<u>N/A</u>
Grant Number (it applicable)	<u>N/A</u>

THIS CONTRACT is entered into in the State of California by and between San Bernardino County, hereinafter called the County, In-Home Supportive Services Public Authority, hereinafter called IHSS PA, and , hereinafter called Contractor.

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, County and IHSS PA desire to obtain the services of Contractor under the terms and conditions set forth in this Contract; and

WHEREAS, Contractor has the skills and knowledge necessary to provide services for the IHSS PA; and

WHEREAS, County and IHSS PA desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below.

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties agree as follows:

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Attachment 1 – In-Home Supportive Services Public Authority Position Description

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Contractor shall be employed as a(n) _____ as described in the table below, and shall work cooperatively with the staff of In-Home Supportive Services Public Authority (IHSS PA) under the direction of the Executive Director of IHSS PA, performing a broad range of duties, including, but not limited to those specific duties as outlined in the appropriate position description for the job classification and incorporated herein as Attachment 1 of this contract. The Executive Director of IHSS PA is the appointing authority. The term "Equivalent Unit" for each job classification is defined in the chart below.

Job Classification	Equivalent Unit Reference	Salary Grade Reference	Benefit Type
Contract Administrative Supervisor I	Supervisory	60	SUP
Contract Supervising Office Assistant	Supervisory	37	SUP
Contract Supervising Office Specialist	Supervisory	43	SUP
Contract Supervising Social Worker	Supervisory	54	SUP

II. CONFLICT OF INTEREST

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict-of-Interest policy of the County's Personnel Rules as follows:

No official or employee shall engage in any business, transaction, or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment, providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to the provision of California Government Code Sections 1090, 1126, 87100, and any other conflict of interest code applicable to County employment.

III. CODE OF CONDUCT

As a condition of employment, Contractor does hereby agree to adhere to work rules and performance standards established for their position by the appointing authority, and as established in the San Bernardino County Policies, Personnel Rules, and Human Services Standards of Employee Conduct.

IV. TERM

This Contract shall be effective (hereafter referred to as the "Effective Date") the first day of a pay period following the completion of all of the following: 1) this Contract is signed and approved by all parties; 2) the successful completion by the parties of Contractor's background and on-boarding process; and 3) satisfaction of Section VI., Paragraph E, "Evidence of Eligibility to Work." This Contract shall remain in effect through November 30, 2028, subject to the termination provisions of this Paragraph. The Executive Director for IHSS PA and the Assistant Executive Officer for the County are authorized to act on behalf of IHSS PA, and the County, respectively, to execute amendments to the Contract to extend the term of this Contract for a maximum of three (3) successive one (1) year periods.

Notwithstanding the foregoing, either party may terminate this Contract at any time, without cause, with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County and IHSS PA. The Contractor shall serve at the pleasure of the appointing authority and the Assistant Executive Officer of the County, who shall have full authority and discretion to exercise County rights under this paragraph.

V. COMPENSATION OF CONTRACTOR

Upon the Effective Date of this Contract, Contractor shall be considered a Contract employee in the County's Unclassified Service. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for the services required hereunder. This Contract supersedes any prior employment contract of Contractor.

A. SALARY RATE AND RATE ADJUSTMENTS

Contractor shall be compensated for services at a rate of \$ _____ per hour, which is equivalent to Step _____ of Range _____ of the current salary schedule for employees in the equivalent unit. The salary is established for the job classification, commensurate with duties and provided in table below for reference.

Contractor shall not exceed eighty (80) hours per pay period unless expressly authorized, pursuant to the Overtime provision of this Contract. (Paragraph B of this Section V).

Contractors shall be evaluated and will be eligible to receive step increases of approximately 2.5% at the beginning of the pay period following each completion of 1,040 service hours and upon approval of the appointing authority, up to the top step of the range, based on a meets standards work performance evaluation. Step advancements may be adjusted according to any future changes made to the MOU covering employees in the equivalent unit if approved by the Executive Director of IHSS PA or his/her designee.

Contractor shall be eligible to receive salary adjustments, including across-the-board adjustments, in the same amount and at the same time as employees in the equivalent unit if approved by the Executive Director of IHSS PA or his/her designee.

If Contractor is an existing County employee or existing Contract employee with the County and IHSS PA immediately prior to the Effective Date of this Contract with the same classification as identified in this Contract, then for purposes of calculating the 1,040 service hours merit step, upon the Effective Date of this Contract, the service hours will not reset and the existing hours will be carried over and counted.

