

**81952
PY'19-21
PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT #3

THIS AMENDMENT #3, hereinafter referred to as the "AMENDMENT", entered into between **22nd Century Technologies, 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, 2019**. The Professional Services Agreement and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated July 1, 2019 and expiring June 30, 2020 to provide recruiting and payroll services.

Article I, Effective Term, is deleted in its entirety and replaced with the following language:

This Agreement shall commence upon **July 1, 2019**, irrespective of the date of execution, and terminate at the close of business on **June 30, 2021**, unless earlier terminated as provided below.

The SFWIB may, in the SFWIB's sole discretion, renew this Agreement for up to one (1) additional one (1) year periods contingent upon satisfactory performance and availability of funding to the SFWIB and upon such terms and conditions as both Parties agree to in writing.

Article 2, Statement of Work, is deleted in its entirety and replaced with the following language:

The Contractor shall perform all of the work set forth in **Exhibit A-2, PY'19-21 Statement of Work**, attached hereto and incorporated herein. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by the Parties in writing.

Article 3, Payment Terms, Bill Rates and Fees, is deleted in its entirety and replaced with the following language:

The SFWIB shall pay **TSCTI** for its services according to the rates set forth in **Exhibit A-2, Attachment 2-B, PY'19-21 Pay Rate Table and Exhibit A-2, Attachment 3-B, PY'19-21 Enhanced Benefits Table** attached hereto and incorporated herein, and according to the terms set forth below.

TSCTI shall invoice the SFWIB for services provided under this Agreement on a monthly basis unless otherwise agreed by the SFWIB and **TSCTI**. **TSCTI** shall submit invoices via electronic mail as follows:

- All invoices shall be submitted to the SFWIB's Finance Department at cssf_ap@careersourcesfl.com.

TSCTI shall submit a separate itemized invoice to the SFWIB for Assigned Employees who will partake in the approved SFWIB medical, dental and vision insurance plans. Said invoices shall designate the type of insurance, premiums, and plan coverage costs, per staff location.

The SFWIB shall pay all proper invoices within thirty (30) business days of receipt. Original invoices itemizing services rendered, per location, shall be supported by each properly authorized time sheet pertaining to payroll cycle worked by each of the Assigned Employees and an itemized Payroll Register, which includes wage payments, benefits, and withholdings for the payroll for which reimbursement is requested. If any portion of the invoice is disputed, the SFWIB shall pay the undisputed portion. A separate bi-weekly report will also be submitted by **TSCTI** indicating the charges incurred for staff payroll by location.

Assigned Employees are presumed to be non-exempt from laws requiring for overtime, holiday work, or weekend work. TSCIT will charge the SFWIB special rates for overtime only when an Assigned Employee's work on assignment to the SFWIB, viewed by itself, would legally require overtime pay and the SFWIB has authorized, directed, or allowed, in writing, the Assigned Employee to work such overtime. The SFWIB will be responsible for paying overtime wages when an Assigned Employee, authorized, directed or allowed by the SFWIB in writing, has worked more than forty (40) weekly hours (Monday to Sunday) for the SFWIB. The overtime bill rate is calculated at one and one-half (1.5) times of the regular bill rate.

- The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (the "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. Holidays shall be billed at the regular billing rates for the specified position. No additional allowances will be given for holidays worked.
- Holidays shall be billed at the regular billing rates for the specified position as set forth in **Exhibit A-2, Attachment 2-B, PY'19-21 Pay Rate Table**. No additional allowances will be given for Holidays worked.
- 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 calendar week.

The SFWIB, as a governmental entity, shall not be responsible for federal, state, and local taxes levied or assessed in connection with services performed by TSCIT under this Agreement.

Pricing Information		
Services	Mark-up Rate	Effective Date
Staffing Services	See Table Below	July 1, 2019 – June 30, 2020
Recruiting Services	See Table Below	July 1, 2019 – June 30, 2020

Group 1, Group 2, Group 3	Staffing Services		Recruiting Services
	ACA Benefits	Enhanced Benefits	
FICA	6.20%	6.20%	6.20%
MICA	1.45%	1.45%	1.45%
FUTA	0.60%	0.60%	0.60%
SUTA	0.23%	0.23%	0.23%
Workers Compensation	0.24%	0.24%	0.24%
Benefits	14.00%	16.00%	14.00%
Administrative Costs	5.28%	5.28%	7.28%
TOTAL	28%	30%	30%

SPECIAL GROUP	MARK-UP RATE
	Insert Percentage Amounts
FICA	6.20%
MICA	1.45%
FUTA	0.60%
SUTA	0.29%
Workers Compensation	5.24%
Administrative Costs	7.22%
Other Fees	5.00%
Other Fees	
TOTAL	26.00%

Exhibit A-1, PY'19-20 Modified Statement of Work is replaced in its entirety with **Exhibit A-2, PY'19-21 Modified Statement of Work.**

Attachment 1-A, PY'19-20 Modified Job Descriptions, Exhibit A-1 is replaced in its entirety with **Attachment 1-B, Modified PY'19-21 Job Descriptions, Exhibit A-2.**

Attachment 2-A, PY'19-20 Modified Pay Rate Table, Exhibit A-1 is replaced in its entirety with **Attachment 2-B, Modified PY'19-21 Pay Rate Table, Exhibit A-2.**


Attachment 3-A, PY'19-20 Modified Enhanced Benefits Table, Exhibit A-1 is replaced in its entirety with **Attachment 3-B, Modified PY'19-21 Enhanced Benefits Table, Exhibit A-2.**

SIGNATURES APPEAR ON THE FOLLOWING PAGE


SIGNATORY FORM

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURE FOR: **22nd Century Technologies, Inc.**
PROGRAM ENTITLED: **Staffing Services**
INDEX CODE: **81952**
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, 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; WIOA NDWG 17.277**

BY:  06/16/2020
Satvinder Singh Date
President
22nd Century Technologies, Inc.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY:  JUNE 30, 2020
Rick Beasley Date
Executive Director
South Florida Workforce Investment Board

**81952
PY'19-21
PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT #4

THIS AMENDMENT #4, hereinafter referred to as the "AMENDMENT", entered into between **22nd Century Technologies, 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, 2019**. The Professional Services Agreement and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated July 1, 2019 and expiring June 30, 2021 to provide recruiting and payroll services.

Article 2, Statement of Work, is deleted in its entirety and replaced with the following language:

The Contractor shall perform all of the work set forth in **Exhibit A-3, PY'19-21 Statement of Work**, attached hereto and incorporated herein. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by the Parties in writing.

Article 3, Payment Terms, Bill Rates and Fees, is deleted in its entirety and replaced with the following language:

The SFWIB shall pay **TSCTI** for its services according to the rates set forth in **Exhibit A-3, Attachment 2-C, PY'19-21 Modified Pay Rate Table and Exhibit A-3, Attachment 3-C, PY'19-21 Modified Enhanced Benefits Table** attached hereto and incorporated herein, and according to the terms set forth below.

TSCTI shall invoice the SFWIB for services provided under this Agreement on a monthly basis unless otherwise agreed by the SFWIB and **TSCTI**. **TSCTI** shall submit invoices via electronic mail as follows:

- All invoices shall be submitted to the SFWIB's Finance Department at cssf_ap@careersourcesfl.com.

