

**81722  
PY'18-19  
STAFFING SERVICES AGREEMENT**

**AMENDMENT #8**

THIS AMENDMENT #8, hereinafter referred to as the "AMENDMENT", entered into between **Kelly Services, Inc.**, hereinafter referred to as the "CONTRACTOR", and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB", amends the Professional Services Agreement entered between the parties on **July 1, 2017**. The Professional Services Agreement, Amendment #1, Amendment #2, Amendment #3, Amendment #4, Amendment #5, Amendment #6, Amendment #7 and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated July 1, 2017 and expiring June 30, 2019 to provide staffing services.

**Exhibit A-7, PY'18-19 Modified Statement of Work**, is deleted in its entirety and replaced with **Exhibit A-8, PY'18-19 Modified Statement of Work**.

**Exhibit A-7, Attachment 1-F, PY'18-19 Modified Job Descriptions**, is deleted in its entirety and replaced with **Exhibit A-8, Attachment 1-G, PY'18-19 Modified Job Descriptions**.

**Exhibit A-7, Attachment 2-G, PY'18-19 Modified Pay Rate Table**, is deleted in its entirety and replaced with **Exhibit A-8, Attachment 2-H, PY'18-19 Modified Pay Rate Table**.

All provisions in the AGREEMENT and any attachments thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.

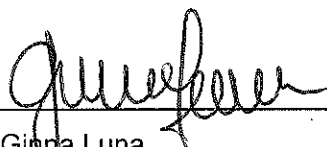
All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original AGREEMENT.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**



**SIGNATORY FORM**

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

AUTHORIZED SIGNATURE FOR: **Kelly Services, Inc.**  
PROGRAM ENTITLED: **Staffing Services**  
INDEX CODE: **81722**  
CFDA: **WIOA AD 17.258; WIOA DW 17.278; WIOA RR: 17.278; TANF 93.558; FSET: 10.561; UC/REA/RESEA 17.225; RET 93.584; RET 93.566; VET DVOP 17.801; VET LVER 17.801; TAA 17.245; Wagner Peyser 17.207; Wagner Peyser Incentives 17.207; Military Family Employment Program 17.207; WIOA Incentives 17.258, 17.259, 17.278**  
CFDA: **WIOA NDWG: 17.277 (through September 30, 2018)**

BY:  4/22/19  
Ginna Luna Date  
Senior Account Executive South Florida Territory  
Kelly Services, Inc.

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 BY:  4/29/19  
Rick Beasley Date  
Executive Director  
South Florida Workforce Investment Board

**PY'18-19 MODIFIED STATEMENT OF WORK  
KELLY SERVICES, INC.  
RECRUITING AND PAYROLL SERVICES**

**I. Introduction:**

The Contractor does hereby agree to provide Recruiting and Payroll Services to the South Florida Workforce Investment Board ("SFWIB") dba CareerSource South Florida (CSSF) as described herein in compliance with the conditions herein stated.

**II. Services to be rendered:**

Services provided under this Agreement: (1) will be performed in a good workmanlike and professional manner; (2) shall conform to generally prevailing industry standards and practices; and (3) shall conform to the SFWIB's expressed requirements set forth herein, including, but not limited to, the following:

**A. Staffing Services**

1. Upon request of the SFWIB, the Contractor shall recruit, screen, and assign employees (hereinafter "Assigned Employees") with the qualifications, training, formal education, licenses, skills, and abilities to perform the type of work described in **Attachment 1-G, PY'18-19 Modified Job Descriptions** attached hereto and incorporated by reference as if fully set forth herein, under the SFWIB's supervision at any location the SFWIB designates.
2. The SFWIB shall have the option to request from the Contractor more than one individual at a time to interview and the sole discretion in determining the best qualified candidate for its assignment.
3. In the event that any Assigned Employee is found to be unqualified or is not meeting the SFWIB's expectation for his/her specific assignment, the SFWIB will notify the Contractor who shall end the temporary assignment of Assigned Employee from the SFWIB assignment as requested by the SFWIB.
4. Recruiting services will be requested by the SFWIB on an as needed basis, in accordance with the Recruiting Rates outlined in **Attachment 2-H, PY'18-19 Modified Pay Rate Table** attached hereto and incorporated by reference as if fully set forth herein.
5. The SFWIB may add or delete Job Descriptions at the option of the SFWIB. Any additions or deletions will be agreed to through an amendment to the original Agreement, which shall be executed by the SFWIB and the Contractor.

**B. On-board Processing**

1. The Contractor shall identify a Project Manager responsible for managing the Contractor's on-boarding process.
2. The Project Manager shall work closely with SFWIB's representative on the progress of the on-boarding process and on the establishment of a starting date for Assigned Employees.
3. The hiring process shall include drug and alcohol testing, of Assigned Employees prior to the placement and acceptance of any individual with the SFWIB.

## C. Wages and Benefits

1. The Contractor shall pay Assigned Employees' wages and provide those Assigned Employees with the benefits that the Contractor offers to them and to which such Assigned Employees qualifies.
2. The Contractor shall comply with all provisions of the Affordable Care Act (ACA) applicable to Assigned Employees, including Employer shared responsibility provisions relating to the offer of "minimum essential coverage" to all full-time employees. Insurance coverage shall at the minimum meet state and federal regulations.
3. The Contractor shall offer multiple benefit plan options to all Assigned Employees and their eligible dependents as set forth in **Attachment 2-H, PY'18-19 Modified Pay Rate Table** that includes:
  - i. Medical, Dental, Vision, and 50K-100K Accidental Death and Dismemberment (AD&D) Plans
  - ii. Paid Time Off (PTO)
    - The Contractor shall provide Assigned Employees, the ability to establish a bank of hours that allows the Assigned Employee to take time off with pay at their regular rate of pay for sick, vacation or other approved absences as offered to the Contractor's other employees.
  - iii. Staff Performance/Incentive Payments
    - Staff performance incentive payments allocations, for Group 3-CareerSource centers operated positions, will be calculated by the SFWIB based on the respective staff score in the performance evaluation, completion of program goals and funding availability. Incentives are capped at 3% of total staff salaries plus 18% projected mark-up cost. Unearned amounts of any staff will be re-allocated into the pool for distribution to performing staff.
    - The incentives will be distributed by the last payroll cycle at the end of the program year, after the program's performance for the year is measurable and the final earned amount is known. Individual amounts may change depending on final performance.
4. The Contractor shall notify the SFWIB in writing of the next annual Open Enrollment period for Assigned Employees to make benefit elections/changes. Any additions or deletions to benefit plans will be agreed to through an amendment to the original Agreement, which shall be executed by the SFWIB and the Contractor.

## D. Payroll Services

1. The Contractor shall process payroll data utilizing the Contractor's electronic timekeeping system (including, but not limited to computing timekeeping data from time cards or time sheets and entering the hours to be paid into the system) for transmission to the Contractor's payroll service.
2. The Contractor shall designate sufficient resources to ensure payroll services are seamless, accurate and processed timely on a bi-weekly or weekly basis in conjunction with the needs of the SFWIB.

3. The Contractor shall offer direct deposit and ensure direct deposits are posted to bank on pay date.
4. The Contractor shall offer efficient payroll processing alternatives such as, paperless time reporting and pay cards.

E. Holidays

1. The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (County), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance.
2. Holidays shall be billed at the regular non-holiday billing rates for the specified position as set forth in **Attachment 2-H, PY'18-19 Modified Pay Rate Table**. No additional allowances will be given for Holidays worked.

F. Overtime

Overtime may be billed by the Contractor only if the overtime hours were previously approved in writing by the SFWIB and after the Assigned Employee has worked forty (40) hours in a week.

G. Reporting Requirements

1. The Contractor shall provide a report to the SFWIB's representative of all outstanding invoices on a monthly basis.
2. The Contractor shall submit invoices that include supporting documentation that validates all wage payments, benefits and withholdings for the payroll for which reimbursement is requested.
3. The Contractor shall prepare payroll reports and provide to the SFWIB on a bi-weekly basis.
4. The Contractor shall prepare, in a timely manner, all year-end payroll and tax processing reports.
5. The Contractor shall remit all payroll taxes to federal and state agencies on a bi-weekly basis.
6. The Contractor shall handle unemployment and workers' compensation claims involving Assigned Employees.

H. Timeframes

The Contractor shall work and cooperate with the SFWIB to ensure on-boarding process coincides within the fifteen (15) to twenty (20) day timeframe established by the SFWIB.

I. Transition

The Contractor's transition process and timeline to assume the services from the current contractor must be between fifteen (15) to twenty (20) days.