Contractor does not gain probationary or regular status during the term of this Contract.

Job Classification	Equivalent Unit Reference	Salary Grade	Compensation Plan Reference	Benefit Type
Contract Administrative Supervisor I	Supervisory	60	GU ¹	SUP
Contract Supervising Office Assistant	Supervisory	37	GU ¹	SUP
Contract Supervising Office Specialist	Supervisory	43	GU ¹	SUP
Contract Supervising Social Worker	Supervisory	54	GU ¹	SUP

B. OVERTIME

Overtime shall be defined as all hours actually worked in excess of eighty (80) hours a pay period. For purposes of defining overtime, paid leave time, excluding sick leave, shall be considered as time actually worked. If Contractor is authorized by the Executive Director, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation at straight time compensating time off.

Cash payment at the Contractor's base rate of pay shall automatically be paid for any compensating time, which exceeds eighty (80) hours, or for any hours on record immediately prior to termination of Contract.

C. PAYMENT

Contractor shall be paid biweekly for hours actually worked according to the procedures established by the County's Auditor/Controller.

¹ Refer to the General Consolidated MOU Salary Schedule

D. LEAVE PROVISIONS

Contractor shall receive, or be subject to, the following Leave Provisions in the same manner and amount as employees in the equivalent unit: Administrative Leave, Annual Leave, Bereavement, Blood Donation, Holiday, Jury Duty, Sick, Vacation, and Voluntary Time Off.

Refer to Paragraph S in this Section for processing of leave balances upon termination of this Contract.

E. MEDICAL EMERGENCY LEAVE

IHSS PA Contract Employees who have one (1) year of continuous service with the County are eligible to receive and/or donate leave time in the same manner and amounts for employees in the equivalent unit and subject to the procedures established by the Human Resources Employee Benefits Division.

F. MEDICAL AND DENTAL COVERAGE

Contractor must enroll in a medical and dental plan offered by the County, unless already enrolled in other comparable employer sponsored coverage.

If eligible, Contractor shall receive all eligible benefits, including a Medical Premium Subsidy (MPS) in the same manner as provided to other equivalent unit County employees to offset the cost of medical insurance premiums charged to the Contractor. The applicable MPS shall be paid directly to the provider of the County sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost).

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and must be in paid status in order to actually receive the benefits of this Article.

Contractor shall not receive flex dollars if Contractor chooses to "opt out" or "waive" from the County sponsored health plans.

Job Classification	Equivalent Unit Reference	Benefit Type
Contract Administrative Supervisor I	Supervisory	SUP
Contract Supervising Office Assistant	Supervisory	SUP
Contract Supervising Office Specialist	Supervisory	SUP
Contract Supervising Social Worker	Supervisory	SUP

G. VISION CARE INSURANCE

Contractor shall be eligible for Vision Care Insurance in the same manner and amounts for employees in the equivalent unit.

H. LIFE INSURANCE

The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the equivalent unit. County-paid life insurance will become effective and continue for each pay period in which Contractor is in paid status. For pay periods in which Contractor does not meet the paid hour's requirement, Contractor shall have the option of continuing life insurance coverage at Contractor's expense.

I. EXPENSE REIMBURSEMENT

Contractor shall be eligible for expense reimbursement in the same manner and amount as employees in the equivalent unit.

J. ACCIDENTAL DEATH AND DISMEMBERMENT

Contractor shall be eligible to purchase Accidental Death and Dismemberment Insurance coverage and additional supplemental term life insurance in the same manner and amount as offered by the County to employees in the equivalent unit.

K. RETIREMENT PLANS

If Contractor is regularly scheduled for and regularly works a minimum of forty (40) hours per pay period, Contractor shall participate in the County's general employee retirement system during the term of this Contract. Contractor shall pay the required employee contribution for the term of the Contract. Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employee Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov't Code section 7522 et seq.), and the By-Laws and other requirements of the San Bernardino County Employees' Retirement Association.

If Contractor has attained the age of sixty (60) prior to employment, Contractor may waive membership, at the time of hire, in the San Bernardino County Employee's Retirement Association. If Contractor regularly works less than forty (40) hours per pay period, waives membership, or otherwise does not meet the definition of a member of the retirement system, Contractor shall instead participate in the County's PST Deferred Compensation Retirement Plan.

