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**Contract Number**

\_\_\_\_\_

**SAP Number**

\_\_\_\_\_

## Human Services

**Department Contract Representative Telephone Number** Maria Tucci, Contracts Analyst  
(909) 387-2806

**Contractor** N/A  
**Contractor Representative Telephone Number** N/A  
**Contract Term** Upon Effective Date through  
January 10, 2028

**Original Contract Amount** \_\_\_\_\_  
**Amendment Amount** \_\_\_\_\_  
**Total Contract Amount** \_\_\_\_\_  
**Cost Center** 4980002240  
**Grant Number (if applicable)** N/A

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, San Bernardino County, hereinafter called the County, and the In-Home Supportive Services Public Authority, hereinafter called IHSS PA, desire to obtain the services of \_\_\_\_\_, hereinafter called 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.

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

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Attachment I – IHSS PA Position Descriptions

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

A. Contractor shall be employed as a(n) \_\_\_\_\_ (Job Classification) as described in the table in this Paragraph A., below, and assigned to the In-Home Supportive Services Public Authority (IHSS PA) program staff. The term “Equivalent Unit” for each job classification is defined in the chart below.

<b>Job Classification</b>	<b>Equivalent Unit Reference</b>	<b>Salary Grade Reference</b>	<b>Benefit Type</b>
Office Assistant II	Clerical	27A	CLK
Office Assistant III	Clerical	31A	CLK
Office Assistant IV	Clerical	33A	CLK
Social Worker II	Administrative	47	ADM
Staff Analyst II	Administrative	56	ADM

B. Contractor shall perform IHSS PA program services and other specific duties as outlined in the appropriate position description for the job classification and incorporated herein as Attachment 1.

**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 or transaction or shall have a financial or other personal interest or association which conflicts 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 association. 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. An employee is also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090, 1126, 87100, and/or any other conflict of interest Code, policy, or rule 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 Personnel Rules.

**IV. TERM**

This Contract shall be effective \_\_\_\_\_(Effective Date) through January 10, 2028, subject to the termination provisions of this Paragraph. The Executive Director of IHSS PA for IHSS PA and the Assistant Executive Officer for the County are authorized 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, any party may terminate this Contract at any time without cause upon 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. Contractor shall serve at the pleasure of the appointing authority, who shall have the 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 services required hereunder. This Contract supersedes any prior employment contract between County, IHSS PA and Contractor.

**A. SALARY RATE**

Contractor shall be compensated for services at a rate of \$\_\_\_\_\_ per hour and shall be assigned to step \_\_\_\_\_ within the designated salary grade \_\_\_\_\_ of the compensation plan \_\_\_\_\_ (compensation plan). The salary is established for the job classification, commensurate with duties and provided below for reference.

Contractor shall not exceed forty (40) hours per work week unless expressly authorized, pursuant to the Overtime provision of this Contract. (Paragraph C of this Section V).

Contractor is eligible to receive any salary adjustments and economic benefits (i.e. longevity pay, retention pay) and 1040 merit step adjustments in the same manner and as provided to other Equivalent Unit employees, however, Contractor is also subject to any economic reductions imposed.

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

For the purposes of calculating service hours towards various economic benefits provided by an Equivalent Unit, all hours as a County employee, with no break in service.

<b>Job Classification</b>	<b>Equivalent Unit Reference</b>	<b>Salary Grade</b>	<b>Compensation Plan Reference</b>	<b>Benefit Type</b>
Office Assistant II	Clerical	27A	GU <sup>1</sup>	CLK
Office Assistant III	Clerical	31A	GU <sup>1</sup>	CLK
Office Assistant IV	Clerical	33A	GU <sup>1</sup>	CLK
Social Worker II	Administrative	47	GU <sup>1</sup>	ADM
Staff Analyst II	Administrative	56	GU <sup>1</sup>	ADM

**B. RATE ADJUSTMENTS**

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.

**C. OVERTIME**

If Contractor is authorized by the Director of IHSS PA, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation in the same manner as employees in the Equivalent Unit.