TSCTI shall submit a separate itemized invoice to the SFWIB for Assigned Employees who will partake in the approved SFWIB medical, dental and vision insurance plans. Said invoices shall designate the type of insurance, premiums, and plan coverage costs, per staff location.

The SFWIB shall pay all proper invoices within thirty (30) business days of receipt. Original invoices itemizing services rendered, per location, shall be supported by each properly authorized time sheet pertaining to payroll cycle worked by each of the Assigned Employees and an itemized Payroll Register, which includes wage payments, benefits, and withholdings for the payroll for which reimbursement is requested. If any portion of the invoice is disputed, the SFWIB shall pay the undisputed portion. A separate bi-weekly report will also be submitted by **TSCTI** indicating the charges incurred for staff payroll by location.

Assigned Employees are presumed to be non-exempt from laws requiring for overtime, holiday work, or weekend work. **TSCTI** will charge the SFWIB special rates for overtime only when an Assigned Employee's work on assignment to the SFWIB, viewed by itself, would legally require overtime pay and the SFWIB has authorized, directed, or allowed, in writing, the Assigned Employee to work such overtime. The SFWIB will be responsible for paying overtime wages when an Assigned Employee,

authorized, directed or allowed by the SFWIB in writing, has worked more than forty (40) weekly hours (Monday to Sunday) for the SFWIB. The overtime bill rate is calculated at one and one-half (1.5) times of the regular bill rate.

- The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (the "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. Holidays shall be billed at the regular billing rates for the specified position. No additional allowances will be given for holidays worked.
- Holidays shall be billed at the regular billing rates for the specified position as set forth in **Exhibit A-3, Attachment 2-C, PY'19-21 Modified Pay Rate Table**. No additional allowances will be given for Holidays worked.
- 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 calendar week.

The SFWIB, as a governmental entity, shall not be responsible for federal, state, and local taxes levied or assessed in connection with services performed by **TSCTI** under this Agreement.

Pricing Information		
Services	Mark-up Rate	Effective Date
Staffing Services	See Table Below	July 1, 2019 – June 30, 2021
Recruiting Services	See Table Below	July 1, 2019 – June 30, 2021

Group 1, Group 2, Group 3	Staffing Services		Recruiting Services
	ACA Benefits	Enhanced Benefits	
FICA	6.20%	6.20%	6.20%
MICA	1.45%	1.45%	1.45%
FUTA	0.60%	0.60%	0.60%
SUTA	0.23%	0.23%	0.23%
Workers Compensation	0.24%	0.24%	0.24%
Benefits	14.00%	16.00%	14.00%
Administrative Costs	5.28%	5.28%	7.28%
TOTAL	28%	30%	30%

SPECIAL GROUP	MARK-UP RATE
	Percentage Amounts
FICA	6.20%
MICA	1.45%
FUTA	0.60%
SUTA	0.29%
Workers Compensation	5.24%
Administrative Costs	7.22%
Other Fees	5.00%
TOTAL	26.00%

Exhibit A-2, PY'19-20 Modified Statement of Work is replaced in its entirety with **Exhibit A-3, PY'19-21 Modified Statement of Work.**

Attachment 1-B, PY'19-20 Modified Job Descriptions, Exhibit A-2 is replaced in its entirety with **Attachment 1-C, Modified PY'19-21 Modified Job Descriptions, Exhibit A-3.**

Attachment 2-B, PY'19-20 Modified Pay Rate Table, Exhibit A-2 is replaced in its entirety with **Attachment 2-C, Modified PY'19-21 Pay Rate Table, Exhibit A-3.**

Attachment 3-B, PY'19-20 Modified Enhanced Benefits Table, Exhibit A-2 is replaced in its entirety with **Attachment 3-C, Modified PY'19-21 Enhanced Benefits Table, Exhibit A-3.**

SIGNATURES APPEAR ON THE FOLLOWING PAGE

SIGNATORY FORM

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURE FOR: **22nd Century Technologies, Inc.**
PROGRAM ENTITLED: **Staffing Services**
INDEX CODE: **81952**
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, 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; WIOA
NDWG 17.277**

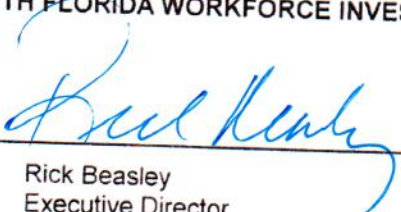
BY: _____


Satvinder Singh
President
22nd Century Technologies, Inc.

12/18/20

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: _____


Rick Beasley
Executive Director
South Florida Workforce Investment Board

12/30/2020

**PY'19-21 MODIFIED STATEMENT OF WORK
22ND CENTURY TECHNOLOGIES, INC.
TEMPORARY STAFFING SERVICES**

I. Introduction:

The Contractor shall provide Temporary Staffing Services on an as needed basis to the South Florida Workforce Investment Board ("SFWIB") d/b/a CareerSource South Florida (CSSF) as described herein.

II. Services to be Rendered:

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

A. On-board Processing

1. The hiring process shall include drug and alcohol testing, at the Contractor's expense, of Assigned Employees prior to assignment start date with the SFWIB.
2. The Contractor shall terminate the temporary assignment of any employee found to be unqualified or not meeting, for any reason, the SFWIB's expectation for his/her specific assignment.
3. The Contractor shall hire individuals based on **Exhibit A-3, Attachment 1-C, PY'19-21 Modified Job Descriptions**, attached hereto and incorporated herein, under the SFWIB's supervision at any location the SFWIB designates.

B. Payroll Services

1. 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.
2. The Contractor shall offer direct deposit and ensure direct deposits are posted to bank on pay date.
3. The Contractor shall offer efficient payroll processing alternatives such as, paperless time reporting and pay cards.

C. Employee Benefits

1. The Contractor shall comply with all provisions of the Affordable Care Act applicable to Assigned Employees, including the employer shared responsibility provisions relating to the offer of "minimum essential coverage" to all full time employees. Insurance coverage shall, at a minimum, meet state and federal regulations.
2. The Contractor shall offer benefit plan options to all Assigned Employees and their eligible dependents as set forth in **Exhibit A-3, Attachment 3-C, PY'19-21 Modified Enhanced Benefits Table**, that includes:
 - i. Medical, includes Prescription Coverage, Dental, and Vision 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.

3. The Contractor shall notify the SFWIB, in writing within thirty (30) calendar days, of any issues surrounding the continuation and/or discontinuation of **Exhibit A-3, Attachment 3-C, PY'19-21 Modified Enhanced Benefits Table**. Identified issues include increases to costs, or any other change which would have an impact on Assigned Employees.

D. Reporting Requirements

1. The Contractor shall prepare payroll reports, which include all employee absences and overtime hours worked. Said reports shall be provided to the SFWIB on a bi-weekly basis.
2. The Contractor shall prepare, in a timely manner, all year-end payroll and tax processing report(s).
3. The Contractor shall remit all payroll taxes to federal and state agencies on bi-weekly basis.
4. The Contractor shall be responsible for handling all matter related to claims for benefits filed by Contractor's employees for unemployment and workers' compensation, from the filing of the claim through its resolution.

E. Technical Assistance

1. The Contractor shall identify a project lead to work with the SFWIB's designated team member on projects.
2. The Contractor shall provide user access training on their electronic payroll system, either on-site or tele-conference, at the request of the SFWIB.

