



TAFTCOLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Friday, January 5, 2018 @ 4:00 p.m.

EOPS/CARE & CalWORKS Technician

Classified Salary Schedule Range 20 ~ \$3,392.00 – \$4,329.00 per month in six steps.

The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental, and vision for the employee and dependents, and life insurance for the employee. *Disclaimer ~ This program is categorically funded and continued employment is dependent upon adequate funding.*

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, performs a variety of specialized clerical duties in support of the CalWORKS program; supervise the EOPS/CARE & CalWORKs Peer Mentors and delegate responsibilities; assist students through the process and with eligibility requirements. Perform related duties as required.

REPRESENTATIVE DUTIES

Please refer to the Taft College website to view the complete position job description.

The following duties are typical of those performed by employees in the classification, however, employee may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Website

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours

Monday – Friday

8:00 a.m. – 4:30 p.m.

REPRESENTATIVE DUTIES, CONTINUED

Prepare and complete EOPS/CARE & CalWORKS documents, verify enrollment information, interview and inform students concerning eligibility.

Maintain current knowledge of state programs regarding changes in eligibility requirements, application procedures and other related topics.

Attend meetings, workshops and conferences.

Coordinate communication and activities with the Department of Human Services.

Prepare and maintain a variety of records, files and reports related to student and EOPS/CARE & CalWORKS activities.

Operate a variety of office equipment.

Assist in planning, organizing, developing and coordinating meetings and social functions.

Record and manage student files, grade records and work study placement.

Provide monthly student progress reports to the Department of Human Services per the CalWORKs county contract.

Interprets and orally explains EOPS/CARE & CalWORKs information to students, community agencies, faculty, staff and the general public.

Distribute and collect work-study placement supervisory evaluations.

Develops and provides complete and current written information to EOPS/CARE & CalWORKs students, application procedures and eligibility criteria.

Update and maintain the EOPS/CARE & CalWORKS website and Comevo page.

Prepare, monitor and control expenditures with all four budgets, which will include contract with Kern County Department of Human Services, Work-Study contract requirements and review these functions with the Coordinator.

Collect and input MIS data and program effectiveness measures using software such as Banner, Cognos, SARS, Degree Works, Excel and Laserfiche.

Receive and relay telephone calls as directed and schedules appointments as needed.

Make referrals to on campus and off campus resources.

Check the quality of work-study timesheets and ensure they are free from error according to California labor laws.

Create and manage invoices for billing to Department of Human Services.

Manage inventory of office and student supplies.

Manage/maintain student worker hires, training, termination, timesheets and evaluations as needed.

Attend unit meetings at the Department of Human Services offices in Taft or Bakersfield.

Performs a variety of specialized clerical duties.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

An applicant can meet minimum qualifications in one of two ways as listed below:

- (1) High school diploma or equivalent and four (4) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word.
- (2) Associate Degree or equivalent and two (2) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word.

DESIRABLE QUALIFICATIONS

Bilingual: Spanish/English.

Experience in public education.

Experience working with SCT Banner.

State and Federal reporting experience.

Qualifying related work experience may include, verifying documents to determine eligibility, conducting needs assessments; making referrals for services on-campus; interviewing students and providing program information.

PHYSICAL REQUIREMENTS

Ability to work at a desk, conference table, or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws, codes, rules, policies and other printed materials.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to bend and twist and lift and carry 15 pounds.

Ability to reach in all directions.

Manual dexterity to handle or operate materials and equipment.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 20 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Supervision is received from the EOPS/CARE & CalWORKs Coordinator and the Vice President of Student Services. This position has supervisory responsibilities over EOPS/CARE & CalWORKs Peer Mentors. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 40 hours per week and 12 months per year. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to

work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. A current CA driver license is required. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu.

Send all application materials to:

Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, January 5, 2018. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.