J. No Supervision by Contractor of Assigned Employees

The Assigned Employees referred by the Contractor to the SFWIB will work at SFWIB's office or at any location the SFWIB designates. Although the Assigned Employees are employees of the

Contractor, it is understood and agreed that the Contractor is not engaged in the preparation or review of the Assigned Employee's work product or performance in any circumstances. Accordingly, the Contractor will not control, direct or supervise the activities (including, without the limitation, the work schedules) of any Assigned Employee that the Contractor provides, and the Contractor does not participate in, has no knowledge of, and assumes no responsibility for reviewing, examining or verifying either the assignment or performance of the Assigned Employees.

**K. Applicable Laws**

The Contractor shall comply with all applicable Federal, State, and local laws, codes, ordinances, rules, and regulations in performing the Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (1)  
Account Clerk**

**Duties and Responsibilities**

- Performs bookkeeping and clerical work pertaining to the maintenance of accounting or fiscal records.
- Performs bookkeeping operations in coding invoices.
- Receives and reviews reimbursement packages.
- Verifies reimbursement packages to assure required documentation was submitted.
- Contacts Service Providers to obtain receipts, signatures, and related paperwork.
- Corrects discrepancies in & reviews for completeness.
- Assists with other duties such as reviewing and approving closeouts.
- Performs other work related duties as required.

**Required Training and Experience**

- Associate's degree in Accounting from an accredited college or university.
- Experience may substitute for education on a year for year basis.
- Experience with creating spreadsheets.
- Experience with Fund Accounting and budgets.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (2)  
Accountant 1**

**Duties and Responsibilities**

- Performs bookkeeping and clerical work pertaining to the maintenance of accounting or fiscal records.
- Reconciles and analyzes the monthly payroll, including, but not limited to retrieving employees' timesheets and allocating payroll costs accordingly.
- Reviews agency budgets, researches and identifies reasons for any differences between actual expenditures and budgets.
- Analyzes expenditure rates and patterns.
- Compiles and analyzes monthly financial reports.
- Prepares and completes monthly cost allocations.
- Performs pre-auditing of fiscal documents for completeness, accuracy, and compliance with SFWIB defined policies and procedures, as well as governmental regulations.
- Maintains accounting records, such as monthly account reconciliations and analysis of all balance sheet accounts.
- Assists with annual financial audits and State fiscal monitoring.
- Receives and reviews service provider reimbursement packages.
- Verifies the receipt, accuracy, and completeness of documentation submitted by the service provider.
- Contacts Service Providers to obtain signatures, forms, and related paperwork not submitted in the reimbursement package.
- Corrects any discrepancies noted during the review process.
- Reviews budgets and budget modifications received from Service Providers.
- Maintains accounting records relating to the Service Providers' actual expenditures, and entering budgets in the accounting system.
- Reviews and approves closeouts.
- Trains and assists subordinate Account Clerks as necessary.
- Assists supervisors with more complex accounting activities.

**Required Training and Experience**

- Bachelor's degree in Accounting from an accredited college or university and one (1) year of professional accounting experience; or a Bachelor's degree to include twenty-one (21) semester credits in Accounting; or completion of twenty-one (21) semester credits in Accounting and four (4) years of accounting or bookkeeping experience.
- Experience with creating spreadsheets.
- Experience with Fund Accounting and budgets.
- Must pass pre-employment screening/background check.



**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (3)  
Community Services Specialist**

**Duties and Responsibilities**

- Performs services to obtain work experience sites for program participants.
- Conducts site visits to non-profit organizations, community and faith based organizations, and county, state and federal government agencies (referred to as providers) to develop work experience sites that are designed to provide participants with non-paid, job training experience.
- Discusses the Community Service Work Experience Program Agreement with providers and explains the benefits of having a signed Agreement.
- Completes and signs required copies of the Agreement and ensures the corresponding job description is signed and attached. Original copies are distributed to the Provider, SFWIB Administration and the local Unit.
- Conducts monthly follow-up visits with the Providers to collect time sheets and to discuss the participants' involvement and performance on the work-site.
- Conducts research in the Suntax and FLORIDA computer systems to verify employment.
- Enters information and case notes in the One-Stop Service Tracking system (OSST) computer system.
- Performs other work related duties as required in a "seamless" service delivery system.

**Required Training and Experience**

- Associate's degree from an accredited college or university.
- One (1) year customer service experience.
- Must have excellent interpersonal, strong organizational and team leading skills.
- Valid Driver's License.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (4)  
Computer Technician II**

**Duties and Responsibilities**

- Installs computer hardware including: personal computers, terminals, servers, faxes, printers, telephone circuits, controllers, and other components and programs for staff at the South Florida Workforce Investment Board (SFWIB) Headquarters, the CareerSource South Florida (CSSF) Career Centers, and at the CSSF Access Points.
- Installs local-area-networks including configuring hard drives and servers, network interface cards, cabling, hubs, routers, and associated software.
- Isolates the nature of system failures or personal computer (PC) problems and utilizes diagnostic utilities in order to troubleshoot problems; checks the connectivity of devices; performs procedures necessary for backing-up systems; performs system upgrades.
- Tests new software applications for compatibility, ease of installation, and viability, and makes recommendations; provides assistance for terminal to host connectivity using a mainframe utility.
- Provides end-user support and service with regard to hardware and software problems through a formal help-desk or on-site repair; is a member of the Help Desk personnel.
- Travels often to different CSSF sites within Miami-Dade and Monroe counties.
- Performs other work related duties as required.

**Required Training and Experience**

- Completion of sixty (60) semester credits to include fifteen (15) semester credits in a computer related field and one (1) year of experience in the installation, maintenance and repair of personal computers and related equipment; or
- Completion of a vocational or trade school program in the installation, maintenance and repair of personal computers and related equipment and two (2) years of experience in the installation, maintenance and repair of personal computers and related equipment; or
- High school diploma or GED and three (3) years of experience in the installation, maintenance and repair of personal computers and related equipment.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (5)  
Military Family Employment Advocate**

**Duties and Responsibilities**

- Assists military spouses and families in obtaining gainful employment.
- Provides and facilitates workforce services to active-duty military spouses and families, including registration, interviewing, assessment, counseling, job referrals, job development referrals, job search and placement assistance, resume assistance, labor market information, employability skills workshops and job clubs.
- Conducts special targeted workshops designed specifically to meet the needs of military spouses and families.
- Promotes the entry of military spouses into education, training and certification/licensure programs, and other critical needs occupations (i.e. healthcare, teaching occupations, etc.).
- Through coordination with the Department of Defense (DOD) Family Support/Service Centers and Transition Assistance programs (TAP), identifies military spouses and families for workforce services; directs military spouses and families into Florida's workforce system and available workforce services; contacts DOD Spouse Employment Contacts to promote the employment and training of military spouses; attends and participates in Spouses Newcomers Briefings and other special events for military spouses for the purpose of outreach and recruitment for workforce services.
- Contacts employers, chambers of commerce, economic development units and Regional Workforce Boards to promote the Military Family Employment Advocacy Program and develops employment, training, licensure/certification/credentialing opportunities for military spouses and families; facilitates Employer Job Fairs for military spouses and families; serves as a member of the Employer Services Team; works closely with the Career Center's Public Relations and Outreach Specialist to design and implement an Outreach plan for spouses.
- Serves as the Regional Workforce Board and Career Center's liaison with the local military base, National Guard /Reserve units on behalf of military spouses and family employment issues.
- Serves as the RWB's designated advocate for the employment of military spouses and families.
- Trains Career Center Managers and staff on the unique employment needs of military spouses and families.

**Required Training and Experience**

- Bachelor's degree in Business or Public Administration or related field from an accredited college or university.
- Proficient with Microsoft Office applications.
- Bilingual communication skills (English/Spanish or English/Creole) are preferred.
- Must have excellent interpersonal, strong organizational and team leading skills.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (6)  
Network Manager 1**

**Duties and Responsibilities**

- Maintains and administers computer networks.
- Performs data backups and disaster recovery operations.
- Diagnoses, troubleshoots and resolves hardware, software, or other network and system problems, and replaces defective components when necessary.
- Implements network security measures to protect data, software, and hardware.
- Configures, monitors, and maintains email applications or virus protection software.
- Operates consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Designs, configures, and tests computer hardware, networking software and operating system software.
- Monitors network performance to determine whether adjustments need to be made and where changes will need to be made in the future.
- Confers with network users about how to solve existing system problems.
- Installs software.
- This position may require a varying work schedule to include evenings, weekends and holidays.

**Required Training and Experience**

- Bachelor's degree in Accounting from an accredited college or university and one (1) year of experience.
- Preferred Certifications (two (2) or more):
  - Microsoft Windows NT
  - Microsoft Windows 2000
  - Microsoft Windows Server 2003
  - MCP 2.0 or MCPI 2.0
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (7)  
RET Intake Worker**

**Duties and Responsibilities**

- Interviews and performs intake assessment on prospective participants.
- Receives and reviews forms, documents, and identification required for determination of eligibility for services.
- Conducts orientation information and referrals.
- Maintains application flow log of potential participants.
- Completes various forms and documents essential to the intake process and for eligibility determination.
- Conducts initial interview.
- Processes support services forms and inputs information into SAMS.
- Inputs data into the ORACLE system, as required.
- Completes Assessment and input into SAMS, as required.
- Performs other duties as assigned.