F. Timeframes

1. The Contractor shall work and cooperate with the SFWIB to ensure the on-boarding process coincides with the timeframes established and communicated by the SFWIB verbally or in writing within sixty (60) days.

G. Transition

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

H. No Supervision by the Contractor of Assigned Employees

1. The Assigned Employees the Contractor refers 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.

I. Applicable Laws

1. 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.

III. Recruiting Services:

A. Recruitment/Referral of Qualified Candidates

1. Upon request of the SFWIB, the Contractor shall recruit, screen, and assign its employees with the qualifications, training, formal education, licenses, skills, and abilities to perform the type of work described in each job description provided by the SFWIB.

2. The SFWIB shall have the option to request from the Contractor more than one individual at a time to conduct an interview and to make a selection of the best-qualified candidate for assignment with the SFWIB.

**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 close-outs.
- 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 close-outs.
- 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 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 Sntax 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**

Duties and Responsibilities

- 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.
- 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**

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 regionally audit plan consistent with federal requirements under OMB Circular A-133; 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 1 – Headquarter Operations
Administrative/Clerical/Information Technology/Accounting**

**Job Description (13)
Web Developer (Intern)**

Duties and Responsibilities

- Design, build or maintain websites using authoring or scripting languages, content creation tools, management tools, and digital media.
- Backup files from websites to local directories for instant recovery.
- Write, design or edit web page content.
- Select programming languages, design tools or applications.
- Evaluate code to ensure it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
- Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.
- Perform website updates.
- Design and/or implement website security measures such as firewalls or message encryption.
- Establish appropriate server directory trees.
- Create searchable indices for web page content.
- Assist with the development of website maps, application models, image templates or page templates that meet project goals, user needs, or industry standards.
- Develop or validate test routines and schedules to ensure test cases mimic external interfaces and address all browser and device types.
- Develop or implement procedures for ongoing website revision.
- Assist with related duties and special projects as assigned.
- Perform website tests according to planned schedules or after any website or product revision.

Required Training And Experience

- Completion of sixty (60) semester credits to include fifteen (15) semester credits in a computer-related field or possession of Microsoft Certified Professional Site Building Certification. Two (2) years of programming or web development experience are required. Additional programming or web development experience may substitute for the required education on a year-for-year basis.

Additional Desirable Qualifications

- Ability to design, create, and modify websites. Analyze user needs to implement website content, graphics, performance, and capacity. May integrate website with other computer applications. May convert written, graphic, audio, and video components to compatible web formats by using software designed to facilitate the creation of web and multimedia content.

Group 2 – Special Programs

Job Description (1) Disaster DWG Eligibility Specialist

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

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.
- Required to be Tier I certified within ten (10) business days of hire date.

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.

Group 2 – Special Programs

Job Description (3) Debris/Clean-up Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

This position is responsible for the clearance, removal, and/or disposal of items (such as trees, woody debris, sand, mud, silt, gravel, and damaged building components/contents); wreckage produced during the conduct of emergency work, and other disaster related wreckage.

Required Training and Experience

- High School diploma or GED.
- Experience may substitute for education on a year for year basis.
- Knowledge of general debris/clean-up tasks and procedures.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation of light equipment (hand tools) utilized in debris/clean-up work.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (4) General Laborer

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

This position is responsible for the clearance and/or removal of debris and other disaster related wreckage from homes, businesses, roadways and sidewalks by loading/unloading debris in dumpsters/trucks to aide in preparing homes and businesses for reconstruction and restoration.

Required Training and Experience

- High School diploma or GED.
- Experience may substitute for education on a year for year basis.
- Knowledge of general labor tasks and procedures.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (5) Maintenance Repairer 1

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Replaces defective light bulbs throughout buildings.
- Cuts, threads and bends conduit pipe to sizes and lengths as required by electricians.
- Replaces burned out fuses.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames.
- Assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures.
- Feeds lumber into power saws, planers, and joiners.
- Operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes (plaster, mortar, and cement), slakes lime, assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Required to perform rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Erects scaffolding, loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade.
- One (1) year of performing semi-skilled maintenance and repair tasks experience; or
- One (1) year experience of assisting with maintenance and repairs in any of a variety of the skilled trades.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (6) Regional Community Services Advocate

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Represents the department before several community boards, committees and task forces, and provides administrative staff support.
- Attends meetings with individuals, community leaders, community organizations and volunteer agencies to advise/inform them of matters pertinent to the community.
- Develops and conducts seminars and workshops to educate and inform the community on services available to them.
- Meets with representatives of local, state and federal agencies to discuss community incidents and issues.
- Performs assessment of community incidents and conflicts.
- Develops and conducts surveys in cooperation with other organizations to determine priority needs within the community.
- Develops educational and informational radio and television programs for the benefit of the community.
- Assists in the development of programs for the community.
- Participates in the department's on-going customer service, consumer satisfaction, and internal assessment and evaluation activities.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (7) Violence Prevention Community Advocate

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Screens all incoming referrals of violence victims/families within 48 hours of receipt of the referral and schedule an appointment for initial assessment.
- Completes the initial assessment to determine level of service to be provided, safety concerns, by focusing on the victim's/family's eligibility for public benefits, housing status, income, household composition and other factors impacting the individual/family's housing stabilization.
- Provides home visitations and meets regularly with all assigned victims/families.
- In partnership with families, creates a family plan, makes referrals, facilitates access to services and monitor to ensure that all components of family plan may be accomplished.
- Works with violence victims and families to develop safety plans and understanding of court and other systems working with the family.
- Identifies participant's available resources, strengths and supports that can support the goals in his/her housing stabilization action plan. Identifies any risk factors and unmet service needs, that should be taken into account in the development, implementation and monitoring of the housing stabilization action plans to prevent homelessness and maintain a stable, permanent housing arrangement for the family.
- Provides appropriate referrals and linkages to community based agencies that can provide resources to address service needs of participants that cannot be provided directly by Advocate Program or its community partners.
- Effectively communicates with the participant and his/her landlord about the required documentation needed to process the family's application for emergency financial assistance/rental assistance through the program. Once the necessary documentation are obtained, submit the participant's application to the Program Coordinator by fax or e-mail for final review and approval process.
- Develops and maintains effective liaison and interagency referral partnerships with all of the agencies in the community, and continuously identify new community resources that may benefit participants in all categories.
- Work as part of a multi-disciplinary team providing "client centered services" with all staff members, as well as the other case managers participating in the program.
- Reports to the Director on all issues relevant to program's functioning, including the interagency referral process.
- Maintains participants' files accurately for internal and external audits.
- Maintains all required documentation in participants' confidential case records, and assists the Program Manager and Director with the preparation of any required program and statistical reports.
- Performs related work as required.

Required Training and Experience

- Bachelor's Degree in Social Work, Sociology, or related field.
- One (1) year of experience working with domestic violence and/or sexual assault survivors.
- One (1) year of Social Services experience.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (8) Special Project Administrator

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Coordinates complex administrative duties with department-wide responsibility.
- Serves as Project Manager over specialized projects and program coordinator.
- Develops and implements departmental and program policies, procedures and revisions.
- Prepares complex reports for the department director and assistant directors.
- Plans, assigns and reviews the work of subordinate professional staff.
- Performs quality control reviews of reports to ensure compliance with departmental and county standards.
- Determines the information system needs of the department.
- Provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures.
- Prepares grant approval resolutions for action.
- Examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.
- Performs related work as required.