L. COUNTY RETIREMENT MEDICAL TRUST ("Trust")

Upon termination of this Contract, Contractor shall be eligible to convert the cash value of unused Sick Leave to the County Retirement Medical Trust ("Trust") in the same manner and amount as employees in the equivalent unit, provided the Contractor meets the eligibility requirements (e.g., years of service, etc.) for participation. Contractor shall not receive County contributions to the Trust.

Refer to Paragraph S in this section for processing of unused Sick Leave balances upon termination of this Contract

M. SALARY SAVINGS PLAN

Contractor shall be eligible to participate in the County's 457(b) Salary Savings Plan, per the Plan Document. Contractor shall not receive County match contributions with respect to participation in such plan

N. DEPENDENT CARE ASSISTANCE PLAN (DCAP) AND FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR MEDICAL EXPENSE REIMBURSEMENT

Contractor shall be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the equivalent unit and per the plan documents. Contractor shall not receive any County match contributions with respect to participation in either plan.

O. LEGALLY REQUIRED BENEFITS

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

P. SHORT TERM DISABILITY

Contractor shall be eligible to receive the same Short-Term Disability insurance benefits as offered to employees in the equivalent unit for their job classification.

Q. LONGEVITY PAY DIFFERENTIAL

Contractor shall be eligible to receive the same Longevity Pay Differential above the base rate of pay as offered to employees in the equivalent unit for their job classification.

Total completed service shall be based on total hours of completed continuous service with the County as a regular employee or contract employee with no break in service prior to Effective Date of this Contract.

R. SERVICE AND EFFECT ON BENEFITS

If Contractor was a County contract employee immediately prior to entering into this Contract, without separation from County employment, execution of this Contract shall not result in separation in County employment for purposes of determining eligibility for and level of benefits, including, but not limited to,

health benefits, leave accrual rates, and retirement benefits. Thus, Contractor's rate of leave accruals is based on the start date of the period of continuous County employment that is extended by this Contract. Contractor shall maintain and carry forward Holiday, Vacation, other paid leave, and Sick Leave balances. Contractor's retirement contribution rate is based on the date Contractor began participation in the County's general employee retirement system.

S. BENEFITS UPON TERMINATION

1. Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. Contractor will be eligible to convert the cash value of unused Sick Leave to the Retirement Medical Trust Fund in the same manner and amount as employees in the equivalent unit, if eligibility requirements are met. If eligibility requirements are not met at the time of separation, unused Sick Leave shall be forfeited.

2. Contractor to Regular County Employment

In the event this Contract is terminated because Contractor is appointed to a regular County position without a break in service, Contractor shall be provided a new date of hire (i.e., Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, health benefits, and leave accrual rates shall be based upon the provisions of the applicable Memorandum of Understanding (MOU) or ordinance in effect at the time Contractor is appointed to a regular County position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of the County department or office in which appointment is to a regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which Contractor was hired. Any leave balances not authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

3. Contractor to New Contract Position

In the event Contractor accepts another Contract position with the County without a break in service, at the sole discretion of the appointing authority of the County department or office in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which Contractor was hired. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

T. BILINGUAL COMPENSATION

If Contractor is in a position, designated by the appointing authority, which requires bilingual translation involving the use of English and a second language as part of their regular duties, Contractor shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such a translation. Contractors in such positions must be certified as competent in translation skills by Human Resources to be eligible for compensation. Competency Certification is solely determined and administered by Human Resources. Level 1 - verbal skill level is compensable at fifty dollars (\$50.00) per pay period. Level 2 – written skill level is compensable at fifty-five dollars (\$55.00) per pay period.

U. PROJECT COMPENSATION

Increases in pay, in the form of Project Compensation, may be granted to recognize the temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position. Project Compensation shall be in the form of a specified percentage of Contractor's base pay. The appointing authority or designee will determine the amount in increments of one-half (1/2)

percent from a minimum of two and one-half percent (2-1/2%), up to a maximum of seven and one-half percent (7-1/2%). The Project Compensation will be computed at the specified percentage of the current base pay of Contractor for each pay period. Project Compensation shall be considered earnable compensation and shall be considered part of Contractor's regular rate of pay for purposes of calculating overtime, if applicable. Such increases in pay shall not affect Contractor's step advancement in the base salary range.

