



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives

<b>PROGRAM/DEPARTMENT:</b> Farmworker Services  <b>LOCATION:</b> Sac Admin	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.  CHD is an Equal Opportunity Employer.
<b>JOB DESCRIPTION TITLE:</b> MIS Specialist I	<b>POSITION STATUS:</b> Regular Full-Time <b>FLSA STATUS:</b> Non-Exempt
<b>SALARY:</b> Grade 5	<b>PROGRAM HOURS:</b> 8:00 A.M. – 5:00 P.M.

**CORPORATION DESCRIPTION:** California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

**DIVISION DESCRIPTION:** CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

**SUMMARY:** The MIS Specialist I will assist the MIS Specialist II & III with the review & quality control of the various clients’ eligibility packages submitted to the local MIS Department. The MIS Specialist I will assist with the review, process and data input into an existing electronic tracking system for all incoming paperwork for all clients potentially enrolled in the various Farmworker Services programs to ensure proper documentation and that eligibility requirements are met.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the supervision of the MIS Manager, the MIS Specialist I is responsible for and not limited to the following:

- A. Complete file set-up and filing.
- B. Acquire and maintain current knowledge of all relevant regulations and eligibility requirements.

- C. Assist with providing technical assistance to local office staff in determining participant eligibility and completing all required documents.
- D. Assist in monitoring the MIS records maintained by the local office to ensure conformity and completeness.
- E. Assist with all client documentation, assessment and training packages including, Supportive Services requests collection, tracking, and review of Work Experience Timesheets and Allowances Spreadsheets, client documentation, packages and forms.
- F. Assist with the review of client follow-ups from local office staff.
- G. Assist with the review of client intake packages to verify client eligibility.
- H. Ensure client entrance procedures are followed.
- I. Data Entry for all MIS client tracking systems
- J. Knowledge and perform client paperwork review for all aspects of the client's duration with CHD including intake and activity packages, exit & placement, follow-up as requested.
- K. Actively participate in the safety program and provide meaningful suggestions for working safely.
- L. Other related duties as assigned.

**OTHER RESPONSIBILITIES:**

- Maintain attendance and punctuality.
- Assure prompt and complete work follow-through on all activities and responsibilities.
- Ability to work on evenings and weekends, if necessary.
- Ability to travel outside of local area and if needed, over-night.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE SKILLS:**

- A) Effective written and verbal communication skills with local and Central MIS office staff, any other partnering agencies, employers and funding sources.
- B) Bilingual English/Spanish is preferred.
- C) Read and write English/Spanish is preferred.
- D) Effective oral and written communications skills

**MATHEMATICAL SKILLS:**

- A) Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B) Ability to compute rate, ratio and percent.

**REASONING ABILITY:**

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- D) Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E) Ability to use effective judgment in crisis situations.
- F) Ability to solve problems and resolve conflicts effectively.
- G) Should be one of caring and concern for other employees and clients served.
- H) Ability to maintain own psychological well-being.
- I) Ability to recognize and manage personal bias.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**WORKING CONDITIONS:**

A) PHYSICAL DEMANDS:

This position requires:

Frequently:	Sitting, Hearing, Speaking, Twisting, Reaching
Occasionally:	Standing, Walking, Lift to 25 lbs
Seldom:	Bending, Stooping, Pushing/Pulling, Carrying,

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**QUALIFICATIONS:**

A) EDUCATION:

- A. High School Diploma or GED.

B) EXPERIENCE:

- A. One year receptionist experience
- B. Ability to use Microsoft Word/Excel, Outlook, Internet and other computer programs.
- C. Demonstrate any combination of education and experience providing the opportunity to acquire the above knowledge and abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid California driver's license  
 Proof of insurance on personal vehicle  
 Recent printout from the Department of Motor Vehicles is required.

**ACCEPTANCE AND CERTIFICATION:**

Reviewed by MV 9/22/20  
 Reviewed by AC 2/21/19

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of this job as outlined above.

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Employee's Signature & Date

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Supervisor's Signature & Date