Required Training and Experience

- Bachelor's Degree.
- Three (3) years of professional experience to include:
 - Customer service
 - Public contact
 - Outreach activities or
 - Providing referral services
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (9) Litter Removal

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Routinely removes loose and bagged litter and debris in all right-of-ways and parks throughout the Islamorada, Village of Islands.
- Routinely clears and/or removes gravel, soil and other debris from the multipurpose trails throughout the Islamorada, Village of Islands with manual and automatic tools.
- Routinely clears and/or removes gravel, soil and other debris from all storm water inlets and drains.
- Performs other job-related duties as assigned by supervisor.
- Safely operates light trucks, utility vehicles and other related types of equipment.
- Performs daily safety inspections of assigned equipment prior to and after use.
- Properly maintains and washes assigned equipment weekly.
- Prepares and maintains records and reports as required.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

**Job Description (10)
Driver**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Transport deliveries safely to their destination locations on time. As part of this duty, verify shipping loads against the paperwork and obtain signatures for materials when they are delivered.
- Determine the most efficient route to destinations to ensure timely delivery.
- Maintain records of routes and times in accordance with state and federal law.
- Inspect and maintain the delivery vehicle and all related equipment, putting in repair requests as necessary to maintain safe operation during the loading and unloading process.
- Take on material handling duties as necessary to complete the delivery of necessary materials to destination locations, including handling materials during loading and unloading.
- Contacts customers to confirm delivery details and maintains delivery logs/records.
- Determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews.
- Performs other job-related duties as assigned by supervisor.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License with a clean driving record.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory and equipment maintenance is required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Occasionally required to sit and climb or balance.

Group 2 – Special Programs

Job Description (11) Line Cook (Food Preparation Worker)

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.
- Store food in designated containers and storage areas to prevent spoilage.
- Take and record temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Performs other job-related duties as assigned by supervisor.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils.

Group 2 – Special Programs

Job Description (12) Warehouse Worker/Clerk

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders, pulling materials, packing boxes, and placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat. Organize warehouse and work area for orderliness at all times.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Prepare parcels for mailing.
- Operate and maintain preventively warehouse vehicles and equipment.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory, equipment maintenance, data entry and computer skills are required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear.
- Occasionally required to sit and climb or balance.

Group 2 – Special Programs

Job Description (13) C&R Cook 1

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled cooking and limited supervisory work in a Metro-Dade County correctional institution. Employees in this class are responsible for the performance of skilled cooking tasks and related supervision in the large-scale production of meals in a County correctional institution kitchen. Emphasis of the work is on the performance of a variety of skilled cooking tasks, directing inmate labor assisting in various food service activities to meet serving deadlines, ensuring proper portioning of food items, providing continuous training to kitchen trustees, operating standard cooking equipment, and supervising cleaning tasks to meet established sanitary requirements. Supervision is exercised over kitchen trustees assisting in various phases of food service operations. Supervision is received from a supervisory cook who supervises food preparation, serving functions and cleaning activities.

Duties and Responsibilities

- Directs inmate labor in tray make-up, loading food carts, use of steam trays and rethermalization units.
- Ensures proper handling, packaging and storage of food items.
- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Trains cooks and inmates working as kitchen trustees on preparation of meals to meet deadlines for tray line and cafeteria and ensures proper portioning of food items to avoid conflicts among inmates over uneven portions.
- Discusses menu changes or utilization of leftovers with immediate supervisor.
- Exercises caution and control in supervising inmates working as kitchen trustees to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Prepares salads, sandwiches, slices meats and special dishes for inmates with special dietary considerations.
- Requisitions food items and supplies for cooking operations.
- Participates in portioning and distribution of soups, starches and vegetables for a variety of breakfast, lunch and dinner menus.
- Supervises inmates in cleaning kitchen items including utensils, food trays and rethermalization units to meet American Correctional Association sanitation standards.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with one (1) year of experience in an institutional, commercial, or other large-scale food preparation environment is required.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of modern methods and equipment used in a large-scale food service operation.
- Knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of food menus, general nutrition and modified diets, and portion control.
- Ability to follow written instructions in menus and recipes and perform skilled cooking.
- Ability to supervise a group of inmates working as kitchen trustees in accordance with correctional policies and regulations.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.
- Ability to meet serving deadlines in a large-scale food service operation.

Group 2 – Special Programs

Job Description (14) C&R Cook 2

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled supervisory cooking work in a Metro-Dade County correctional institution. Employees in this class are responsible for the supervision of skilled cooks and unskilled inmates serving as kitchen trustees in the large-scale production of meals in a County correctional institution kitchen. Responsibilities include supervising the cooking portion of meal preparation, meeting serving deadlines, ensuring equal portions and the quality of food servings, employing precautionary measures to ensure compliance with proper sanitary requirements, estimating food needs, requisitioning food supplies and related equipment, planning a variety of standard menus, and coordinating work with cooks on subsequent shifts. Supervision is exercised over skilled cooks and kitchen trustees engaged in various phases of food service operations. Supervision is received from a food service supervisor who reviews work for effectiveness in food preparation, serving functions and cleaning activities.

Duties and Responsibilities

- Plans, schedules, and arranges work flow for a large number of skilled cooks and inmates serving as unskilled kitchen trustees in a County correctional institution kitchen; and schedules operations to meet serving deadlines.
- Supervises the cooking portion of food preparation; roasts meats or prepares special dishes as required; ensures recipes are followed to avoid under/over cooking and/or food loss through improper preparation.
- Employees precautionary measures to guard against health hazards and ensures compliance with proper sanitary requirements.
- Provides continuous training for new inmates working in a kitchen trustee capacity; exercises caution and control in supervising inmates to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Estimates food needs for standard menus; requisitions food supplies and equipment and maintains related records; streamlines grand-scale food preparations for an economical and efficient operation.
- Coordinates planning with cooks on subsequent shifts and discusses preparation of special menus with food service supervisors.
- Provides advice and assistance to skilled cooks in food preparations.
- Supervises kitchen trustees in cleaning food service areas associated with cooking to maintain standard American Correctional Association sanitary requirements.
- Ensures the use of proper fire safety procedures for a large correctional facility kitchen and precautionary measures governing inmates during emergency situations.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with two (2) years of experience in a large-scale food preparation environment; or
- An Associate's Degree in a Culinary Arts Program, Hospitality or related field or a certificate of completion from a Culinary Arts school may substitute for the required experience on a year-for-year basis.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Considerable knowledge of modern methods and equipment used in large-scale food service operations.
- Considerable knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Considerable knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of the preparation of special therapeutic diets.
- Ability to supervise skilled cooks and kitchen trustees in accordance with correctional policies and regulations.
- Ability to estimate quantities of food supplies required for large-scale food preparation.
- Ability to plan and schedule food service operations to achieve goals in food preparation and in meeting serving deadlines.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.