**Required Training and Experience**

- High school diploma or GED.
- Two (2) years of experience working with economically disadvantaged clients, community based organizations or other social service agencies, preferably with refugee population Education may substitute for the required experience on a year for year basis.
- Experience working with a refugee-funded program is preferred.
- Valid Driver's License.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (8)  
Senior Executive Secretary**

*This is an advanced and highly responsible executive secretarial and related clerical work with the South Florida Workforce Investment Board (SFWIB), working directly under the supervision of the Executive Director.*

**Duties and Responsibilities**

- Responsibilities include, but are not limited to, performing a variety of complex secretarial and clerical duties, requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations, ensuring departmental compliance with Miami-Dade County protocol requirements for various documents and reports.
- Manages the day-to-day flow of information and activities in the office of the Executive Director to include the dissemination of less complex assignments to members of the organization.
- Plans and coordinates various tasks on behalf of the Executive Director, follows-up with members of the Executive Director's Management Team, Assistant Directors and other staff.
- Receives and reviews highly confidential matters on behalf of the Executive Director. Discerns actions requiring the attention of the Executive Director. Handles less sensitive matters and/or assigns to the appropriate staff person for completion.
- Attends meetings, takes and transcribes dictation, which may vary dependent on the nature of the subject matter, e.g., legal, financial, or other specialized terminology. Performs research to compile data for special reports and other purposes.
- Supervises clerical staff responsible for arranging all the SFWIB and subcommittee meetings.
- Prepares correspondence using established format or via verbal instructions ensuring departmental compliance with departmental protocol for various documents and reports, independently answers inquiries where there is established policy or precedent action taken by Executive Director.
- Handles travel requests and reimbursements for the organization.
- Performs related duties as assigned.

**Required Training and Experience**

- High School Diploma or GED; Associate's Degree is preferred.
- Four (4) years of advanced secretarial or clerical experience to include office management, agenda preparation and coordination.
- Excellent verbal and written communication skills.
- Ability to understand and follow oral and written instructions.
- Proficient with Microsoft Office applications.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (9)  
Systems Analyst Programmer**

**Duties and Responsibilities**

- Writes, updates and maintains computer programs or software packages to handle specific jobs.
- Writes, analyzes, reviews and rewrites programs using workflow chart and diagram, and applies knowledge of computer capabilities, subject matter, and symbolic logic.
- Consults with managerial and technical personnel to clarify program intent, identifies problems and suggests changes.
- Performs systems analysis and programming tasks to maintain and control the use of computer system software.
- Compiles and writes documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Prepares detailed workflow charts and diagrams that describe input, output and logical operation, and converts them into a series of instructions coded in a computer language.
- Consults with and assists system analysts to define and resolve problems in running computer programs.
- Corrects errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Conducts trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Performs or directs revisions, repairs, or expansions of existing programs to increase operating efficiency or adapt to new requirements.
- Performs related duties as assigned.

**Required Training and Experience**

- Bachelor's Degree; or
- Minimum of four (4) years of programming and systems analysis; or
- Completion of sixty (60) semester credits to include fifteen (15) semester credits in a computer information technology certification program (Novel, UNIX, Microsoft or Oracle) and two (2) years of programming and systems analysis.
- Business Application Development Experience
  - Website Experience for business processing
  - Financial Experience
- Must pass pre-employment screening/background check.

**Tools and Technology**

- Web Development Platform – ASP.net, NET Framework 3.5.
- Data base management system software – Microsoft SQL Server 2005+.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (10)  
Trade Adjustment Assistance (TAA) Coordinator**

**Duties and Responsibilities**

- Assists dislocated workers in obtaining gainful employment.
- Interviews and assesses customer's needs and provides service or referrals as appropriate.
- Uses standardized counseling techniques to assist special groups and or individuals eligible under the Trade Adjustment Assistance Act or as a dislocated worker in deciding on vocational goals, availability of training and employment goals, and makes referrals to appropriate Career Center's for training.
- Refers customers to job openings, and other employment related services.
- Determines potential and eligibility for and/or participation in special programs.
- Assists in the development of career-laddering programs, job descriptions, and related advancement opportunities.
- Conducts eligibility screenings of participants.
- Provides referrals to community based organizations specializing in providing needed assistance.
- Utilizes network of established employment and/or training opportunities with local business leaders and community organizations.
- Assists with conducting transition sessions with employers and workers affected by layoffs or business closures.
- Assists in the development and delivery of training programs to staff working in the Career Centers/Refugee Centers.
- Assesses and refers customers to services and programs.

**Required Training and Experience**

- Bachelor's degree in Business or Public Administration or related field from an accredited college or university.
- One (1) year experience in job placement assistance and referral.
- One (1) year experience in eligibility determination.
- Proficient with Microsoft Office applications.
- Bilingual communication skills (English/Spanish or English/Creole) are preferred.
- Must have excellent interpersonal, strong organizational and team leading skills.
- Must pass pre-employment screening/background check.



**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (11)  
Youth Program Specialist**

**Duties and Responsibilities**

- Carries out duties and functions in direct support of organizational responsibilities.
- Provides and assists the participant in progressing through the program services, and activities, including: recruiting and interviewing participants to determine program eligibility, meeting with participants to explain the program, intake, assessment, pre-employment skills, development and completion of Individual Service Strategy, counseling, data entry, worksite development and monitoring of worksites, assigning youth at worksites, time and attendance record keeping, payroll and etc.
- Carries out all tasks necessary to enable the participant to complete paperwork for the eligibility determination process and work readiness skills training.
- Assists the participant in securing the appropriate internship occupation of interest.
- Assists the participant with continuation in program and provides counseling and other assistance to maximize the chances for the participant to complete all internship hours.
- Develops worksites, conducts worksite visits, meets with employers to introduce program requirements, and provides clarification on issues and concerns about the program. Plans, schedules and conducts monitoring visits of worksites on a systemized basis to assure worksite compliance. Interfaces with employers to provide technical support, guidance and training as required.
- Enters participant data in the state's management reporting system.
- Manages and maintains participant case files.
- Provides reports on a weekly/monthly or on an as needed basis.
- Performs other related tasks as assigned.

**Required Training and Experience**

- Bachelor's degree in Business/Public Administration or related field.
- One (1) year of experience in determining eligibility for social service program assistance, or eligibility for employment & training program, or similar experience determining eligibility of youth or adults, or similar public contact experience.
- Proficient with Microsoft office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must have excellent interpersonal, strong organizational and team leading skills.
- Must pass pre-employment screening/background check.

**Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting**

**Job Description (12)  
Comptroller [Effective Date of February 27, 2019]**

**Duties and Responsibilities**

- The Comptroller defines the scope of the duties for the Finance Section; ensures activities are performed in efficient and effective manner; designs strategies consistent with the goals and objectives of the region.
- Provides oversight and management of the following operational areas: Accounting, Budget Administration, and Support Services.
- Plans, guides and directs the activities through managers/supervisors in each respective area; ensures acceptable accounting principles are utilized by all staff, implements financial systems and controls, financial plans, and reviews and recommends computerized applications related to financial activities.
- Responsible for developing, monitoring, and ensuring the agency's allowable direct and indirect costs align with the established cost objectives.
- Establishes and implements a regional audit plan consistent with federal requirements under 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; oversees the design and methodology of the audit plan staff will use in conducting audits of sub-recipients.
- Exercises an extensive degree of initiative and independent judgment in meeting and setting priorities for the Finance Section. Provides sound and reliable information to the Executive Director.
- Communicates accurate and timely verbal and written schedules, reports and summaries designed to provide a detailed analysis of the financial status of the organization.

**Required Training and Experience**

- Two (2) to four (4) years of financial accounting experience to include supervisory experience is required.
- Bachelor's degree in Accounting or Finance is required.
- A Certified Public Accountant (CPA) license is highly desired.
- Proficient with Microsoft office applications.
- Excellent verbal and written communication skills.
- Must pass pre-employment screening/background check.

## Group 2 – Special Programs

### Job Description (1) Disaster DWG Eligibility Specialist

*The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Irma. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida Hurricane Irma Dislocated Worker Grant program requirements.*

#### **Duties and Responsibilities**

- Pre-screen applicants, gather and review documents collected during the intake process to determine enrollment eligibility under the WIOA and subsequent temporary employment under the Disaster (DWG) for the Disaster Relief Employment Assistance Program.
- Performs necessary case record documentation, paperwork and record keeping in order to verify completeness and accuracy, and to determine eligibility status under WIOA regulations.
- Keep records of assigned cases, and prepare required reports.
- Enters all relevant data (case management notes, job placement, follow-up etc.) into computer tracking system. Performs the day-to-day data entry into the One-Stop System Tracking (OSST) and Employ Miami-Dade (EMD)/Employ Monroe (EM) system.
- Performs related duties as assigned.

