



**AGENDA
SPECIAL MEETING**

Commission on Homelessness

Monday, September 19, 2016, 3:00 p.m.

Oxnard City Council Chambers, 305 West Third Street, Oxnard CA 93030

1. CALL TO ORDER AND ROLL CALL

2. INSTALLATION OF NEW COMMISSIONERS

- 3. PUBLIC COMMENT.** A person may address the Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three (3) minutes per speaker. The Commission cannot enter a detailed discussion of or take action on any item presented during public comments that is not on the meeting agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent meeting agenda for discussion.

4. INFORMATION/CONSENT ITEMS

SUBJECT: Minutes of Special Meeting of July 18, 2016 (001)

RECOMMENDATION: Approve minutes of meeting of July 18, 2016.

SUBJECT: Commendation of Mr. Tim Hockett

RECOMMENDATION: Adopt Resolution Commending Mr. Tim Hockett of Community Action of Ventura County for his dedicated service to the Homeless Community

5. REPORTS FROM CITY STAFF

SUBJECT: Recruitment for Homeless Services Coordinator Position (011)

6. NEW BUSINESS

SUBJECT: Alternatives to Winter Warming Shelter

RECOMMENDATION: Receive report of Consultant Ron Mulvihill on alternative approaches to use of Winter Warming Shelter; provide recommendations and authorize Chair to present Commission's recommendations to City Council.

7. COMMISSION BUSINESS

SUBJECT: Ad Hoc Subcommittees

RECOMMENDATION: Continue to next Commission meeting.

8. ANNOUNCEMENTS OF UPCOMING EVENTS

9. ADJOURNMENT

In accordance with the Americans with Disabilities Act and City of Oxnard policy, if you need special assistance to participate in a meeting, please call 385-8095 (TDD 487-2850). Notification 72 hours prior to the meeting will assist the City in making reasonable arrangements to ensure meeting accessibility.

**City of Oxnard
Commission on Homelessness
DRAFT Minutes of the Special Meeting of
July 18, 2016**

On Monday, July 18, 2016, at 3:04 p.m. the Special Meeting of the Commission on Homelessness convened in the Council Chambers at 305 West Third Street, Oxnard, CA 93030. The following Commissioners were in attendance: Chair Francine Castañon, Vice-Chair Lucy Martinez, and Commissioners Brinkmeyer, Jaena, and Miller-Gonzalez. City of Oxnard staff members present were Brenda Lopez, Oxnard Housing Authority Programs Manager; and Karl Lawson, Housing Department, who acted as Recording Secretary. Chair Castañon presided.

1. ROLL CALL

Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

None

3. INFORMATION CONSENT

SUBJECT: APPROVAL OF MINUTES OF COMMISSION MEETING OF MAY 2 , 2016

Commissioner Brinkmeyer moved approval of the minutes as presented in the agenda packet. The motion was seconded by Commissioner Miller-Gonzalez, and the motion carried unanimously.

SUBJECT: Winter Warming Shelter

Mr. Lawson directed the Commission's attention to draft Resolution No. 2016-03, Commending the Winter Warming Shelter Team, at page 013 of the meeting agenda packet. Commissioner Brinkmeyer moved, and Chair Castañon seconded, approval of the Resolution No. 2016-03 as set forth therein. The motion carried unanimously. The approved Resolution is Attachment No. 2 to these minutes.

4. REPORTS FROM CITY STAFF

A. SUBJECT: Introduction of New Housing Programs Manager

Staff presented Ms. Brenda Lopez, the Oxnard Housing Department's Housing Programs Manager, who began working for the City in mid-June of 2016. Ms. Lopez introduced herself to the Commission, and described her experience and background. In her new position, Ms. Lopez will have overall managerial authority over the Oxnard Housing Authority's (OHA) low-income public housing and Section 8 Housing Choice Voucher programs.

Chair Castañon recognized Ms. Peggy Rivera, who inquired as to the status of the 15 Section 8 vouchers that the Commission had recommended last spring be dedicated to homeless individuals. Ms. Lopez stated that 3 of the 15 vouchers had been issued, and that one of those three voucher-holders had utilized the voucher to lease a unit. The applications of the other two were processed, and those two individuals were found not to be eligible for assistance (confidentiality mandates prevented Ms. Lopez from divulging the reasons for those individuals' ineligibility).

asked that the June meeting agenda include an opportunity for the Commission to adopt resolutions thanking volunteers and others who contributed to making the WWS a successful operation.

