

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.22
(ID # 3454)

MEETING DATE:

Tuesday, February 7, 2017

FROM : HUMAN RESOURCES AND COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE
COUNTY :

SUBJECT: HUMAN RESOURCES AND COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE: Classification and Compensation recommendations to establish the classification of Youth Coordinator, and amend Ordinance No. 440 pursuant to Resolution No. 440-9049 submitted herewith, All District. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

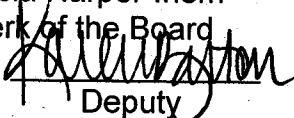
1. Approve the creation of the new classification Youth Coordinator.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9049 submitted herewith.

ACTION: Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9049 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: February 7, 2017
xc: HR, CAP

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	16/17

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The following recommendations are the result of a classification request from Community Action Partnership to develop the new classification, Youth Coordinator, in order to meet program recruitment objectives.

The Classification and Compensation unit received a request from Community Action Partnership of Riverside County to create the classification, Youth Coordinator. The Community Action Partnership of Riverside County, with the community, strives to eliminate poverty by facilitating opportunities towards self-sufficiency through education, wealth building, advocacy, and community organizing. Community Action Partnership of Riverside County serves under the leadership and direction of the Riverside University Health System- Public Health. There are no costs to the department and no net new positions proposed.

The Project L.E.A.D. (Linking Education Advocacy and Development) program educates and trains mentors to assist students at Title-1 middle schools and community centers in Riverside County. Title-1 middle schools receive funding from the U.S. Department of Education to help support local school districts and communities that are under served to meet the needs of low-income and at-risk students. Community Action Partnership's Project L.E.A.D. program provides students with after-school programs focused on academic tutoring, homework assistance, life skills, character development, and enrichment activities. The mentors of the Project L.E.A.D. program serve in the Riverside community as positive adult-role models that inspire and encourage young students to reach their potential.

Historically, the Human Resources Department's Temporary Assistance Program and Educational Support Program recruited for Community Action Partnership's Project L.E.A.D. mentor positions as Professional Student Interns. Community Action Partnership had originally required incumbents to be actively enrolled in higher education to qualify for the position and work part-time hours. However, as the result of a recent classification study conducted by the County of Riverside Classification and Compensation unit and due to difficulty in recruitment, Community Action Partnership has requested to change the position qualifications, thus no longer requiring active enrollment in higher education for prospective incumbents. Therefore, the Professional Student Intern classification is no longer a suitable classification. The position's qualification requirements warrant the creation of a new classification in order for Community Action Partnership to meet their program objectives. The approval of the proposed Youth Coordinator classification will ensure Community Action Partnership of Riverside's ability to recruit professional mentors who will provide extended learning services in a safe and consistent environment for the youth of Riverside County.

Classification Additions

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Youth Coordinator: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 130/L19 (\$23,251 - \$37,440).

Impact on Residents and Businesses

Approval of the Youth Coordinator classification will increase the Community Action Partnership of Riverside's ability to broaden the support for the overall Project L.E.A.D. program operations thus enhancing the access of educational after-school services for youth in the Riverside community.

Attachments:

**ATTACHMENT A. Youth Coordinator Classification Specification
ATTACHMENT B. Resolution No. 440-9049**



YOUTH COORDINATOR

Class Code: 13907

COUNTY OF RIVERSIDE
Established Date: Feb 16, 2017
Revision Date: Feb 16, 2017

SALARY RANGE

\$11.18 - \$18.00 Hourly
\$1,937.61 - \$3,120.00 Monthly
\$23,251.28 - \$37,440.00 Annually

CLASS CONCEPT:

Under general direction, mentors, tutors, and assists students at host school sites or community centers; provides assistance with homework and academic projects; and performs other related duties as required.

The Youth Coordinator class is responsible for administering enrichment activities and curriculum at after-school program sites and community centers within the County of Riverside with the overall goal of addressing educational needs for enrolled participants. The Youth Coordinator provides leadership to the program and serves as a positive adult role model to students. Incumbents in this class facilitate after school clubs and extracurricular activities for students.

REPRESENTATION UNIT: LIUNA - Trades, Crafts & Labor

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Tutor and mentor students according to curriculum (e.g., academic course work, recreation, crafts, art, music, and computers).
- Assist to develop session plans for enrichment activities.
- Participate in required trainings, meetings, team building service events, and activities.
- Ensure a clean and safe environment for student participants.
- Oversee snack time and clean-up activities.
- Interact with student participant's parent(s) and or guardian(s).
- Assist with writing incident and disciplinary reports when necessary.
- Supervise all student participants' activities and behavior.
- Assist in the recruitment and training of volunteers.
- Abide by all program policies and procedures.
- Counsel students about life-building skills and character development.

- Encourage and motivate student participants through mentoring and advising.
- Write and complete required narratives on training, program outcomes, and recommendations.

RECRUITING GUIDELINES:

Education:

OPTION I

Completion of 48 semester units from an accredited college or university, preferably with coursework in education, psychology, social work, or a closely related field.

OPTION II

Complete and pass the No Child Left Behind compliance exam.

Experience: At least six months in tutoring curriculum and facilitating enrichment activities for students.

Knowledge of: Basic aptitude and understanding of math, English, science, history, and childhood development.

Ability to: Tutor and mentor student participants; supervise enrichment activities, students, and curriculum; adhere to policies and procedures; work as part of a team; be reliable, energetic and creative; enjoy working with youth; effectively demonstrate strong, clear written and verbal communication skills; demonstrate professional attitude, approach, and commitment to integrity.

OTHER REQUIREMENTS:

Must be 18 years of age or older.

Reliable transportation or access to transportation to service sites is required.

Incumbents in this classification are required to complete 50 hours of mandatory program training in mentoring and tutoring, disaster preparedness, conflict resolution/mediation, CPR, financial education, mandatory reporting, and site trainings.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.