#### **Required Training and Experience**

- Bachelor's Degree.
- Experience may substitute for education on a year for year basis.
- One (1) year of customer service experience.
- Two (2) years of advanced clerical experience.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.
- Must pass pre-employment screening/background check.

## **Group 2 – Special Programs**

### **Job Description (2) Paid Work Experience (PWE)**

#### **Duties and Responsibilities**

The Paid Work Experience (PWE) program will provide a learning experience that supports the development of youth through valuable career training. Partnering with local employers, the PWE participant will have the opportunity to work in a variety of entry-level jobs, to gain work experience, and acquire skills and competencies on the job in preparation for entry into a career and pathway to self-sufficiency. PWE participants shall be placed in occupations among various industries.

#### **Required Training and Experience**

- Must reside in Miami-Dade or Monroe County.
- A U.S. citizen or eligible to work in the U.S.
- Meet eligibility requirements.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (1) Business Consultant**

##### **Duties and Responsibilities**

- Coordinates business training services.
- Acts as intermediary between businesses and Service Providers to establish and maintain cooperative relationship.
- Maintains a well-defined marketing plan of action to market the services of the SFWIB effectively and to assess the needs of the business to assist in its growth.
- Attends, exhibits, and presents at conferences, trade associations, and events.
- Coordinates special recruitments for businesses.
- Coordinates opportunities for program customers through established relationships with businesses in Miami-Dade and Monroe Counties.
- Promotes initiatives enacted by the SFWIB Economic Development and Industry Sector Committee.
- Provides follow-up services to businesses to assess satisfaction with services received.
- Promotes high-skill, high-wage employment opportunities, which meet the self-sufficiency standard for the region.
- Performs related duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree in business, public relations, marketing, economics, or related field from an accredited university or college.
- Two years of experience in business (i.e. marketing, public relations, or economic development).
- Proficient with Microsoft office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.

### Group 3 – CareerSource Centers Operated Positions

#### Job Description (2) Career Advisor

##### Duties and Responsibilities

- Conducts orientations to individuals participating in one of the workforce program and; provides information about the services, requirements, or procedures associated with the program they qualify for or are seeking assistance.
- Interviews individuals to compile information on educational, social, criminal history.
- Makes referrals to available community and program resources such as housing, food, clothing, school programs and vocational opportunities.
- Assists individuals in conducting a job search, with resume writing, interviewing techniques, and related skills.
- Coordinates and monitors services, including comprehensive tracking of customer activities in relation to their personalized career plan.
- Coordinates services and ensures customers receive appropriate services.
- Ensures accuracy and completeness of customer file management.
- Performs necessary case record documentation, paperwork and record keeping.
- Coordinates with Job Placement Specialist, as appropriate, for the development of customer employment opportunities and job placement.
- Enters all relevant data (case management notes, job placement, follow-up etc.) into computer tracking system. Performs the day-to-day data entry into the OSST, and EMD/EM system.
- Conducts follow-up with customers and employers and maintains case records relative to employment retention.
- Performs related duties as assigned, which may require assisting with “Rapid Response” activities for mass layoffs and company closings or assisting in other programs such as the Disability program.

##### Required Training and Experience

- Bachelor’s degree in Psychology, Social Science, Education or related field from an accredited college or university.
- One (1) year of customer service experience.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (3) Career Center Director/Center Manager**

##### **Duties and Responsibilities**

- Ensures attainment of operational and contractual requirements for the Career Center and performs on-going monitoring on the achievement of performance goals.
- Assigns and maintains work schedule for staff and ensures that staff availability is sufficient to meet the needs of customers of specified program(s).
- Performs monitoring to determine accuracy of paperwork, eligibility documentation and the provision of timely and appropriate services.
- Monitors customer case files for eligibility documentation, where appropriate, accuracy of paperwork and provision of timely and appropriate services.
- Coordinates provision of services with partner agencies.
- Oversees the collection and analysis of customer satisfaction data.
- Oversees center activities, such as job fairs for customers and employers.
- Ensures accuracy of customer financial information, preparation of purchase orders, certification of vouchers and review of invoices.
- Ensures that appropriate referrals to training opportunities such as Individual Training Accounts (ITAs) or On-the-Job Training (OJT) are being conducted as required.
- Develops and implements Quality Assurance (QA)/Improvement strategies.
- Ensures the Career Center's compliance with all applicable federal, state, and local policies, procedures and regulations.
- Supervises, hires and trains new staff.
- Attends community meetings and ensures staff has current information on services.
- Represents the agency at meetings and conferences.
- Performs related duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree in Business or Public Administration, or Human Resources, or related field.
- Master's degree is preferred.
- Four years of management and supervisory experience to include experience in workforce development, economic development, or human resources.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Must pass pre-employment screening/background check.

**Group 3 – CareerSource Centers Operated Positions**

**Job Description (4)  
Clerk/Telephone Operator**

**Duties and Responsibilities**

- Answer telephone and greet all customers in a friendly manner.
- Transfer calls to the appropriate staff.
- Perform general office duties such as typing correspondence (forms and reports), opening/distributing mail, filing documents and other duties.
- Schedule appointments for referral services for customers.
- Follow-up with customers regarding training and employment status.
- Perform related duties as assigned.

**Required Training and Experience**

- High school diploma or GED.
- One (1) year of customer service experience and familiarity in the operation of a multi-line telephone system.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.
- Must pass pre-employment screening/background check.



### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (5)**

#### **Customer Service Representative/Customer Service Representative I**

##### **Duties and Responsibilities**

- Greets and assists job seekers in the resource room, information desk, orientation, and in other assigned activities and makes referrals to the appropriate place or person within the center when required.
- Provides customer assistance in the areas of work registration, resume preparation, job search, internet browsing and e-mail applications.
- Monitors Resource Area and ensures that the customer has access to appropriate information and equipment to complete orientation and work registration EMD/EM and Initial Assessment Application (IAA), and conducts career and occupational exploration.
- Directs and provides information to customers regarding services and procedures and makes referrals to the appropriate place or person within the center once the customer has completed orientation and work registrations, when required.
- Maintains records for all customers who receive orientation, work register in EMD/EM and IAA, and other Resource Area transactions and prepares routine and ad hoc activity reports for management, as required.
- Provides general and program orientations.
- Provides back-up and assistance to other Career Center staff, as appropriate to individual position objectives and requirements to include, but not limited to processing Customer Satisfaction Surveys.
- Operates office equipment, including personal computer, copy machine, and fax machine.
- Troubleshoots problems related to internet browsing and/or equipment use.
- Performs related duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree in Business or Public Administration or related field from an accredited college or university.
- One (1) year of customer service and/or sales experience.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

### Group 3 – CareerSource Centers Operated Positions

#### Job Description (6) Employer Specialist

##### Duties and Responsibilities

- Identifies businesses and industries to develop job placement opportunities for jobseekers and converts these opportunities into job orders for jobseekers.
- Identifies and develops employment opportunities for program customers.
- Coordinates community service and work experience worksites.
- Coordinates with employers' on-site recruitments and pre-screenings.
- Develops and manages OJT agreements with businesses in the Region.
- Works with employers to develop OJT and customized training in demand driven occupations.
- Provides leads to Business Consultants for those companies who may be interested in information on tax credits and financial incentives for available training services such as Employed Worker Training Program (EWTP) and OJT.
- Coordinates with staffing agencies and other organizations that provide placement services to ensure adequate employment opportunities exist for job seekers and program customers.
- Tracks career center placements and implements initiatives to increase placement outcomes.
- Organizes and collaborates on recruitments with Career Advisors and other program staff.
- Works with program Career Advisors to place program customers.
- Participates in business and trade organizations that promote workforce and economic development.
- Attends training opportunities that will enhance job related skills and program specific training.
- Performs related duties as assigned.

##### Required Training and Experience

- Bachelor's degree in business, public relations, marketing, human resources, or related field from an accredited college or university.
- Two (2) years of experience in workforce development or business (i.e. marketing, public relations, or economic development).
- Proficient with Microsoft office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.

**Group 3 – CareerSource Centers Operated Positions**

**Job Description (7)  
Job Placement Specialist/Placement Specialist**

**Duties and Responsibilities**

- Develops community/work experience sites for the Temporary Assistance for Needy Families (TANF/RET) program to include expanding employer bases to provide Refugee clients with new opportunities including the promotion of OJT.
- Develops unsubsidized employment, community/work experience sites and OJT agreements for the TANF/RET caseload.
- Expands employer base to provide TANF/RET clients with new opportunities, markets employer incentives.