B. SUBJECT: Homeless Services Coordinator Position

Mr. Lawson provided a verbal report with the history and a status update on the Homeless Services Coordinator position. Prior to 2014, the City had a full-time Homeless Services Coordinator, assisted by a second Homeless Services Division employee who worked part-time. Both positions became vacant by May of 2014, and the job responsibilities of the Homeless Services Division were divided up among three other Housing Department employees who worked (and continued to work) in other divisions. In May of 2015, all of the duties of the Homeless Services Division were assigned to the City's Compliance Services manager, and in June of 2015, the City Council voted to eliminate all Homeless Services Division positions.

The Commission recommended that Council reinstate the position and fill it, formally adopting a resolution with that recommendation in December of 2015. In June of 2016, the City Council adopted the Fiscal Year 2016-17 budget, which includes filling the position on a full-time basis. A draft job description is currently under internal review, and the City anticipates commencing the formal recruitment process within the next several weeks. Staff will notify the Commission when the position is formally opened, and asked Commissioners to encourage any interested qualified persons to apply.

Vice-Chair Martinez requested that the Commission be provided with a copy of the position description when finalized. Mr. David Courtland asked what the duties of the position would be. Mr. Lawson stated that the three primary areas of responsibility were (1) providing staff support to the Commission; (2) serving as the City's representative to and working with the Ventura County Regional Continuum of Care; and (3) administering the City's contracts with service providers who receive funding under the federal Emergency Solutions Grant (ESG) program.

B. SUBJECT: Fiscal Year 2016-17 Entitlement Grants

Mr. Lawson informed the Commission that the 2016-17 Entitlement Grant application had been timely submitted by the City to the federal Department of Housing and Urban Development (HUD), as approved by the City Council in May of 2016. That application covers the City's funding allocations for the 2016-17 Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) programs. Approval by HUD is anticipated within the next several weeks.

5. NEW BUSINESS

SUBJECT: Alternatives to Winter Warming Shelter

Mr. Lawson introduced Mr. Ron Mulvihill, informing the Commission that the City had retained him for the purpose of analyzing and presenting plans for alternatives to the Winter Warming Shelter model for providing housing during the winter months of inclement weather. Mr. Mulvihill addressed the Commission, describing his background and the current work being done towards this end, and alternative ways to provide shelter with services.

Mr. Mulvihill responded to questions from Commissioners on co-location of services, wrap-around services and case management, and coordination with private-sector landlords. He anticipates having a report to present to the Commission and to City Council in September of this year.

6. OLD BUSINESS

A. SUBJECT: TEN-YEAR PLAN TO END HOMELESSNESS

Draft Resolution No. 2016-04 (at page 015 of the meeting agenda packet) was presented to the Commission for its consideration. Commissioner Brinkmeyer moved approval, and Vice-Chair Martinez seconded. The motion carried unanimously; the approved Resolution is Attachment No. 3 hereto

B. SUBJECT: Subcommittees

Chair Castañon recommended that the Commission table the appointment of new ad hoc subcommittees at this time. Following discussion by the Commissioners, the full Commission agreed to table consideration. Chair Castañon indicated that she would provide staff with a proposal for new subcommittees in the near future, which staff will disseminate to all Commissioners.

7. COMMISSION BUSINESS

The Commission inquired on the filling of two vacant positions on the Commission. Mr. Lawson reported that the Office of the City Clerk had indicated that the City Council agenda for the meeting of July 26, 2016 will include appointments by the Mayor to fill vacancies on Citizen Advisory Groups, including the vacancies on the Commission.

8. ANNOUNCEMENTS OF UPCOMING EVENTS

Mr. Lawson distributed a reprint of an article from the July 12, 2016 edition of the Ventura County Star ("Ventura Council approves homelessness recommendations"; Attachment No. 1 to these minutes).

Ms. Peggy Rivera announced and invited all Commissioners to the Pastoral luncheon will take place on Wednesday, August 24, from 12:00 noon to 2:00 p.m., at All Saints Episcopal Church, on the corner of Second Street and C Street in Oxnard.

Mr. Tim Hockett, Executive Director of Community Action of Ventura County, announced that he will be retiring in late September. He expressed his appreciation for the dedication and work of the members of the Commission, and of Oxnard Police Officer Jacob Jundef.

