

**TO: Youth Council**

**DATE: 07/13/05**

**FROM: WIB Executive Committee**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Financial Support of P-16 Council**

**PROPOSED MOTION(S): Information only.**

**DISCUSSION: The P-16 Council requested that the Workforce Investment Board (WIB) provide \$5,000 to be used by MCOE to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II.**

**The total cost of employing the P-16 support person for one year is \$45,489. First Five Children and Families Commission has committed to providing \$5,000. Requests are now in process for the other organizations:**

<b>Participating School Districts</b>	<b>\$20,000</b>
<b>UC Merced</b>	<b>\$ 5,000</b>
<b>Businesses, community agencies, and individuals</b>	<b>\$10,489</b>

**The Council has set August 2005 as the target date for having the new employee hired and ready to work.**

**The source of the WIB's \$5,000 will be WIA Youth Administration funds. The Executive Committee, during its June 27, 2005 meeting, voted to support the P-16 Council's request.**

**ATTACHMENTS:**

- 1. MCOE Request Letter dated May 17, 2005**
- 2. MCOE Position Description**

# *Merced County Office of Education*

**Lee Andersen, Superintendent**

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An Affirmative Action/  
Equal Opportunity Employer

May 17, 2005

Merced County Workforce Investment Board  
1880 W. Wardrobe Ave.  
Merced CA 95340

Dear Chairperson McGarry and Board Members

The purpose of this letter is to seek the Merced County Workforce Investment Board's consideration of a special funding request to support the Merced County P-16 Education and Community Council. The request, for \$5,000, will leverage other funds to employ a full-time staff person to support the important work of the Council.

The P-16 Council brings together school districts, institutes of higher education, community organizations, early childhood organizations, businesses, and workforce developers with the goal of raising the academic achievement of all children in Merced County, and closing the achievement gap that separates underrepresented students from their peers. The Council aims to transform local schools and colleges into institutions that establish high standards and mobilize resources to support rigorous curriculum, good teaching practices, assessment, and accountability to meet those standards. In light of the fact that school experiences have such a dramatic effect on students' future employability and life success, a major focus of the P-16 Council is to actively integrate businesses and workforce professionals into all Council activities, and to find ways of strengthening the connections between educators and employers to ensure that Merced County students are being adequately prepared for the careers of tomorrow.

As the lead agency for the Merced County P-16 Council since its inception, the Merced County Office of Education (MCOE) has devoted considerable resources and staff time to forming the Council and overseeing its work. However, in order to address pressing action items and increase the activity of the Council over the next 12 months, it is imperative that a full-time staff person be dedicated to coordinating and supporting the Council.

MCOE proposes to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II. This person will be responsible for supporting the Council leadership and members by organizing meetings, preparing flyers and brochures, gathering and inputting data, assisting with special events, and numerous other duties expressed in the attached job description.

With the additional support of a full-time staff person, the P-16 Council will be able to expand its activities over the next year, to include numerous new and continuing endeavors focused on linking businesses with educators and preparing students for employment.

The total cost of employing the P-16 support person for one year is \$45,489. MCOE is requesting that the Workforce Investment Board contribute \$5,000 to that cost, with the remainder of the funds needed being

supplied by the following sources (please note that, with the exception of the \$5,000 already committed by the First Five Commission, requests for funds from these organizations are in process):

Participating School Districts	\$20,000
University of California, Merced	\$ 5,000
First Five Children and Families Commission	\$ 5,000
Businesses, community agencies, and individuals	\$10,489

Time is of the essence in filling this new position, as the Council has set August 2005 as a target date for having the new employee hired and ready to begin work. This timeline is necessary so that the Council will have the appropriate support needed to accomplish the goals it has set for the upcoming 12-month period. It should be noted that also during that 12-month timeframe, the Council will be actively seeking funding for the creation of a professional-level position to support and facilitate the P-16 Council and contribute to the ongoing relevance and success of its efforts.

This proposal clearly advances the goals of the Workforce Investment Board in numerous ways, most specifically by providing a forum for dialogue between educators and business people/workforce professionals, making it possible to **influence the K-12 education system to design and implement strategies that provide students with knowledge of employee skills and attitudes and to develop metrics to assure success.**

Additionally, the work of the P-16 Council assists the WIB in attaining its vision of **keeping pace with new growth, the emerging economy, and the ever-changing needs of employers by creating a better educated, highly skilled workforce, that's capable, prepared, and thoroughly knowledgeable.**

Clearly, the work of the P-16 Council is closely aligned with the goals and vision of the Workforce Investment Board, and resources that contribute to the expansion of P-16 efforts will have a positive impact on the Board's target populations. As such, I respectfully ask for your most serious consideration of this special funding request for \$5,000 to provide a full-time staff person for the P-16 Council.

Sincerely,

Lee Andersen  
Merced County Superintendent of School

**MERCED COUNTY OFFICE OF EDUCATION  
POSITION DESCRIPTION**

POSITION TITLE: Secretary II

DATE APPROVED: 12/05/00

DEPARTMENT:

SALARY RANGE: CLS/30

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Employee Signature

Date

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**MINIMUM QUALIFICATIONS:**

**Education and/or Training:**

High School Diploma plus one year of advanced secretarial training obtained through a community college, trade or correspondence school or on-the-job training.

**Experience:**

Over two years of secretarial experience including typing/word processing, filing and record keeping.

**Credentials and/or Skills:**

Type 55 wpm. Proficient (basic level) in the use of word processing software. Ability to operate a variety of standard office equipment including a personal computer. Familiarity with the care and use of general office machines. Ability to make mathematical calculations quickly and accurately. Good command of English language, both written and spoken.

**DESIRABLE QUALIFICATIONS:**

**Education and/or Training:**

AA Degree in office administration or related field.

**Experience:**

Experience working in a school district, county office of education or similar.

**Credentials and/or Skills:**

Shorthand skills.

**SUMMARY OF POSITION:**

Under general direction, performs a wide variety of secretarial duties. This position is included in the classified bargaining unit and is subject to terms of the collective bargaining agreement regarding membership, payment of like fee, or donation to a recognized charity.

**ESSENTIAL FUNCTIONS:**

1. Transcribes from Dictaphone, handwritten notes or dictation.
2. Types letters, memoranda, budgets, grant applications and various reports as assigned.
3. Efficiently organizes work with a minimum of supervision, including but not limited to: incoming/outgoing mail, appointments, meeting schedules, agendas, minutes, and reports.
4. Assists in staff calendar coordination.
5. Acts as office receptionist: answers telephones, greets visitors, receives and relays messages.
6. Compiles data, inputs data, types and collates reports as assigned.
7. Uses a variety of software programs to develop flyers, brochures, schedules and other printed materials.
8. Monitors a variety of records, i.e. time sheets, vehicle checkout, mileage, budget expenditures and petty cash funds.
9. Establishes and maintains files as required.
10. Requisitions supplies, initiates maintenance and printshop work orders.
11. Assists with meetings and workshops, prepares required materials, makes conference room reservations, makes conference travel arrangements, and arranges for refreshments.
12. Operates a personal computer, typewriter, and standard office equipment.
13. Explains general policies and procedures of the assigned office to staff and the general public.
14. Performs other related essential functions as assigned

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Enter data into a personal computer, operate standard office equipment and dial a telephone.
6. Stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull, and move, lift and/or carry 0 to 35 pounds to waist height.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in contact with MCOE/district staff and the public.