**Required Training and Experience**

- Bachelor's degree in Business, Public Relations, Marketing, Human Resources, or related field from an accredited college or university.
- Two (2) years of experience in the business sector, sales, or marketing.
- Computer knowledge (proficient in Microsoft Office applications).
- Excellent verbal and written communication skills.
- Must have excellent interpersonal, strong organizational and team leading skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

### Group 3 – CareerSource Centers Operated Positions

#### Job Description (8) Lead Career Advisor

##### Duties and Responsibilities

- Conduct individual or group counseling sessions to assist customers.
- Conduct comprehensive assessments to assist customers in their educational/vocational objectives development, goal attainment, referral for program services, and referrals for partner agencies such as domestic violence if needed.
- Perform customer assessment, reviews Career Plan effectiveness, customer progress and makes updates as deemed applicable.
- Coordinate and monitor services, including comprehensive tracking of customer activities in relation to Career Plan.
- Coordinate services and ensuring customer received appropriate services.
- Prepare customer for their job search by assisting them with resumes, cover letters, mock interviews, etc.
- May conduct Job Readiness and other workshops.
- Conduct General and Program Specific (Welfare Transition (WT)/Career Advancement Program (CAP), WIOA, Wagner Peyser Program (WP), Supplemental Nutritional Assistance Program (SNAP) and other related programs orientations and assists customers in determining the level of services needed.
- Refer customers to available community and program resources such as housing, food, clothing, school programs and vocational opportunities.
- Ensure accuracy and completeness of customer file management.
- Performs necessary case record documentation, paperwork and record keeping.
- Interpret program regulations or benefit requirements and facilitates customer access to community/program resources; including providing information about school programs, vocational opportunities or services, relevant mental health services, and others as applicable.
- Coordinate with Job Placement Specialist as appropriate for the development of customer employment opportunities and job placement.
- Enter all relevant data (case management notes, job placement, and follow-up) into computer tracking system. Performs the day-to-day inputting of data into the OSST and EMD/EM system.
- Perform customers/employers follow-up interview and maintain case records relative to employment retention.
- Exercise professional judgment, discretion, confidentiality and sensitivity in all communications.
- Assist Program Supervisor.
- Perform related duties as assigned.

##### Required Training and Experience

- Bachelor's Degree.
- Two (2) years of workforce programs experience to include customer service.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.

- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (9) Outreach Specialist**

##### **Duties and Responsibilities**

- Conducts home visits with program customers to re-engage participation.
- Works with Career Advisors to place program participants in appropriate activities.
- Collaborates with staff to report results of re-engagement of customers.
- Facilitates services to customers to remove barriers that affect the customers' ability to participate in program services.
- Organizes and collaborates with staff to develop worksites for customers assigned to community service, work experience, or OJT to fill job openings.
- Visits worksites to supervise customers' activities and collect attendance logs.
- Travels within an assigned area to provide employment services to customers.
- Conducts follow-up service visits and documents outcome of outreach in case file and in the required Management Information System (MIS).
- Performs related duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree in education, psychology, or related field.
- One (1) year of workforce programs experience, which includes customer service experience.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (10) Program Specialist I/Program Specialist**

##### **Duties and Responsibilities**

- Provides assistance to the Career Center staff with routine typing and clerical work.
- Assists Career Center staff with follow-up activities and obtains IAA updates.
- Meets the public and gives non-technical information.
- Sorts and files correspondence, reports, or other materials numerically or alphabetically.
- Computes data and performs data-entry.
- Uses fax, typewriter, copy machine and other office equipment, as needed.

##### **Required Training and Experience**

- Associate's degree from an accredited college or university.
- One (1) year experience in the analysis and evaluation of workforce development programs.
- Computer knowledge (proficient Microsoft Office applications).
- Communication Skills (speak, read, and write in English).
- One (1) year experience in Customer Service.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (11) Program Specialist II**

##### **Duties and Responsibilities**

- Determines eligibility for assistance in an employment or training program.
- Meets with the public and provides technical information.
- Conducts interviews and obtains information necessary to establish eligibility under existing eligibility criteria; applies local, state & federal policies and procedures to determine eligibility.
- Verifies information received.
- Maintains case file and management of data entry for program systems.
- Completes records indicating type of services authorized.
- Performs other duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree from an accredited college or university.
- Two (2) years of Workforce Programs experience.
- Proficient with Microsoft office applications.
- Excellent verbal and written communication skills.
- One (1) year experience in Customer Service.
- Bilingual (English/Spanish or English/Creole) preferred.
- Workforce Programs Eligibility Certification.
- Must pass pre-employment screening/background check.

**Group 3 – CareerSource Centers Operated Positions**

**Job Description (12)  
Workshop Facilitator**

**Duties and Responsibilities**

- Provides workshop and coordinates training activities.
- Conducts Orientation Workshop for groups on employability skills, Job Readiness Workshops, or similar in-house training.
- Coordinates trainings and workshops with various agencies.
- Completes work registration.
- Tracks client participation and follows up.

**Required Training and Experience**

- Bachelor's degree in Psychology, Social Science, Education or related field from an accredited college or university.
- Proficient in Microsoft Office applications.
- One (1) year of instructional experience, in curriculum design, designing lesson plans, or related experience.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.



### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (13) Workforce Program Supervisor/Center Supervisor**

##### **Duties and Responsibilities**

- Oversees the day-to-day operation of an adult employment & training program under the welfare transition act, WIOA, SNAP or other workforce program.
- Evaluates programs' effectiveness and ensures that operational and contract requirements are met.
- Monitors customer case files for eligibility documentation, where appropriate, accuracy of paperwork and provision of timely and appropriate services and identifies need for technical assistance.
- Assists Career Center Director in setting goals for individual employees and evaluation of employee performance.
- Monitors and analyzes performance on an ongoing basis, and reports progress made towards performance goals to management and implements QA/Improvement strategies.
- Assists Career Center Director in assigning and maintaining work schedules for staff and ensures that staff availability is sufficient to meet the needs of the customers of specified program(s).
- Supervises, hires, and trains new staff.
- Ensures proper coordination of specified programs for training opportunities such as, OJT and Customized Training.
- Performs related duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree in business, public administration, or human resources, or related field.
- Two (2) years of supervisory experience to include experience in workforce development, economic development, or human resources.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (Spanish and/or Creole) preferred.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (14) QA Supervisor**

##### **Duties and Responsibilities**

- Designs, develops, and implements the workforce services QA program.
- Responsible for conducting QA reviews of all employment and training services to ensure compliance with the WIOA, state and local policies and procedures, and applicable rules governing such programs.
- Reviews various types of information to ascertain documents obtained meet the guidelines and criteria established under WIOA.
- Reviews various data management systems to verify accurate recording of information.
- Reviews files and records for completeness.
- Monitors the delivery of employment and training services provided by contracted service providers.
- Performs QA reviews to test and verify the delivery of services in accordance with contract standards.
- Analyzes data and prepares reports describing areas of deficiency.

##### **Required Training and Experience**

- Bachelor's degree.
- Two (2) years of experience in the analysis and evaluation of an employment/training program.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Must pass pre-employment screening/background check.

### **Group 3 – CareerSource Centers Operated Positions**

#### **Job Description (15) Administrative Specialist**

##### **Duties and Responsibilities**

- Responsible for performing various administrative duties in support of all human resources activities including recruitment, organizing and conducting interviews, scheduling on-board pre-employment appointment, processing the payroll, benefits enrollment, and related human resources duties.
- Responsible for scheduling applicants for an interview appointment; participates on interview panels; schedules on-board pre-employment appointments, and performs related duties.
- Works closely with management to ensure timeliness in filling vacant positions.
- Responds to applicants on the status of their applications/resumes.
- Maintains all records and files pertaining to the recruitment process.
- Assists with certain payroll, benefits, and related functions as needed.
- Responsible for explaining policies, procedures, rules and regulations pertaining to recruitment, payroll and benefits, and pre-employment requirements.
- Responsible for explaining policies, procedures, rules and regulations pertaining to procurement.
- Creates various weekly, monthly, and annual reports.
- Responsible for purchasing of goods and services through the issuance of solicitations.
- Responsible for the receipt and analysis of quotes, making vendor recommendation, and performing related duties.
- Performs other duties as assigned.

##### **Required Training and Experience**

- Bachelor's degree.
- One (1) year of professional administrative experience in personnel, recruitment, payroll, to include experience with procurement.
- Proficient with Microsoft Office applications.
- Knowledge of general personnel management theories and principles.
- Excellent verbal and written communication skills.
- Must pass pre-employment screening/background check.