Group 2 – Special Programs

Job Description (15) Food Service Worker 1

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is routine food preparation and serving work in county homes and institutions. Work involves assistance to cooks, dietitians, and other personnel in kitchens or dining rooms in such tasks as cleaning and chopping fruit and vegetables, weighing, measuring and assembling ingredients for various recipes, preparing coffee in large volume, portioning and cutting desserts and serving food in cafeterias or on hospital wards. Employees in this class are required to observe established sanitary standards in the preparing, handling and serving of food, and in their personal hygiene, and are responsible for courtesy and a pleasant demeanor in serving patrons of the dining service. Work is performed under immediate supervision of cooks, dietitians or other personnel who inspect work in progress and review results obtained.

Duties and Responsibilities

- Cleans and chops vegetables and fruits; weighs, measures and assembles ingredients for cooks; mixes and unmolds gelatin salads; makes coffee and toast.
- Portions and cuts desserts; portions out salad dressings and salads, and pours between meal nourishments.
- Serves food to customers in cafeteria lines; keeps cafeteria line supplied with hot foods; loads steam carts for delivery to hospital floors and sets up trays for patients.
- Serves food to patients and keeps records of such service as required.
- Cleans kitchens and dining rooms; operates automatic dishwashers as assigned; dusts tables; cleans sugar bowls, salt and pepper shakers and kitchen utensils.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils. Some knowledge of food preparation and serving procedures in the unit of assignment.
- Ability to secure a health card at the time of appointment.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain a sympathetic attitude towards patients.

Group 2 – Special Programs

Job Description (16) Food Service Worker 2

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is food preparation and serving work in performance of more responsible tasks in county homes or institutions. Work involves assistance to cooks, dietitians and other personnel in a variety of more difficult food preparation tasks such as mixing and baking various puddings, mixing gelatin desserts or sheet cakes, and preparation of various salads including special diet recipes. Employees are required to observe established sanitary standards in the preparing, handling and serving of food and in personal hygiene. Work is performed under the general supervision of cooks, dietitians or other supervisory personnel who inspect results obtained.

Duties and Responsibilities

- Performs a variety of food preparation tasks in the kitchen of a hospital or home; prepares and bakes rice, bread and other puddings; prepares gelatin desserts; mixes and bakes sheet cakes from cake mixes, and prepares various standard cake frostings.
- Prepares a variety of fruit and vegetable salads and assembles cold plates for cafeteria.
- Prepares desserts, salads and nourishments for various special diets according to standard recipes.
- Order supplies for salad, baking or cold plate areas; assists cooks in preparation of soups and vegetables for luncheon or evening meals, or in preparation of breakfast meals.
- Performs various cooking tasks in the absence of cooks assigned.
- Cleans kitchen and dining rooms and kitchen equipment or utensils, as assigned.
- Performs related work as required.

Required Training and Experience

- Six (6) months of experience as a Food Service Worker 1; or eighth grade and six (6) months of experience in routine food preparation and food service work assisting cooks, dieticians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Knowledge of the use and care of food service equipment and kitchen utensils.
- Knowledge of food preparation and serving procedures in the unit of assignment.

PY'19-21 Modified Job Descriptions

- Some knowledge of a variety of food preparation tasks on a volume basis.
- Some knowledge of the requirements of cooking on a volume basis.
- Ability to secure a Health card at time of appointment.
- Ability to understand and follow oral and written instructions.
- Ability to perform a variety of food preparation and assembly tasks.

Group 2 – Special Programs

Job Description (17) Custodial Worker 1

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Duties and Responsibilities

- Scrubs, mops, waxes, and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, wash rooms and fixtures; cleans baseboards, doors, and walls.
- Keeps areas around buildings clean and free of litter; and sweeps walkways.
- Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment.
- Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables, and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes.
- Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.
- Checks and delivers linens and laundry.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the materials, methods and equipment typically used in janitorial work.

PY'19-21 Modified Job Descriptions

- Some knowledge of the geography of the buildings or facilities of assignment.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to understand and follow simple verbal and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

Group 2 – Special Programs

Job Description (18) Custodial Worker 2

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Duties and Responsibilities

- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with six (6) months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required.
- Valid Florida Driver's License.

PY'19-21 Modified Job Descriptions

- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.
- Knowledge of disinfectants used in cleaning restrooms and other common areas.
- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules.
- Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

Group 2 – Special Programs

Job Description (19) Sanitation/Janitorial Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of buildings. Duties include operating various types of automatic housekeeping equipment, cleaning/sanitizing restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping/disinfect floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment.

Duties and Responsibilities

- Responsible for all standard safety procedures to ensure a safe work environment, while preparing and handling sanitation equipment.
- Adheres to all safety requirements including PPE (Personal Protective Equipment), preventing and reporting unsafe acts and conditions.
- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment, scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans/sanitizes walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.

PY'19-21 Modified Job Descriptions

- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.
- Knowledge of disinfectants used in cleaning restrooms and other common areas.
- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

Group 2 – Special Programs

Job Description (20) DWG Customer Service Representative

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Perform general office duties such as typing correspondence (forms and reports), opening/distributing mail, filing documents and other duties.
- Operates office equipment, including personal computer, copy machine, and fax machine.
- Schedule appointments for referral services for jobseekers.
- Follow-up with customers regarding training and employment status.
- Receive queries from the general public requesting NDWG services or information.
- Identify the type of service is being requested by listening, asking relevant questions, evaluating information obtained and determine what type(s) of NDWG services are available to successfully handle the request.
- Provides customer assistance in the areas of work registration, resume preparation, job search, internet browsing and e-mail applications.
- 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 and IAA, and other Resource Area transactions and prepares routine and ad hoc activity reports for management, as required.
- Provides general and program orientations.
- 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 2 – Special Programs

Job Description (21) Fisherman

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Attach nets, slings, hooks, blades, and/or lifting devices to cables, booms, hoists, and/or dredges.
- Connect accessories such as floats, weights, flags, lights, or markers to nets, lines, or traps.
- Harvest marine life for human or animal consumption, using diving or dredging equipment, traps, barges, rods, reels, and/or tackle.
- Club or gaff large fish to enable hauling them into fishing vessel.
- Load and unload vessel equipment and supplies, by hand or using hoisting equipment.
- Plan fishing operations, establishing the fish to be sought, the fishing location, the method of capture, and the duration of the trip.
- Pull and guide nets, traps, and lines onto vessels, by hand or using hoisting equipment.
- Put fishing equipment into the water and anchor or tow equipment, according to the fishing method used.
- Remove catches from fishing equipment and measure them to ensure compliance with legal size. Return undesirable or illegal catches to the water.
- Sort, pack, and store catch in holds with salt and ice.
- Steer vessels and operate navigational instruments.
- Wash decks, conveyors, knives, and other equipment, using brushes, detergents, and water.
- Compute positions and plot courses on charts to navigate vessels, using instruments such as compasses, sextants, and charts.
- Direct fishing operations, and supervise fishing crew members.
- Maintain engines, fishing gear, and other on-board equipment; and perform minor repairs.
- Record in logbooks specifics of fishing activities such as dates, harvest areas, yields, and weather and sea conditions.
- Operate rowboats, dinghies, and/or skiffs to transport fishers, divers, and/or sponge hookers; or to tow and position fishing equipment.
- Sell catches by contacting and negotiating with buyers or by sending catches to fish auctions. Transport fish to processing plants or to buyers.
- Performs related duties as assigned.