Commissioner Miller-Gonzalez urged her fellow Commissioners to actively support the development of more affordable housing, whenever proposed affordable housing projects are presented to the Planning Commission or to the City Council.

9. ADJOURNMENT

The date of the next meeting of the Commission was placed on hold; staff will provide available dates and ascertain the availability of the members of the Commission (including any new Commissioners) prior to setting an exact date. The September meeting is scheduled for Monday, September 12, 2016.

There being no further business, Chair Castañon declared the meeting adjourned at 4:09 p.m.

(Draft Minutes prepared by Karl Lawson)

VENTURA

Ventura council approves homelessness recommendations



CONTRIBUTED PHOTO/City of Ventura

By Arlene Martinez, amartinez@vcstar.com

Posted: July 12, 2016

In a victory for homeless advocates, the Ventura City Council on Monday night took the first step toward allowing an emergency shelter with wraparound services within city limits.

The council, in a 7-0 vote, also agreed to continue to work closely with the county on a coordinated system of entry and care for homeless people and to push on developing a housing program for veterans on property the city owns off Telephone Road.

The crowd erupted into applause.

Attachment No. 1

by more than 250 people. Participants, as well as police, identified emergency sheltering as a key gap in service. Other shortcomings included the lack of affordable and other housing.

According to the state-mandated Housing Element, the city needs to have policies and programs in place to ensure housing of all levels and for all incomes is built.

In a city where the vacancy rate is 1.7 percent and rents rose 9 percent in the last year, the city clearly needs to be doing more to implement that plan, Lambert said.

Council member Mike Tracy said the details of what the sheltering facility could include were crucial to its success. He said other cities and the county had to be involved in the effort so the burden of treating the area's homeless population wouldn't fall on Ventura.

"We need a regional approach," he said.

Find this article at:

<http://www.vcstar.com/news/local/ventura/ventura-council-approves-homelessness-recommendations-376b4745-e647-295c-e053-0100007f35f3-386416011.html>

☐ Check the box to include the list of links referenced in the article.

RESOLUTION NO. 2016-03

**A RESOLUTION OF THE COMMISSION ON HOMELESSNESS OF THE CITY OF OXNARD
COMMENDING AND THANKING THE 2015-16 WINTER WARMING SHELTER TEAM**

WHEREAS, the City Council has established the Commission on Homelessness and charged the Commission with advising the City Council on all matters pertaining to homelessness in the City; and

WHEREAS, together with the County of Ventura, the Society of St. Vincent de Paul, and the City of Ventura, the City of Oxnard was one of the primary funders of the regional Winter Warming Shelter (WWS), which operated out of the Oxnard National Guard Armory in the winter of 2015-16; and

WHEREAS, the WWS provided a safe place to sleep, shower, and receive a hot meal for over six hundred fifty homeless persons between December 1, 2015 and April 15, 2016, with an average of 86 persons staying at the WWS every night; and

WHEREAS, the operation and management of a nighttime shelter requires tremendous dedication, trained staff, skilled management, disciplined accounting and fiscal administration, and a high degree of coordination among and between the various entities involved in operating a shelter; and

WHEREAS, the success of the 2015-16 Winter Warming Shelter required input and hard work from many entities, including but not limited to the City of Oxnard, the City of San Buenaventura, the County of Ventura, shelter manager Steve Karnazes of ATTI and his staff, the Society of St. Vincent de Paul, the Ventura County Rescue Mission, the Salvation Army, Project Understanding, Community Action of Ventura County, County of Ventura Human Services Agency, the Downtown Ventura Organization, Oxnard and Ventura Police and Ventura County Sheriffs, volunteers from numerous non-profit service providers, and volunteers from local faith communities.