### Group 3 – CareerSource Centers Operated Positions

#### Job Description (16) Accountant 1

##### Duties and Responsibilities

- Performs bookkeeping and clerical work pertaining to the maintenance of accounting or fiscal records.
- Reconciles and analyzes the monthly payroll, including, but not limited to retrieving employees' timesheets and allocating payroll costs accordingly.
- Reviews agency budgets, researches and identifies reasons for any differences between actual expenditures and budgets.
- Analyzes expenditure rates and patterns.
- Compiles and analyzes monthly financial reports.
- Prepares and completes monthly cost allocations.
- Performs pre-auditing of fiscal documents for completeness, accuracy, and compliance with SFWIB defined policies and procedures, as well as governmental regulations.
- Maintains accounting records, such as monthly account reconciliations and analysis of all balance sheet accounts.
- Assists with annual financial audits and State fiscal monitoring.
- Receives and reviews service provider reimbursement packages.
- Verifies the receipt, accuracy, and completeness of documentation submitted by the service provider.
- Contacts Service Providers to obtain signatures, forms, and related paperwork not submitted in the reimbursement package.
- Corrects any discrepancies noted during the review process.
- Reviews budgets and budget modifications received from Service Providers.
- Maintains accounting records relating to the Service Providers' actual expenditures, and entering budgets in the accounting system.
- Reviews and approves closeouts.
- Trains and assists subordinate Account Clerks as necessary.
- Assists supervisors with more complex accounting activities.

##### Required Training and Experience

- Bachelor's degree in Accounting from an accredited college or university and one (1) year of professional accounting experience; or a Bachelor's degree to include twenty-one (21) semester credits in Accounting; or completion of twenty-one (21) semester credits in Accounting and four (4) years of accounting or bookkeeping experience.
- Experience with creating spreadsheets.
- Experience with Fund Accounting and budgets.
- Must pass pre-employment screening/background check.



PY'18-19 MODIFIED PAY RATE TABLE [July 1, 2018-December 31, 2018]  
Group 1 – Headquarter Operations  
Administrative/Clerical/Information Technology/Accounting

|    | Job Title                           | Hourly Pay Rate      | Rate without Benefits |                     | Rate with Benefits |                     | Regular Rate for Recruiting |                     |
|----|-------------------------------------|----------------------|-----------------------|---------------------|--------------------|---------------------|-----------------------------|---------------------|
|    |                                     |                      | Mark-up Rate          | Billing Rate        | Mark-up Rate       | Billing Rate        | Mark-up Rate                | Billing Rate        |
| 1  | Account Clerk                       | *\$13.11-<br>\$16.30 | 30%                   | \$17.04-<br>\$21.19 | 31%                | \$17.17-<br>\$21.36 | 41%                         | \$18.49-<br>\$22.98 |
| 2  | Accountant 1                        | *\$18.00-<br>\$19.25 | 30%                   | \$23.40-<br>\$25.03 | 31%                | \$23.58-<br>\$25.22 | 41%                         | \$25.38-<br>\$27.14 |
| 3  | Community Service Specialist        | \$16.83              | 30%                   | \$21.88             | 31%                | \$22.05             | 41%                         | \$23.73             |
| 4  | Computer Technician II**            | *\$17.31-<br>\$19.71 | 30%                   | \$22.50-<br>\$25.62 | 31%                | \$22.68-<br>\$25.82 | 41%                         | \$24.41-<br>\$27.79 |
| 5  | Military Family Employment Advocate | *\$18.03-<br>\$19.23 | 30%                   | \$23.44-<br>\$25.00 | 31%                | \$23.62-<br>\$25.19 | 41%                         | \$25.42-<br>\$27.11 |
| 6  | Network Manager 1                   | *\$25.24-<br>\$27.64 | 30%                   | \$32.81-<br>\$35.93 | 31%                | \$33.06-<br>\$36.21 | 41%                         | \$35.59-<br>\$38.97 |
| 7  | RET Intake Worker                   | \$11.06              | 30%                   | \$14.38             | 31%                | \$14.49             | 41%                         | \$15.59             |
| 8  | Senior Executive Secretary**        | *\$20.65-<br>\$34.72 | 30%                   | \$26.85-<br>\$45.14 | 31%                | \$27.05-<br>\$45.48 | 41%                         | \$29.12-<br>\$48.96 |
| 9  | Systems Analyst Programmer          | *\$25.24-<br>\$27.64 | 30%                   | \$32.81-<br>\$35.93 | 31%                | \$33.06-<br>\$36.21 | 41%                         | \$35.59-<br>\$38.97 |
| 10 | TAA Coordinator                     | \$21.32              | 30%                   | \$27.72             | 31%                | \$27.93             | 41%                         | \$30.06             |
| 11 | Youth Program Specialist            | \$16.00              | 30%                   | \$20.80             | 31%                | \$20.96             | 41%                         | \$22.56             |

\*rate of pay commensurate with experience

\*\*Fringe Benefits offered to:  
CareerSource center operated positions, Computer Technician II and Senior Executive Secretary

**PY'18-19 MODIFIED PAY RATE TABLE [January 1, 2019-June 30, 2019]**

**Group 1 – Headquarter Operations**

**Administrative/Clerical/Information Technology/Accounting**

|    | Job Title                                       | Hourly Pay Rate      | ACA Benefits Mark-up Rates |                     | Enhanced Benefits Mark-up Rates |                     | Recruiting Mark-up Rates |                     |
|----|---|----------------------|----------------------------|---------------------|---------------------------------|---------------------|--------------------------|---------------------|
|    |   |                      | Mark-up Rate               | Billing Rate        | Mark-up Rate                    | Billing Rate        | Mark-up Rate             | Billing Rate        |
| 1  | Account Clerk                                   | *\$13.11-<br>\$16.30 | 30%                        | \$17.04-<br>\$21.19 | 31%                             | \$17.17-<br>\$21.36 | 35%                      | \$17.70-<br>\$22.01 |
| 2  | Accountant 1                                    | *\$18.00-<br>\$19.25 | 30%                        | \$23.40-<br>\$25.03 | 31%                             | \$23.58-<br>\$25.22 | 35%                      | \$24.30-<br>\$25.99 |
| 3  | Community Service Specialist                    | \$16.83              | 30%                        | \$21.88             | 31%                             | \$22.05             | 35%                      | \$22.72             |
| 4  | Computer Technician II**                        | *\$17.31-<br>\$19.71 | 30%                        | \$22.50-<br>\$25.62 | 31%                             | \$22.68-<br>\$25.82 | 35%                      | \$23.37-<br>\$26.61 |
| 5  | Military Family Employment Advocate             | *\$18.03-<br>\$19.23 | 30%                        | \$23.44-<br>\$25.00 | 31%                             | \$23.62-<br>\$25.19 | 35%                      | \$24.34-<br>\$25.96 |
| 6  | Network Manager 1                               | *\$25.24-<br>\$27.64 | 30%                        | \$32.81-<br>\$35.93 | 31%                             | \$33.06-<br>\$36.21 | 35%                      | \$34.07-<br>\$37.31 |
| 7  | RET Intake Worker                               | \$11.06              | 30%                        | \$14.38             | 31%                             | \$14.49             | 35%                      | \$14.93             |
| 8  | Senior Executive Secretary**                    | *\$20.65-<br>\$34.72 | 30%                        | \$26.85-<br>\$45.14 | 31%                             | \$27.05-<br>\$45.48 | 35%                      | \$27.88-<br>\$46.87 |
| 9  | Systems Analyst Programmer                      | *\$25.24-<br>\$27.64 | 30%                        | \$32.81-<br>\$35.93 | 31%                             | \$33.06-<br>\$36.21 | 35%                      | \$34.07-<br>\$37.31 |
| 10 | TAA Coordinator                                 | \$21.32              | 30%                        | \$27.72             | 31%                             | \$27.93             | 35%                      | \$28.78             |
| 11 | Youth Program Specialist                        | \$16.00              | 30%                        | \$20.80             | 31%                             | \$20.96             | 35%                      | \$21.60             |
| 12 | Comptroller-Effective date of February 27, 2019 | \$30.00-<br>\$60.00  | 30%                        | \$39.00-<br>\$78.00 | 31%                             | \$39.30-<br>\$78.60 | 35%                      | \$40.50-<br>\$81.00 |

\*rate of pay commensurate with experience

\*\*Fringe Benefits offered to: CareerSource center operated positions, Computer Technician II and Senior Executive Secretary