<sup>1</sup> Refer to the General Consolidated MOU Salary Schedule

D. PAYMENT

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

E. LEAVE PROVISIONS

Contractor shall be eligible for the same Leave Provision benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. Refer to Paragraph S in this Section for processing of leave balances upon termination of this Contract.

F. MEDICAL EMERGENCY LEAVE

Contractor who has one (1) year of continuous service with the County is eligible to receive and/or utilize 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.

G. MEDICAL, DENTAL and VISION COVERAGE

Contractor must enroll in a medical and dental plan offered by the County unless already enrolled in comparable employer-sponsored group 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 have received pay for at least one-half plus one hour of scheduled hours in a pay period. Contractor shall not receive flex dollars if Contractor chooses to "opt out" or "waive" from the County sponsored health plans.

H. LIFE INSURANCE

Contractor shall be eligible for the same Life Insurance benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the as employees in the Equivalent Unit for their Job Classification. 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 is not in paid status, 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 for their Job Classification.

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 the employees in the Equivalent Unit for their Job Classification.

**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. Code section 7522 et seq.), and the Bylaws 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. RETIREMENT MEDICAL TRUST ("Trust")**

Contractor, if eligible, may participate in the County Retirement Medical Trust in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document.

**M. DEFERRED COMPENSATION**

Contractor, if eligible, may participate in available deferred compensation plans in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document.

**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 for their Job Classification and per the Plan documents.

**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 AND LONG-TERM DISABILITY**

Contractor shall be eligible to receive the same Short-Term and Long-Term Disability insurance benefits as offered to employees in the Equivalent Unit for their Job Classification.

**Q. OTHER BENEFITS**

If eligible, Contractor may participate in voluntary participation programs in the same manner as provided to employees in the Equivalent Unit for their Job Classification. See plan document for eligibility criteria.

Equivalent Unit Reference	Benefit Type	Voluntary Participation Programs
Clerical	CLK	529 Savings Plan
Administrative	ADM	529 Savings Plan

**R. SERVICE AND EFFECTS 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 for 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**

**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 may be eligible for the same Sick Leave Conversion in the same manner and amount as employees in the Equivalent Unit for the Job Classification.

**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, the Contractor shall maintain their existing hire date for the purposes of calculating benefits (Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, longevity, health benefits, and leave accrual rates shall be based upon the provisions of the applicable 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 an appointment to the 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 hired into. Any leave balances not authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

**Contractor to New Contract Position**

In the event the 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 hired into. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

## **VI. GENERAL PROVISIONS RELATING TO CONTRACTOR**

### **A. TOUR OF DUTY**

Contractor's standard tour of duty (regularly scheduled work week) shall be established by the Director or designee. The Director, or 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 be required to work during such hours as necessary to carry out the duties of his position, as designated by the Director, or designee, and such hours may be varied so long as the work requirements and efficient operations of the County and IHSS PA are assured.

### **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 COVERAGE**

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 Public 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 License at all times during the performance of this Contract. Contractor agrees to allow 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 this Contract, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

1. Fifteen thousand dollars (\$15,000) for single injury or death.
2. Thirty thousand dollars (\$30,000) for multiple injury or death.
3. Five thousand dollars (\$5,000) for property damage.

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

### **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 preemployment background check, including a medical examination through the County's Center for Employee Health and Wellness. This



provision is satisfied if Contractor is a current/contract employee who previously met the requirement of this provision.

F. DIRECT DEPOSIT

Contractor must make and maintain 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 and IHSS PA data, including, but not limited to, patient/consumer data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County Department and IHSS PA. In addition, upon termination of this contract, Contractor agrees to return all confidential materials to the Director of IHSS PA or his/her designee. As provided in Section III of this Contract, Contractor agrees to follow all County, IHSS PA 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 ten (10) pages, 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