Required Training and Experience

- High school diploma or GED.
- Knowledge of techniques and equipment for fishing to include storage/handling.

PY'19-21 Modified Job Descriptions

- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

Group 2 – Special Programs

Job Description (22) General Maintenance Worker/Repairer

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Replaces defective light bulbs throughout a large building; cuts, threads and bends conduit pipe to sizes and lengths as required by electricians; replaces burned out fuses; cleans and lubricates desk fan; checks brushes on fan motors.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; feeds lumber into power saws, planers, and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes plaster, mortar, and cement; slakes lime; assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun; cuts glass to size and shape; inserts in windows using putty.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Assists skilled automotive mechanics in taking down and reassembling automobiles, trucks, and tractors; makes minor repairs to automotive equipment under supervision of mechanics.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Rakes leaves, hoes and weeds flower beds and trims and prunes trees.
- Erects scaffolding; loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with one (1) year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required.

PY'19-21 Modified Job Descriptions

- Valid Florida Driver's License.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the occupational hazards and safety precautions of the work.
- Ability to understand and follow oral and written instructions and to interpret and work from rough sketches.
- Ability to make rough estimates of time and material requirements.
- Ability to develop skill in the use and care of the tools, materials, and equipment of the trades areas concerned.
- Must be able to lift 50 lbs.

Group 2 – Special Programs

**Job Description (23)
Account Clerk**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.
- Checks and codes invoices; prepares vouchers for payment and maintains voucher register.
- Compiles figures for use in preparation of preliminary budgets.
- Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.
- Counts, proves, records, and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.
- Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.
- Classifies receipts and expenditures according to standard accounting classifications.
- Maintains time, material, and equipment rental cost account records for capital improvement and maintenance projects.
- Operates calculators, computer terminals, and other standard office equipment.
- Performs related duties as assigned.

Required Training and Experience

- High school diploma or GED.
- One (1) year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required.
- Valid Florida Driver's License.
- 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 2 – Special Programs

**Job Description (24)
Accountant**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Reviews and maintains financial information to ensure proper reporting and analysis on a regular basis.
- Reviews and makes recommendations for development and modification for improvement of specific areas of accounting procedures to assure conformity to policy and increase effectiveness.
- Prepares special reports and provides necessary documents for grant applications and reporting.
- Prepares special project analysis as directed.
- Prepares reports for other governmental agencies.
- Reviews and approves vendor invoices.
- Responsible for management of accounts receivable, accounts payable, cash receipts, and cash basis reimbursements.
- Analyzes bank reconciliations, trial balances and other financial reports in preparing monthly financial reports.

Required Training and Experience

- Bachelors degree in Accounting; Bachelors degree to include 21 semester credits in Accounting; or completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required
- Valid Florida Driver's License.
- 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 2 – Special Programs

Job Description (25) Grant Writer

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Keeps informed on a wide range of grant opportunities and identifies potential state and federal funding sources.
- Determines grant requirements and performs initial grant assessment prior to transmittal to appropriate departments.
- Writes, reviews, and edits grant applications and proposals.
- Ensures that all Special Conditions of the grants are met in order to affect award of funds.
- Completes all financial and program reports and forwards to specified parties.
- Establishes and maintains contact with federal, state and local agencies to ensure that presentation of proposals and applications to funds are handled appropriately.
- Adheres to deadlines and ensures specifications of funding sources are followed through project and program tracking and reporting.
- Develops communication and rapport with state and federal officials involved in the selection of grantees and the allocation of grant funds.
- Provides training and technical assistance to departments and CBOs in the preparation of grant applications and proposals.
- Coordinates and facilitates grant initiatives involving multiple departments.
- Assists in documenting compliance with any maintenance of effort or matching requirements.
- Prepares grant fiscal impact and feasibility statements.
- Monitors progress and prepares grant status reports.
- Performs related duties as assigned.

Required Training and Experience

- Bachelor's Degree.
- Three (3) years of professional experience in the development of public and/or private sector grant funding to include experience in the preparation of grant applications are required.
- Valid Florida Driver's License.
- 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 2 – Special Programs

Job Description (26) Eligibility Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Greets the public in a professional, courteous and helpful manner.
- Manages and coordinates office operations (i.e. telephone and customer flow).
- Receives and provides customers with significant knowledge of the agency service delivery system.
- Completes on-line applications for rent and utility assistance timely and accurately.
- Provides information regarding when, where, and how to apply for assistance, including eligibility criteria and benefits available to customers.
- Assists with completion of customer intake and needs assessment in order to determine eligibility and appropriate energy category assistance available.
- Processes application in the Management Information System (MIS) for rent assistance.
- Assists with completion of forms (i.e. intakes and other required documents).
- Coordinates with social service agencies and make the appropriate customer referrals as needed.
- Performs general clerical task (i.e. customer log book, labeling folders, filing and record keeping).
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

Group 2 – Special Programs

Job Description (27) Senior Meal Program Resolution Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Manages Continuous Emission Monitoring Systems (CEMS) escalations cases—unacceptable meals, missed delivery, address verifications and more.
- Manages complaint, rejection of meals reported by vendor and vendor/other source informed cancellation.
- Communicates with vendor on No Meals/Missed Delivery.
- Communicates with vendors and Emergency Operations Center (EOC) Food Unit.
- 311 co-liaisons to Miami-Dade County Community Action and Human Services Department (CAHSD).
- Provides daily feedback from vendors and address verifications and updates.
- Provides daily reports to CAHSD Assistant Director.
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

Group 2 – Special Programs

**Job Description (28)
Telephone Reassurance Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. 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 National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Manages data entry and client's database.
- Completes telephone re-assessments for Miami-Dade County's at-risk elderly and adult with disability population.
- Conducts telephone re-assurance to elderly in order to reduce isolation and loneliness.
- Assists with monitoring of food services delivery system.
- Makes referrals to meet identified needs of clients/caregivers.
- Handles inquiries, work requests and complaints.
- Answers and directs phone calls accordingly.
- Type's document, photocopy, scan and fax.
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- Ability to work tactfully and patiently with the elderly and persons with disabilities.
- Ability to treat clients/caregivers and the general public with empathy and respect.
- Ability to work in a courteous and professional manner with administrators, supervisors and peers.
- Ability to prioritize assignments and address other related duties as assigned.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

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 (2) 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.
- Required to be Tier I certified within ten (10) business days of hire date.

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 One-Stop System Tracking (OSST), Employ Miami-Dade (EMD)/Employ Monroe (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.
- Required to be Tier I certified within ten (10) business days of hire date.

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/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.
- Required to be Tier I certified within ten (10) business days of hire date.
- Required to be Tier 2 certified within ten (10) business days of completing Tier 1.

Group 3 – CareerSource Centers Operated Positions

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

Duties and Responsibilities

- Answers 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.
- Required to be Tier I certified within ten (10) business days of hire date.

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 Employ Miami-Dade (EMD)/Employ Monroe (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 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.
- Required to be Tier I certified within ten (10) business days of hire date.

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 On-the-Job Training (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.
- Required to be Tier I certified within ten (10) business days of hire date.