Requests for Project Compensation may be initiated by the appointing authority, who has responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this Contract. It is important to obtain Director of Human Resources review of the request in advance of the date Contractor begins the assignment, because there is no guarantee the request will be approved. Project Compensation is to be effective only with the Director of Human Resources Department written approval, assignment of additional or greater level of duties, and signed acceptance by Contractor.

V. PAYROLL ADJUSTMENTS

In situations involving overpayment to a Contractor by the County/Department, said Contractor shall be obliged to repay by payroll recovery the amount of overpayment within the timeframe the overpayment received by Contractor. The Auditor-Controller/Treasurer/Tax Collector's Office or Human Resources, when applicable, shall provide documentation showing the calculations of the overpayment to Contractor. Extensions to the period for repayment of the overage may be requested by the Contractor, subject to the approval of the County's Auditor-Controller/Treasurer/Tax Collector's Office. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1-1/2) times as long as the overpayment period. If Contractor leaves employment prior to repayment of overage, the employee shall authorize the Auditor-Controller/Treasurer/Tax Collector's Office to recover the amount owed from the Contractor's final pay. If the amount owed is greater than the Contractor's final pay, the Auditor-Controller/Treasurer/Tax Collector shall initiate the collections process against the Contractor.

In situations involving underpayment to a Contractor by the County/Department, the Contractor shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to the Auditor-Controller/Treasurer/Tax Collector's Office, including necessary approval of the Appointing Authority and the Director of Human Resources.

In those situations where the Contractor has been underpaid by seven and one-half percent (7 1/2%) or more of the Contractor's base pay in the immediately preceding pay period, through no fault of their own, the Contractor may request an on-demand warrant to correct the error. The departmental payroll section shall complete the request for payroll adjustment and forward it and any necessary approval of the Appointing Authority to the Auditor-Controller/Treasurer/Tax Collector within one (1) working day of receipt of the Contractor's request. The Auditor-Controller/Treasurer/Tax Collector's Office shall pay the Contractor the amount due within two (2) working days of receipt of the request for payroll adjustment from the department. For this Section, base pay shall be determined by multiplying the Contractor's base rate of pay by the number of hours in their usual work schedule.

The Director of Human Resources or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

VI. GENERAL PROVISIONS RELATING TO CONTRACTOR

A. TOUR OF DUTY

Contractor's standard tour of duty (regularly scheduled workweek) shall be established by the Executive Director, or his/her designee. The Executive Director, or his/her designee, may modify or change the number of hours in a standard day, tour-of-duty or shift to meet the needs of the service. Contractor shall not work more than eighty (80) hours per pay period without prior approval from the Executive Director, or his/her designee. The Executive Director shall have the right to direct Contractor

to take such time off as is necessary to ensure that Contractor's actual time worked does not exceed eighty (80) hours within any given pay period.

B. CLASSIFICATION

Contractor will not attain regular status in this position, and as an unclassified Contract employee, will not be provided those rights under the San Bernardino County Personnel Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and IHSS PA's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

C. WORKERS' COMPENSATION AND LIABILITY COVERAGES

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's General Liability Insurance only while performing services under this Contract. Contractor shall only receive those benefits as required by law.

D. USE OF PRIVATE VEHICLE

If the services to be performed under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California driver's license at all times during the performance of duties under this Contract.

Contractor agrees to allow the County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of duties under this Contract, Contractor shall maintain at Contractor's sole expense, vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code.

Failure to comply with the requirements of this Paragraph shall be deemed cause for termination of this Contract, pursuant to Section IV above.

E. EVIDENCE OF ELIGIBILITY TO WORK

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to and successfully complete a pre-employment background check, including a medical examination through the County's Center for Employee Health and Wellness before employment commences. This provision is satisfied if Contractor is a current employee or Contractor who previously met the requirements of this provision.

F. DIRECT DEPOSIT

Contractor must make arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

G. CONFIDENTIALITY AND COMPLIANCE

Contractor agrees to keep confidential all County data, including, but not limited to, patient data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County Department. In addition, upon termination of this contract, Contractor agrees to return all confidential materials to the Director or his/her designee. As provided in Section III of this Contract, Contractor agrees to follow all County and appointing authority policies, procedures, and standard practices, as well as the Code of Conduct. Contractor shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders.

H. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from


the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

VII. CONCLUSION


- A. This contract, consisting of eleven (11) pages and Attachment 1, is the full and complete document describing services regarding the Contractor's rights and obligations of the parties, including all covenants, conditions and benefits.
- B. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request

[Signatures Continued on Next Page]

SAN BERNARDINO COUNTY

By  _____
 , Assistant Executive Officer

Dated: _____

By  _____
(Authorized signature - sign in blue ink)


Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)




Dated: _____

Address Address on file

IN HOME SUPPORTIVE SERVICES

By  _____
 , Executive Director

Date: _____

FOR COUNTY USE ONLY		
Approved as to Legal Form		
 _____ Scott Runyan, Principal Assistant County Counsel	 _____	 _____
Date _____	_____	_____

Position Description

Contract Administrative Supervisor I

Contractor shall be employed as a **Contract Administrative Supervisor I (AS I)** with IHSS PA. Contractor shall work cooperatively with the staff of IHSS PA under the direction of the Executive Director, performing a broad range of duties, including, but not limited to, the following:

- A. Collects, enters, process, sorts, and tabulates information according to the departmental plans, completes, organizes budget preparation, accounting and auditing, collections, contract development, board items, financial reporting, year-end procedures and accruals, training, and statistical work of the department's Finance Division.
- B. Plans and coordinates department's equipment usage, staffing patterns, space utilization, personnel, payroll, and inventory.
- C. Hires, trains, assigns work, supervises, evaluates, and handles disciplinary actions of subordinate staff within the department's Finance division; assist staff with difficult, complex problems.
- D. Assists management with the development of the department budget; reviews plans, budgets and expenditures with divisions within the department to ensure budget targets are met and expenditures are within stated guidelines.
- E. Prepares and/or supervises the preparation of grant proposals; recommends and monitors procedures for grant implementation and fees.
- F. Assists staff with difficult and complex fiscal issues; directs and participates in the resolution of fiscal issues.
- G. Ensures fiscal systems are in compliance with local, state, and federal laws, rules, and regulations.
- H. Analyzes existing and proposed laws, legislation, and policies to determine their impact on fiscal or organizational procedures or organizations served; proposes legislation at own discretion or on request where appropriate.
- I. Attends and participates in various meetings with county, state, and federal officials, managers, and the general public to discuss operational matters related to fiscal and accounting functions; provides budget and rate change justifications to communities and/or advisory bodies.
- J. Provides vacation coverage and temporary relief as required.
- K. Other duties as assigned.

Position Description

Contract Supervising Office Assistant

Contractor shall be employed as a **Contract Supervising Office Assistant (SOA)** with IHSS PA. The Contractor shall work cooperatively with the staff of IHSS PA under the direction of the Executive Director, performing a broad range of duties, including, but not limited to, the following:

- A. Supervise the work of assigned staff; evaluate work performance, prepare and sign performance evaluations. Participate in personnel decisions including hiring and disciplinary actions and assists in resolving employee grievances; approve leave requests.
- B. Plan, organize, schedule, and assign the day-to-day clerical support operations of the office; establish work sequences, priorities, deadlines, and work standards; estimate supply, staff, and equipment requirements.
- C. Identify training needs and plan training programs; may develop training curricula and prepare training materials.
- D. Review work products prepared and processed by unit/section for accuracy and compliance with County policy.
- E. Assist in developing, revising, and implementing new or revised procedures, forms, and office systems; coordinate clerical services with other departmental operations.
- F. Maintain records of workloads and personnel information; prepare operational, narrative and statistical reports.
- G. Research data, laws, regulations and policies, and explain and interpret same to the public, employees, supervisors and others; handle unusual or difficult problems referred by subordinates.
- H. Operate computer, applicable software, and a variety of other office machines to enter and retrieve a variety of data and to produce and/or process a variety of materials.
- I. Compose correspondence, and compile Information for reports, budget justifications, special projects and studies; prepare manuals on office procedures and instruct clerical staff in their use.
- J. Supervise the preparation of narrative, statistical, legal reports, forms or correspondence.
- K. Set up and maintain indexing and filing systems, record keeping, procedures, systems, and office procedures; direct the storing, retrieving and purging of information in automated or manual filing systems.
- L. Perform mathematical calculations; compute statistics and receive and issue receipts for cash; prepare purchase orders and requisitions; check and maintain appropriate records.
- M. Review the preparation of, or processing of, a variety of complex documents, calendars, legal orders, forms, correspondence and other material, function as an authoritative source of information on regulations, rules, department policy, and guidelines as well as information on the intent, coverage, and content of instructions, guides, policies and procedures.
- N. Update knowledge through reading, training, meetings, or briefings.
- O. Order and/or supervise ordering of supplies and supervise tracking of supplies and equipment.
- P. Project budget, equipment, and staff needs.
- Q. Serve as the authoritative source of information on the intent. coverage, and content of instructions, guides, precedents, and regulations.
- R. Update staff of changes in laws and procedures and ensure compliance.
- S. Other duties as assigned.