SAN BERNARDINO COUNTY



\_\_\_\_\_  
Diana Alexander, Assistant Executive Officer

Dated : \_\_\_\_\_

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY



\_\_\_\_\_  
Roxanne J. Young, Executive Director

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

**FOR COUNTY USE ONLY**

Approved as to Legal Form

▶ \_\_\_\_\_  
Scott Runyan, Principal Assistant County Counsel

Date \_\_\_\_\_

▶ \_\_\_\_\_

\_\_\_\_\_

▶ \_\_\_\_\_

\_\_\_\_\_

**Position Description  
Office Assistant II**

Contractor shall be employed as an **Office Assistant II** 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:

- Collect, enter, process, sort and tabulate information according to departmental processes and procedures.
- Answer telephones, take and relay messages, and/or receive visitors; answer provider phone calls and emails regarding paycheck and timesheet questions.
- Accurately process provider enrollment packets and employment verifications.
- Maintain the security and confidentiality of provider records in the database as well as hard copy files.
- Assist with training activities for consumers and providers which include maintaining and updating training materials, creating training documents, assisting in recruitment of attendees, and updating training information line; assist with orientation including: check-in and check-out, as well as putting orientation material together.
- Prepare, compose, and type or assemble a variety of information into proper form from outline instructions or established procedures.
- Prepare statistical reports on program productivity and service.
- Assist the Registry Specialist with information sessions and recruitment.
- Provide general information, instruction, and assistance regarding programs and services to the public and other employees.
- Request and accept records and other information from a variety of sources; input and maintain data in various database programs; post information from various reports and documents to appropriate records; and audit and verify documents and other records for a variety of purposes to insure accuracy, legality, and consistency.
- Operate a variety of office equipment such as computer terminals, calculators, fax and copy machines, information and management systems, sorters, viewers and other office machines to enter and retrieve data, produce and/or process materials to include correspondence, memoranda, reports, numeric data, requisitions, tabulations, and statements.
- Maintain manual and computerized alphabetical, numerical or subject matter files; sort and file correspondence, bills, and a wide variety of other documents, records and similar media; and pull material from files and purge files as needed or scheduled.
- Perform mathematical calculations; assemble, tabulate, and compare financial and other data; and compile a variety of data to include statements, claims, reports, and payroll data.
- Schedule appointments and meetings for individuals and groups; notify attendees and prepare meeting material(s); and record meeting results.
- Assist in the training of other staff members as needed.
- Store and distribute office supplies; and keep a record of supplies needed, received, and issued.
- Receive, sort, and distribute mail.
- Perform special projects and other duties as assigned.
- Provide backup, vacation coverage, and temporary relief as required.

**Position Description**  
**Office Assistant III**

Contractor shall be employed as an **Office Assistant III** 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:

- Process fingerprint Live Scan Form paperwork.
- Process providers terminated due to no payroll activity over one (1) year, including mail outs, data entry, and notating tracking systems.
- Assist with training activities for consumers and Providers, which include maintaining and updating training materials, creating training documents, recruiting training attendees, and updating training information line; and assist in the demonstration and instruction of Timesheet Training Clinics in each office.
- Prepare and conduct criminal background checks and verify qualifications of potential Providers for the purpose of referring qualified Providers from the registry to IHSS consumers.
- Conduct home visits for IHSS Provider eligibility/waiver.
- Resolve Provider conflicts regarding Provider application, training, benefits, and employment verification.
- Receive, process, and direct incoming telephone and mail communications.
- Process No Longer Interested (NU) forms to be sent to the Department of Justice (DOJ).
- Verify DOJ clearance reports.
- Process registry clerk list, which includes thorough research, notating databases, and providing fingerprint information to the registry clerks.
- Provide general information regarding the fingerprint process, DOJ, and the processing timeframe; and serve as liaison with the Department of Justice for purposes of Provider clearances.
- Maintain the security and confidentiality of Individual Provider (IP) and IHSS PA consumer records in the computerized database as well as hard copy files.
- Keep track of all orientation materials for their prospective office to assure enough materials are available for each orientation and following the ordering of forms and procedures.
- Prepare, compose, and type or assemble a variety of information into proper form from outline instructions or established procedures.
- Process all registry closed files on a monthly basis or as needed according to date.
- Prepare statistical reports on program productivity, service and criminal background.
- Assist with the Provider Benefits Program including health, worker's compensation, unemployment and disability benefits and claims.
- Support Registry Specialist with information sessions and recruitment.
- Perform special projects and other duties as assigned.
- Provide backup to reception and other IHSS PA OA II and OA III clerical assignments.
- Provide vacation coverage and temporary relief as required.
- Must be able to travel throughout the County.