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 On-the-Job Trainings.
- Develops unsubsidized employment, community/work experience sites and on-the-job training agreements for the TANF/RET caseload.
- Expands employer base to provide TANF/RET clients with new opportunities, markets employer incentives.
- Monitors Employ Miami-Dade (EMD)/Employ Monroe (EM) to ensure complete and updated job seeker registrations.
- Identifies and develops employment opportunities for program customers. with Career Advisors to place program customers.
- Collaborates with staff to report placement data.
- Organizes and collaborates on recruitment with other program staff to fill job openings.
- Attends training opportunities that will enhance job related skills and program specific training.
- Participates in business and trade organizations that promote workforce and economic development.
- Conducts follow-up services and document placement and retention in case file.
- 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 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.
- Required to be Tier I certified within ten (10) business days of hire date.

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 updated as deem 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), Workforce Investment Act (WIA), 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 One-Stop System Tracking (OSST) and Employ Miami-Dade (EMD)/Employ Monroe (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.

PY'19-21 Modified Job Descriptions

- Must pass pre-employment screening/background check.
- Required to be Tier I certified within ten (10) business days of hire date.

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.
- Required to be Tier I certified within ten (10) business days of hire date.

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.
- Meets the public and gives non-technical information.
- Computes data and performs data-entry.
- Uses fax, typewriter, copy machine and other office equipment, as needed.
- Greets all customers in a friendly manner and directs customers to program staff and Career Center resources.
- Explains eligibility requirements, form completion requirements, and community resources for program eligibility.
- Conducts orientations and collects documents for program eligibility.
- Prepares and assists applicants in completion of routine intake and other program forms.
- Organizes and maintains hard copies and electronic files in accordance with SFWIB policy and procedures.
- Compiles caseload reports and preparation of reports for Management as required.
- Performs general office duties such as typing correspondence, forms and reports, opening and distributing mail, preparing outgoing mail, filing documents, cross-indexing documents and other office duties.
- Assists Career Center Staff by performing support services such as conducting Initial Assessment Application (IAA) updates, client follow-up, data-entry, and answers routine correspondence.
- Conducts follow-ups to verify participant employment and/or need for additional services.
- Serves as back up for Clerk/Telephone Operator as needed.
- Performs related duties as assigned.

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.
- Required to be Tier I certified within ten (10) business days of hire date.

Group 3 – CareerSource Centers Operated Positions

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

Duties and Responsibilities

- 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.
- Compiles records, and evaluates personal and financial data in order to verify completeness/accuracy and to determine eligibility status and inputs data in Employ Miami Dade (EMD).
- Records the customers' needs of services such as: vocational counseling and training, literacy or language instruction, transportation assistance, child care, etc.
- Keeps records and prepares reports for Career Center Director.
- 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.
- Required to be Tier I certified within ten (10) business days of hire date.

Group 3 – CareerSource Centers Operated Positions

Job Description (12) Workshop Facilitator

Duties and Responsibilities

- Conducts classes, orientation workshops, and demonstrations to teach principles, techniques, or methods in subjects such as employability skills, basic customer service, life skills, Job Readiness Workshops and workforce entry skills with a business/employer training approach.
- Instruct customers individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapts teaching methods and instructional materials to meet customers' varying needs, learning styles, abilities, and interests.
- Enforces administration policies and rules governing customers and the Work Readiness curricula.
- Establishes and enforces rules for behavior and procedures for maintaining order among customers attending training.
- Maintains Work Readiness objectives for all lessons, modules, and projects, and communicates those objectives to students.
- Coordinates workshops scheduling, schedules guest speakers and guest trainers for workshops.
- Maintains accurate records and documentation as required by the Work Readiness curricula.
- Identifies the developmental needs of customers through coaching, mentoring, helps customers improve their knowledge and skills and apply those skills in a business environment for successful employment.
- Coordinates trainings and workshops with various agencies.
- Completes work registration.
- Tracks client participation and follows up.
- Performs related duties as assigned.

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.
- Required to be Tier I certified within ten (10) business days of hire date.

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, workforce investment act, supplemental nutrition assistance program 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 Quality Assurance/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, On-the-Job Training (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.
- Required to be Tier I certified within ten (10) business days of hire date.

Group 3 – CareerSource Centers Operated Positions

**Job Description (14)
QA Supervisor**

Duties and Responsibilities

- Designs, develops, and implements the workforce services quality assurance program
- Responsible for conducting quality assurance reviews of all employment and training services to ensure compliance with the Workforce Innovation Opportunity Act (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 quality assurance 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 close-outs.
- 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		Hourly Rate Range	
Job Title	Minimum	Maximum	
1 Account Clerk	\$13.11	\$13.11	
2 Accountant 1	\$18.00	\$19.25	
3 Community Service Specialist	\$16.83	\$16.83	
4 Computer Technician II	\$17.31	\$19.71	
5 Military Family Employment Advocate	\$18.03	\$19.23	
6 Network Manager 1	\$25.24	\$27.64	
7 RET Intake Worker	\$11.06	\$11.06	
8 Senior Executive Secretary	\$20.65	\$34.72	
9 Systems Analyst Programmer	\$25.24	\$27.64	
10 TAA Coordinator	\$21.32	\$21.32	
11 Youth Program Specialist	\$16.00	\$16.00	
12 Comptroller	\$33.44	\$60.00	
13 Web Developer (Intern)	\$24.00	\$28.00	

22nd Century Technologies, Inc.										
PY'19-21 Modified Pay Rate Table										
ACA Benefits Mark-up Rates	Billing		Enhanced Benefits Mark- up Rates	Billing		Recruiting Mark-up Rates	Billing			
	Minimum	Maximum		Minimum	Maximum		Minimum	Maximum		
	28%	\$16.78		\$16.78	30%		\$17.04	\$17.04	30%	\$17.04
28%	\$23.04	\$24.64	30%	\$23.40	\$25.03	30%	\$23.40	\$25.03		
28%	\$21.54	\$21.54	30%	\$21.88	\$21.88	30%	\$21.88	\$21.88		
28%	\$22.16	\$25.23	30%	\$22.50	\$25.62	30%	\$22.50	\$25.62		
28%	\$23.08	\$24.61	30%	\$23.44	\$25.00	30%	\$23.44	\$25.00		
28%	\$32.31	\$35.38	30%	\$32.81	\$35.93	30%	\$32.81	\$35.93		
28%	\$14.16	\$14.16	30%	\$14.38	\$14.38	30%	\$14.38	\$14.38		
28%	\$26.43	\$44.44	30%	\$26.85	\$45.14	30%	\$26.85	\$45.14		
28%	\$32.31	\$35.38	30%	\$32.81	\$35.93	30%	\$32.81	\$35.93		
28%	\$27.29	\$27.29	30%	\$27.72	\$27.72	30%	\$27.72	\$27.72		
28%	\$20.48	\$20.48	30%	\$20.80	\$20.80	30%	\$20.80	\$20.80		
28%	\$42.80	\$76.80	30%	\$43.47	\$78.00	30%	\$43.47	\$78.00		
28%	\$30.72	\$35.84	30%	\$31.20	\$36.40	30%	\$31.20	\$36.40		