Position Description

Contract Supervising Office Specialist

Contractor shall be employed as a **Contract Supervising Office Specialist (SOS)** with IHSS PA. Contractor shall work cooperatively with the staff of IHSS PA under the direction of the Executive Director, performing a broad range of duties, including, but not limited to, the following:

- A. Supervise the work of assigned staff; evaluate work performance, prepare and sign performance evaluations; participate in personnel decisions, including hiring and disciplinary actions; approve leave requests.
- B. Plan, organize, schedule, and assign the day-to-day clerical support operations of the office; establish work sequence, priorities, deadlines, and work standards; estimate supply, staff, and equipment requirements.
- C. Review work products prepared and processed by unit/section for accuracy and compliance with County Policy.
- D. Assist in developing, revising, and implementing new or revised procedures, forms, and office systems; coordinate clerical services with other departmental operations.
- E. Maintain records of workload and personnel information; prepare operational, narrative, and statistical reports.
- F. Research data, laws, regulations, and policies, and explain and interpret same to the public, employees, supervisors, and others; handle unusual or difficult problems referred by subordinates.
- G. Operate computer and applicable software and a variety of other office machines to enter and retrieve a variety of data and to produce and/or process a variety of materials.
- H. Compose correspondence and compile information for reports, budget justifications, special projects, and studies; prepare manuals on office procedures and instruct clerical staff in their use.
- I. Supervise the preparation of narrative, statistical, legal, and other reports, forms, or correspondence.
- J. Set up and maintain indexing and filing systems, record keeping procedures, systems, and office procedures; direct the storing, retrieving, and purging of information in automated manual filing systems.
- K. Perform mathematical calculations; compute statistics; prepare purchase orders and requisitions; check and maintain appropriate records.
- L. Review the preparation of, or processing of, a variety of complex documents, calendars, legal orders, forms, correspondence, and other material; function as an authoritative source of information on regulation, rules, department policy, and guidelines; update knowledge through reading, training meetings, or briefings.
- M. Order and/or supervise ordering of supplies and tracking of supplies and equipment.
- N. Project budgets, equipment, and staff needs.
- O. Serve as the authoritative source of information on the intent, coverage, and content of instructions, precedents, and regulations.
- P. Conduct special studies relating to the development and implementation of office clerical operations, policies, and procedures.
- Q. Update staff of changes in laws and procedures and ensure compliance.
- R. Provide vacation coverage and temporary relief as required.
- S. Travel throughout the County as required.

Position Description

Contract Supervising Social Worker

Contractor shall be employed as a **Contract Supervising Social Worker (SSW)** with IHSS PA. Contractor shall work cooperatively with the staff of IHSS PA under the direction of the Executive Director, performing a broad range of duties, including, but not limited to, the following:

- A. Assign, supervise, evaluate, and be responsible for the work of the registry unit, providing direct and/or referral services to clients and/or providers.
- A. Review and evaluate case records for accuracy and completeness.
- B. Assist staff with special case situations and advise them with respect to complex problems.
- C. Conduct field supervision.
- D. Using both individual and group meetings, provide training for staff in areas which are pertinent to job performance and achievement of departmental goals and objectives.
- E. Compose correspondence and reports.
- F. Make and design recommendations for organizational or procedural changes resulting in greater efficiency of Registry operations.
- G. Analyze and interpret federal, state, county laws, regulations, and directives to ensure compliance and evaluate their impact on current operations.
- H. May carry a specialized caseload.
- I. Represent the Public Authority at local, regional, and statewide meetings, conferences, and in the community.
- J. Interpret public assistance programs and provide information about services available through other social resources. As directed, represents the agency in the community.
- K. Provide vacation coverage and temporary relief as required.
- M. Travel throughout the County as required.