**PY'18-19 MODIFIED PAY RATE TABLE [July 1, 2018-December 31, 2018]  
Group 2 – Special Programs**

|   | Job Title                           | Hourly Pay Rate      | Rate without Benefits |                     | Rate with Benefits |                     | Regular Rate for Recruiting |                     |
|---|-------------------------------------|----------------------|-----------------------|---------------------|--------------------|---------------------|-----------------------------|---------------------|
|   |                                     |                      | Mark-up Rate          | Billing Rate        | Mark-up Rate       | Billing Rate        | Mark-up Rate                | Billing Rate        |
| 1 | Disaster DWG Eligibility Specialist | *\$15.00-<br>\$16.30 | 30%                   | \$19.50-<br>\$21.19 | 31%                | \$19.65-<br>\$21.36 | 41%                         | \$21.15-<br>\$22.98 |
| 2 | Paid Work Experience (PWE)          | *\$10.00-<br>\$25.00 | 30%                   | \$13.00-<br>\$32.50 | 31%                | \$13.10-<br>\$32.75 | 41%                         | \$14.10-<br>\$35.25 |

\*rate of pay commensurate with experience



**PY'18-19 MODIFIED PAY RATE TABLE [January 1, 2019-June 30, 2019]  
Group 2 – Special Programs**

|   | Job Title                           | Hourly Pay Rate  | ACA Benefits Mark-up Rates |                 | Enhanced Benefits Mark-up Rates |                 | Recruiting Mark-up Rates |                 |
|---|-------------------------------------|------------------|----------------------------|-----------------|---------------------------------|-----------------|--------------------------|-----------------|
|   |                                     |                  | Mark-up Rate               | Billing Rate    | Mark-up Rate                    | Billing Rate    | Mark-up Rate             | Billing Rate    |
| 1 | Disaster DWG Eligibility Specialist | *\$15.00-\$16.30 | 30%                        | \$19.50-\$21.19 | 31%                             | \$19.65-\$21.36 | 35%                      | \$20.25-\$22.01 |
| 2 | Paid Work Experience (PWE)          | *\$10.00-\$25.00 | 30%                        | \$13.00-\$32.50 | 31%                             | \$13.10-\$32.75 | 35%                      | \$13.50-\$33.75 |

\*rate of pay commensurate with experience

PY'18-19 MODIFIED PAY RATE TABLE [July 1, 2018-December 31, 2018]  
Group 3 – CareerSource Centers Operated Positions\*\*

|    | Job Title   | Hourly Pay Rate  | Rate without Benefits |                 | Rate with Benefits |                 | Regular Rate for Recruiting |                 |
|----|---|------------------|-----------------------|-----------------|--------------------|-----------------|-----------------------------|-----------------|
|    |   |                  | Mark-up Rate          | Billing Rate    | Mark-up Rate       | Billing Rate    | Mark-up Rate                | Billing Rate    |
| 1  | Business Consultant   | *\$15.00-\$26.52 | 31%                   | \$19.65-\$34.74 | 34%                | \$20.10-\$35.54 | 41%                         | \$21.15-\$37.39 |
| 2  | Career Advisor  | *\$12.00-\$25.34 | 31%                   | \$15.72-\$33.20 | 34%                | \$16.08-\$33.96 | 41%                         | \$16.92-\$35.73 |
| 3  | Career Center Director/Center Manager                             | *\$26.00-\$44.52 | 31%                   | \$34.06-\$58.32 | 34%                | \$34.84-\$59.66 | 41%                         | \$36.66-\$62.77 |
| 4  | Clerk/Telephone Operator  | *\$9.00-\$10.00  | 31%                   | \$11.79-\$13.10 | 34%                | \$12.06-\$13.40 | 41%                         | \$12.69-\$14.10 |
| 5  | Customer Service Representative/Customer Service Representative I | *\$10.00-\$12.00 | 31%                   | \$13.10-\$15.72 | 34%                | \$13.40-\$16.08 | 41%                         | \$14.10-\$16.92 |
| 6  | Employer Specialist   | *\$15.00-\$25.34 | 31%                   | \$19.65-\$33.20 | 34%                | \$20.10-\$33.96 | 41%                         | \$21.15-\$35.73 |
| 7  | Job Placement Specialist/Placement Specialist                     | *\$12.00-\$25.00 | 31%                   | \$15.72-\$32.75 | 34%                | \$16.08-\$33.50 | 41%                         | \$16.92-\$35.25 |
| 8  | Lead Career Advisor   | *\$20.00-\$26.52 | 31%                   | \$26.20-\$34.74 | 34%                | \$26.80-\$35.54 | 41%                         | \$28.20-\$37.39 |
| 9  | Outreach Specialist   | *\$11.00-\$20.44 | 31%                   | \$14.41-\$26.78 | 34%                | 14.74-\$27.39   | 41%                         | \$15.51-\$28.82 |
| 10 | Program Specialist I/Program Specialist                           | *\$12.00-\$22.25 | 31%                   | \$15.72-\$29.15 | 34%                | \$16.08-\$29.82 | 41%                         | \$16.92-\$31.37 |
| 11 | Program Specialist II   | *\$14.00-\$19.00 | 31%                   | \$18.34-\$24.89 | 34%                | \$18.76-\$25.46 | 41%                         | \$19.74-\$26.79 |
| 12 | Workshop Facilitator  | *\$15.00-\$26.52 | 31%                   | \$19.65-\$34.74 | 34%                | \$20.10-\$35.54 | 41%                         | \$21.15-\$37.39 |
| 13 | Workforce Program Supervisor/Center Supervisor                    | *\$17.00-\$33.69 | 31%                   | \$22.27-\$44.13 | 34%                | \$22.78-\$45.14 | 41%                         | \$23.97-\$47.50 |
| 14 | QA Supervisor   | \$18.00          | 31%                   | \$23.58         | 34%                | \$24.12         | 41%                         | \$25.38         |
| 15 | Administrative Specialist   | \$18.00          | 31%                   | \$23.58         | 34%                | \$24.12         | 41%                         | \$25.38         |
| 16 | Accountant 1  | *\$18.00-\$19.25 | 31%                   | \$23.58-\$25.22 | 34%                | \$24.12-\$25.80 | 41%                         | \$25.38-\$27.14 |

\*rate of pay commensurate with experience

\*\*Fringe Benefits offered to: CareerSource center operated positions, Computer Technician II and Senior Executive Secretary

**PY'18-19 MODIFIED PAY RATE TABLE [January 1, 2019-June 30, 2019]  
Group 3 – CareerSource Centers Operated Positions\*\***

|    | Job Title   | Hourly Pay Rate  | ACA Benefits Mark-up Rates |                 | Enhanced Benefits Mark-up Rates |                 | Recruiting Mark-up Rates |                 |
|----|---|------------------|----------------------------|-----------------|---------------------------------|-----------------|--------------------------|-----------------|
|    |   |                  | Mark-up Rate               | Billing Rate    | Mark-up Rate                    | Billing Rate    | Mark-up Rate             | Billing Rate    |
| 1  | Business Consultant   | *\$15.00-\$26.52 | 31%                        | \$19.65-\$34.74 | 32%                             | \$19.80-\$35.01 | 35%                      | \$20.25-\$35.80 |
| 2  | Career Advisor  | *\$12.00-\$25.34 | 31%                        | \$15.72-\$33.20 | 32%                             | \$15.84-\$33.45 | 35%                      | \$16.20-\$34.21 |
| 3  | Career Center Director/Center Manager                             | *\$26.00-\$44.52 | 31%                        | \$34.06-\$58.32 | 32%                             | \$34.32-\$58.77 | 35%                      | \$35.10-\$60.10 |
| 4  | Clerk/Telephone Operator  | *\$9.00-\$10.00  | 31%                        | \$11.79-\$13.10 | 32%                             | \$11.88-\$13.20 | 35%                      | \$12.15-\$13.50 |
| 5  | Customer Service Representative/Customer Service Representative I | *\$10.00-\$12.00 | 31%                        | \$13.10-\$15.72 | 32%                             | \$13.20-\$15.84 | 35%                      | \$13.50-\$16.20 |
| 6  | Employer Specialist   | *\$15.00-\$25.34 | 31%                        | \$19.65-\$33.20 | 32%                             | \$19.80-\$33.45 | 35%                      | \$20.25-\$34.21 |
| 7  | Job Placement Specialist/Placement Specialist                     | *\$12.00-\$25.00 | 31%                        | \$15.72-\$32.75 | 32%                             | \$15.84-\$33.00 | 35%                      | \$16.20-\$33.75 |
| 8  | Lead Career Advisor   | *\$20.00-\$26.52 | 31%                        | \$26.20-\$34.74 | 32%                             | \$26.40-\$35.01 | 35%                      | \$27.00-\$35.80 |
| 9  | Outreach Specialist   | *\$11.00-\$20.44 | 31%                        | \$14.41-\$26.78 | 32%                             | \$14.52-\$26.98 | 35%                      | \$14.85-\$27.59 |
| 10 | Program Specialist I/Program Specialist                           | *\$12.00-\$22.25 | 31%                        | \$15.72-\$29.15 | 32%                             | \$15.84-\$29.37 | 35%                      | \$16.20-\$30.04 |
| 11 | Program Specialist II   | *\$14.00-\$19.00 | 31%                        | \$18.34-\$24.89 | 32%                             | \$18.48-\$25.08 | 35%                      | \$18.90-\$25.65 |
| 12 | Workshop Facilitator  | *\$15.00-\$26.52 | 31%                        | \$19.65-\$34.74 | 32%                             | \$19.80-\$35.01 | 35%                      | \$20.25-\$35.80 |
| 13 | Workforce Program Supervisor/Center Supervisor                    | *\$17.00-\$33.69 | 31%                        | \$22.27-\$44.13 | 32%                             | \$22.44-\$44.47 | 35%                      | \$22.95-\$45.48 |
| 14 | QA Supervisor   | \$18.00          | 31%                        | \$23.58         | 32%                             | \$23.76         | 35%                      | \$24.30         |
| 15 | Administrative Specialist   | \$18.00          | 31%                        | \$23.58         | 32%                             | \$23.76         | 35%                      | \$24.30         |
| 16 | Accountant 1  | *\$18.00-\$19.25 | 31%                        | \$23.58-\$25.22 | 32%                             | \$23.76-\$25.41 | 35%                      | \$24.30-\$25.99 |