Group 2: Special Programs		Hourly Rate Range	
Job Title	Minimum	Maximum	
1 Disaster DWG Eligibility Specialist	\$12.00	\$20.00	
2 Paid Work Experience (PWE)	\$10.00	\$25.00	
3 Debris/Clean-up Worker	\$15.00	\$20.00	
4 General Laborer	\$15.00	\$20.00	
5 Maintenance Repairer 1	\$14.00	\$20.00	
6 Regional Community Services Advocate	\$15.00	\$25.00	
7 Violence Prevention Community Advocate	\$17.00	\$30.00	
8 Special Project Administrator	\$19.00	\$35.00	
9 Litter Removal	\$14.00	\$22.00	
10 Driver	\$16.00	\$22.00	
11 Line Cook (Food Preparation Worker)	\$16.00	\$25.00	
12 Warehouse Worker/Clerk	\$16.00	\$22.00	
13 C&R Cook 1	\$14.00	\$24.00	
14 C&R Cook 2	\$16.00	\$26.00	
15 Food Service Worker 1	\$10.00	\$16.00	
16 Food Service Worker 2	\$11.00	\$18.00	
17 Custodial Worker 1	\$10.00	\$15.00	
18 Custodial Worker 2	\$11.00	\$17.00	
19 Sanitation/Janitorial Worker	\$14.00	\$20.00	
20 DWG Customer Service Representative	\$12.00	\$20.00	
21 Fisherman	\$10.00	\$25.00	
22 General Maintenance Worker/Repairer	\$14.00	\$25.00	
23 Account Clerk	\$14.00	\$23.00	
24 Accountant	\$18.00	\$30.00	
25 Grant Writer	\$20.00	\$45.00	
26 Eligibility Worker	\$15.00	\$25.00	
27 Senior Meal Program Resolution Worker	\$15.00	\$25.00	
28 Telephone Reassurance Worker	\$15.00	\$25.00	

ACA Benefits Mark-up Rates	Billing		Enhanced Benefits Mark- up Rates	Billing		Recruiting Mark-up Rates	Billing	
	Minimum	Maximum		Minimum	Maximum		Minimum	Maximum
	28%	\$15.36		\$25.60	30%		\$15.60	\$26.00
28%	\$12.80	\$32.00	30%	\$13.00	\$32.50	30%	\$13.00	\$32.50
26%	\$18.90	\$25.20	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$18.90	\$25.20	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$25.20	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$18.90	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$21.42	\$37.80	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$23.94	\$44.10	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$27.72	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$20.16	\$27.72	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$20.16	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$20.16	\$27.72	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$30.24	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$20.16	\$32.76	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$12.60	\$20.16	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$13.86	\$22.68	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$12.60	\$18.90	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$13.86	\$21.42	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$25.20	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$15.12	\$25.20	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$12.60	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$17.64	\$28.98	10%	N/A	N/A	N/A	N/A	N/A
26%	\$22.68	\$37.80	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$25.20	\$56.70	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$18.90	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$18.90	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A
26%	\$18.90	\$31.50	N/A	N/A	N/A	N/A	N/A	N/A

Group 3: CareerSource Centers Operated Positions		Hourly Rate Range	
Job Title	Minimum	Maximum	
1 Business Consultant	\$15.82	\$26.52	
2 Career Advisor	\$12.00	\$25.34	
3 Career Center Director/Center Manager	\$26.52	\$44.52	
4 Clerk/Telephone Operator	\$9.00	\$10.00	
5 Customer Service Representative/Customer Service Representative 1	\$10.00	\$12.00	
6 Employer Specialist	\$15.00	\$25.34	
7 Job Placement Specialist/Placement Specialist	\$12.00	\$25.00	
8 Lead Career Advisor	\$20.00	\$26.52	
9 Outreach Specialist	\$11.00	\$20.44	
10 Program Specialist 1/Program Specialist	\$12.00	\$22.25	
11 Program Specialist II	\$14.00	\$19.00	
12 Workshop Facilitator	\$15.00	\$26.52	
13 Workforce Program Supervisor/Center Supervisor	\$17.00	\$33.69	
14 QA Supervisor	\$18.00	\$18.00	
15 Administrative Specialist	\$18.00	\$18.00	
16 Accountant 1	\$18.00	\$19.25	

ACA Benefits Mark-up Rates	Billing		Enhanced Benefits Mark-up Rates	Billing		Recruiting Mark-up Rates	Billing	
	Minimum	Maximum		Minimum	Maximum		Minimum	Maximum
28%	\$20.25	\$33.95	30%	\$20.57	\$34.48	30%	\$20.57	\$34.48
28%	\$15.36	\$32.44	30%	\$15.60	\$32.94	30%	\$15.60	\$32.94
28%	\$33.95	\$56.99	30%	\$34.48	\$57.88	30%	\$34.48	\$57.88
28%	\$11.52	\$12.80	30%	\$11.70	\$13.00	30%	\$11.70	\$13.00
28%	\$12.80	\$15.36	30%	\$13.00	\$15.60	30%	\$13.00	\$15.60
28%	\$19.20	\$32.44	30%	\$19.50	\$32.94	30%	\$19.50	\$32.94
28%	\$15.36	\$32.00	30%	\$15.60	\$32.50	30%	\$15.60	\$32.50
28%	\$25.60	\$33.95	30%	\$26.00	\$34.48	30%	\$26.00	\$34.48
28%	\$14.08	\$26.16	30%	\$14.30	\$26.57	30%	\$14.30	\$26.57
28%	\$15.36	\$28.48	30%	\$15.60	\$28.93	30%	\$15.60	\$28.93
28%	\$17.92	\$24.32	30%	\$18.20	\$24.70	30%	\$18.20	\$24.70
28%	\$19.20	\$33.95	30%	\$19.50	\$34.48	30%	\$19.50	\$34.48
28%	\$21.76	\$43.12	30%	\$22.10	\$43.80	30%	\$22.10	\$43.80
28%	\$23.04	\$23.04	30%	\$23.40	\$23.40	30%	\$23.40	\$23.40
28%	\$23.04	\$23.04	30%	\$23.40	\$23.40	30%	\$23.40	\$23.40
28%	\$23.04	\$24.64	30%	\$23.40	\$25.03	30%	\$23.40	\$25.03

22nd Century Technologies, Inc.

PY'19-21 Modified Enhanced Benefits Table

**Fringe Benefits (Health, Dental and Vision Insurance)		
Medical Plans	Employee only coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
PPO Basic	\$174.50	\$80.54
PPO Comprehensive	\$303.50	\$140.08
PPO-High Deductible	\$137.00	\$63.23
Medical Plans	Employee + Child(ren) coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
PPO Basic	\$635.20	\$293.17
PPO Comprehensive	\$979.55	\$452.10
PPO-High Deductible	\$524.38	\$242.02
Medical Plans	Employee + Spouse coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
PPO Basic	\$708.85	\$327.16
PPO Comprehensive	\$1,078.45	\$497.74
PPO-High Deductible	\$645.48	\$297.91
Medical Plans	Family coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
PPO Basic	\$1,212.66	\$559.69
PPO Comprehensive	\$1,764.99	\$814.61
PPO-High Deductible	\$927.88	\$428.25
Dental/Vision Plan	Employee only coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
Premium Plan	\$26.00	\$12.00
Dental/Vision Plan	Employee + Child(ren) coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
Premium Plan	\$76.56	\$35.34
Dental/Vision Plan	Employee + Spouse coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
Premium Plan	\$73.42	\$33.89
Dental/Vision Plan	Family coverage Monthly Plan Cost	Payroll Deduction (Bi-weekly)
Premium Plan	\$121.75	\$56.19