**Position Description**  
**Office Assistant IV**

Contractor shall be employed as an **Office Assistant IV** 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:

- Responsible for the security, confidentiality, and maintenance of Individual Provider (IP) records in the computerized database as well as hard copy files.
- Prepare, compose, type, or assemble information into proper form from outlined instructions or established procedures.
- Provide statistical reports on program productivity and service.
- Must be able to travel throughout the County.
- Ability to learn new computer systems.
- Conduct training classes for up to 50 people.
- Conduct orientations as needed.
- Evaluate training effectiveness.
- Maintain safe and healthy training environment following organization's standards.
- Ensure operation of training equipment.
- Maintain training materials and equipment inventory.
- Perform clerical duties and/or support clerical staff with duties.
- Provide vacation coverage and temporary relief as required.
- Other duties as assigned.

**Position Description**  
**Social Worker II**

Contractor shall be employed as a **Social Worker II** 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:

- Evaluate social, physical, and mental functioning of clients through interviews, home visits, investigations of departmental records, and consultations with relevant agencies and individuals.
- Determine eligibility and specific social service needs and authorize services according to program guidelines.
- Assist clients in identifying and defining dysfunctional behaviors relating to program services areas and suggest alternative courses of action to resolve or alleviate identified problems.
- Monitor supportive guidance to strengthen functioning and increase self-sufficiency.
- Screen applicants and refer those with problems beyond the particular functional area of the position's assignment to other staff or agencies.
- Interpret departmental policies, procedures, and regulations for services to applicants, other agencies and the public.
- Maintain case records, prepare written reports, and handle routine correspondence.
- Responsible for processing intake consumer applications for the Public Authority Registry in a timely manner.
- Make Adult Protection Services (APS)/Fraud referrals when pertinent situations arise.
- Conduct consumer/provider follow-up visits and interview assistance when needed.
- Develop and maintain effective working relationship with IHSS PA and other County agencies.
- Provide case management service and training for consumers/providers.
- Facilitate information and training sessions.
- Perform provider and consumer client recruitment and outreach.
- Perform special projects and other duties as assigned.
- Perform other duties as assigned.
- Provide vacation coverage and temporary relief as required.
- Travel throughout the County as required.

**Position Description**  
**Staff Analyst II**

Contractor shall be employed as a **Staff Analyst II** 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:

- Plan and coordinate studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staff patterns, work flow, space utilization, affirmative action and training plans; develop reports and recommendations for appropriate action based on an analysis of gathered data.
- Analyze and make recommendations in the development of various budgets and fiscal procedures; justify and present less complex budgets; control departmental purchases and expenditures; review financial data on an ongoing basis to ensure conformance with established guidelines; recommend and establish general fiscal procedures to improve department operations based on cost/benefit studies.
- Recommend and establish contract forms and procedures; develop and process bid proposals and agreements, interpret contract terms and monitor adherence to same; recommend solutions to contractual problems.
- Research methods necessary for specific grant proposals; prepare grant applications and subsequent follow-up; recommend and monitor procedures for grant implementation.
- Develop and recommend various policies and procedures upon request; develop written procedures to implement adopted policy or to clarify and describe standard practices; design or improve forms to expedite procedures and coordinate the publication and dissemination of same.
- Develop departmental training plans; coordinate organization staff development needs and County requirements; administer training budget.
- Participate in various meetings and present requested and independently gathered data to assist management in making administrative and operational decisions.
- May supervise a small staff; assign and evaluate their work.
- Review present and pending legislation to determine effect on departmental organizations and present recommendations in verbal or written form.
- Prepare a variety of reports, records, correspondence and other documents.
- Provide vacation and temporary relief as required.
- Perform special projects and other duties as assigned.
- Travel throughout the County as required.