\*rate of pay commensurate with experience

\*\*Fringe Benefits offered to: CareerSource center operated positions, Computer Technician II and Senior Executive Secretary

**Attachment 2-H  
(Exhibit A-8)**

| **Fringe Benefits (Health, Dental and Vision Insurance): July 1, 2018-December 31, 2018 |  |   |                             |                          |
|---|--|---|-----------------------------|--------------------------|
| Medical plans   | Employee only coverage Monthly Plan Cost         | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| PPO Basic   | \$349.00   | \$174.50                                    | \$174.50                    | \$43.63                  |
| PPO - Comprehensive   | \$607.00   | \$303.50                                    | \$303.50                    | \$75.88                  |
| PPO-High Deductible   | \$274.00   | \$137.00                                    | \$137.00                    | \$34.25                  |
| CIGNA EPO   | \$700.00   | \$350.00                                    | \$350.00                    | \$87.50                  |
| Medical plans   | Employee + Child(ren) coverage Monthly Plan Cost | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| PPO Basic   | \$729.00   | \$364.50                                    | \$364.50                    | \$91.13                  |
| PPO - Comprehensive   | \$1,273.00                                       | \$636.50                                    | \$636.50                    | \$159.13                 |
| PPO-High Deductible   | \$536.00   | \$268.00                                    | \$268.00                    | \$67.00                  |
| CIGNA EPO   | \$1,471.00                                       | \$735.50                                    | \$735.50                    | \$183.88                 |
| Medical plans   | Employee + Spouse coverage Monthly Plan Cost     | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| PPO Basic   | \$784.00   | \$392.00                                    | \$392.00                    | \$98.00                  |
| PPO - Comprehensive   | \$1,379.00                                       | \$689.50                                    | \$689.50                    | \$172.38                 |
| PPO-High Deductible   | \$578.00   | \$289.00                                    | \$289.00                    | \$72.25                  |
| CIGNA EPO   | \$1,799.00                                       | \$899.50                                    | \$899.50                    | \$224.88                 |
| Medical plans   | Family coverage Monthly Plan Cost                | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| PPO Basic   | \$958.00   | \$479.00                                    | \$479.00                    | \$119.75                 |
| PPO - Comprehensive   | \$1,677.00                                       | \$838.50                                    | \$838.50                    | \$209.63                 |
| PPO-High Deductible   | \$780.00   | \$390.00                                    | \$390.00                    | \$97.50                  |
| CIGNA EPO   | \$2,151.00                                       | \$1,075.50                                  | \$1,075.50                  | \$268.88                 |
| Dental/Vision   | Employee only coverage Monthly Plan Cost         | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| Standard Package  | \$52.00  | \$26.00                                     | \$26.00                     | \$6.50                   |
| Premium Package   | \$105.00   | \$52.50                                     | \$52.50                     | \$13.13                  |
| Dental/Vision   | Employee + Child(ren) coverage Monthly Plan Cost | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| Standard Package  | \$72.00  | \$36.00                                     | \$36.00                     | \$9.00                   |
| Premium Package   | \$160.00   | \$75.00                                     | \$75.00                     | \$18.75                  |
| Dental/Vision   | Employee + Spouse coverage Monthly Plan Cost     | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| Standard Package  | \$68.00  | \$33.00                                     | \$33.00                     | \$8.25                   |
| Premium Package   | \$135.00   | \$67.50                                     | \$67.50                     | \$16.88                  |
| Dental/Vision   | Family coverage Monthly Plan Cost                | 50% Employer Contribution (Monthly Invoice) | 50% Employee's Contribution | Weekly Payroll Deduction |
| Standard Package  | \$89.00  | \$44.50                                     | \$44.50                     | \$11.13                  |
| Premium Package   | \$191.00   | \$95.50                                     | \$95.50                     | \$23.88                  |

**2019 SFWF Enhanced Benefit Plans & Costs**  
Premium costs are subject to change each January 1

| MEDICAL PLANS               | Monthly Employee/Employer Cost 50% Cost Share |           |                 |           |             |           |           |           | Weekly Employee/Employer Cost 50% Cost Share |         |                 |          |             |          |          |          |
|-----------------------------|---|-----------|-----------------|-----------|-------------|-----------|-----------|-----------|--|---------|-----------------|----------|-------------|----------|----------|----------|
|                             | EE Only                                       |           | EE + Child(ren) |           | EE + Spouse |           | Family    |           | EE Only                                      |         | EE + Child(ren) |          | EE + Spouse |          | Family   |          |
|                             | Per month                                     | Per month | Per month       | Per month | Per month   | Per month | Per month | Per month | Per pay                                      | Per pay | Per pay         | Per pay  | Per pay     | Per pay  | Per pay  | Per pay  |
| PPO                         | \$249.47                                      | \$249.47  | \$483.02        | \$483.02  | \$594.99    | \$594.99  | \$648.08  | \$648.08  | \$57.57                                      | \$57.57 | \$111.47        | \$111.47 | \$137.30    | \$137.30 | \$149.56 | \$149.56 |
| High Deductible Health Plan | \$153.29                                      | \$153.29  | \$299.86        | \$299.86  | \$323.36    | \$323.36  | \$436.37  | \$436.37  | \$35.37                                      | \$35.37 | \$69.20         | \$69.20  | \$74.82     | \$74.82  | \$100.70 | \$100.70 |
| Dental                      | \$12.29                                       | \$12.29   | \$31.55         | \$31.55   | \$23.48     | \$23.48   | \$48.86   | \$48.86   | \$2.84                                       | \$2.84  | \$7.28          | \$7.28   | \$5.42      | \$5.42   | \$11.27  | \$11.27  |
| Vision - Basic              | \$2.35  | \$2.35    | \$5.02          | \$5.02    | \$4.70      | \$4.70    | \$8.03    | \$8.03    | \$0.54                                       | \$0.54  | \$1.16          | \$1.16   | \$1.08      | \$1.08   | \$1.85   | \$1.85   |
| Vision - Buy-up             | \$8.00  | \$2.35    | \$15.68         | \$5.02    | \$13.32     | \$4.70    | \$17.65   | \$8.03    | \$1.65                                       | \$0.54  | \$3.62          | \$1.16   | \$3.08      | \$1.08   | \$4.07   | \$1.85   |
| 50K Life AD&D               | \$4.35  | \$4.35    |                 |           |             |           |           |           | \$1.00                                       | \$1.00  |                 |          |             |          |          |          |
| 100K Life AD&D              | \$8.70  | \$8.70    |                 |           |             |           |           |           | \$2.01                                       | \$2.01  |                 |          |             |          |          |          |
| *Short Term Disability      |   |           |                 |           |             |           |           |           |  |         |                 |          |             |          |          |          |
| **Long Term Disability      |   |           |                 |           |             |           |           |           |  |         |                 |          |             |          |          |          |

\*Rate based on weekly earnings.  
\*\*Rate based on monthly earnings.

**PY'18-19 MODIFIED PAY RATE TABLE**  
**Staff Performance/Incentive Payments for Group 3 – CareerSource Centers Operated Positions**

|                                      |   |
|--------------------------------------|---|
| Staff Performance/Incentive Payments | <ul style="list-style-type: none"><li>• Staff performance incentive payments allocations for Group 3-CareerSource centers operated positions, will be calculated by the <u>SFWIB</u> based on the respective staff score in the performance evaluation, completion of program goals and funding availability. Incentives are capped at 3% of total staff salaries plus 18% projected mark-up cost. Unearned amounts of any staff will be re-allocated into the pool for distribution to performing staff.</li><li>• The incentives will be distributed by the last payroll cycle at the end of the program year, after the program's performance for the year is measurable and the final earned amount is known. Individual amounts may change depending on final performance.</li></ul> |
|--------------------------------------|---|