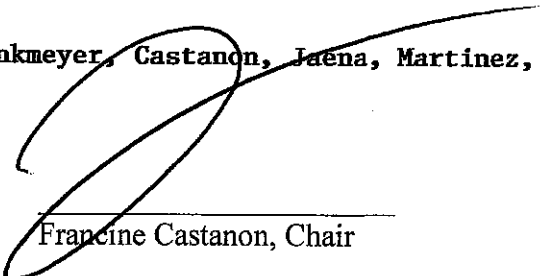
NOW, THEREFORE, BE IT RESOLVED that the Commission on Homelessness wishes to publicly thank and commend the leadership and staff of the Winter Warming Shelter team, and all volunteers and employees who participated in operating the WWS in order to successfully enable hundreds of homeless persons to have a safe place of refuge in the winter months; and

BE IT FURTHER RESOVED that the Commission particularly wishes to commend and thank the staff of the City of Oxnard, the Downtown Ventura Organization, the City of Ventura, the County of Ventura, and shelter manager Steve Karnazes and his team for their efficient use of resources which enabled the life of the shelter to be extended for an additional fifteen days while remaining within budget; and

BE IT FURTHER RESOLVED that the Chair is directed to present this Resolution to the City Council and to the WWS team to memorialize our appreciation

PASSED AND ADOPTED THIS 18th day of July, 2016, by the following vote:

AYES: **Commissioners Brinkmeyer, Castanon, Jaena, Martinez, Miller-González**
NOES: **None**
ABSENT: **None**
ABSTENTIONS: **None**



Francine Castanon, Chair

ATTEST:



Karl Lawson, Executive Secretary

RESOLUTION NO. 2016-04

**A RESOLUTION OF THE COMMISSION ON HOMELESSNESS
OF THE CITY OF OXNARD REGARDING THE
COUNTY OF VENTURA'S TEN-YEAR PLAN TO END HOMELESSNESS**

WHEREAS, the City Council has established the Commission on Homelessness and charged the Commission with advising the City Council on all matters pertaining to homelessness in the City; and

WHEREAS, the powers and duties of the Commission, as set forth in the City Code, include recommending programs, strategies and funding for preventing and reducing the incidence of homelessness in the City; and

WHEREAS, the County of Ventura has adopted a plan entitled "Recalibrating the Results: A Five-Year Evaluation and Update of the 2007-2017 County of Ventura Ten-Year Plan to End Homelessness" (hereafter "the Ten Year Plan");

WHEREAS, at several public meetings over the past year, specifically on May 20, 2015; December 7, 2015; January 11, 2016; February 1, 2016; March 7, 2016; April 4, 2016; May 2, 2016; and July 18, 2016, the Commission discussed the County's Ten-Year Plan during Commission meetings and during Study Sessions on the topic of long-range strategies to address homelessness; and

WHEREAS, on December 7, 2015 and March 7, 2016, the Commission adopted and forwarded to Council a total of four resolutions setting forth sixteen (16) policy recommendations related to homelessness; and

WHEREAS, on May 2, 2016, the Commission concluded its discussions on the County's Ten-Year plan.

NOW, THEREFORE, BE IT RESOLVED that with respect to the County of Ventura's Ten-Year Plan, the Commission on Homelessness adopts the following additional recommendations:

- (1) Support for implementation of policies and actions that will further the following recommendations set forth in the County's Ten-Year Plan

Recommendation #1: Housing First

Recommendation #4: Permanent Supportive Housing Beds

Recommendation #5: Veterans Affairs-Supported Housing (VASH) Vouchers

Recommendation #9: Permanent Very Low-Income Housing

Recommendation #11: Housing Choice Voucher Program (Section 8);

- (2) In furtherance of the foregoing, support for the following specific actions that will increase the supply of permanent affordable housing, permanent supportive housing:

- (a) Increase the number of Potential Affordable Residential Sites in the City's Housing Element;

- (b) Provide incentives to investors and landowners under the All-Affordable Housing Overlay Program (AAHOP);

- (c) Establishment of a target of 225 units per year to populate the AAHOP recommended sites; and
- (d) Consideration of amending code requirements to reduce the minimum area requirement for single-occupancy housing; increase permissible density for single-occupancy housing units; re-zoning of land use designations to encourage production of low-cost single-occupancy housing; and permitting alternate materials and construction techniques to enhance the rent/cost ratio.
- (e) Adoption of incentives to increase the number of rental units whose landlords will accept VASH of Section 8 vouchers):

- (3) Endorsement of policies and practices that will enable services providers to establish short-term harbors to help homeless persons receive immediate housing and assistance that will enable them to move on to permanent housing (Recommendation #7: Shelter/Crisis Housing; and Recommendation #8: Transitional/Bridge Housing);
- (4) Increase funds for Rapid Re-Housing (Recommendation #6); Housing Trust Fund (Recommendation #10); and Homeless Prevention (Recommendation #12);
- (5) Requiring all homeless services providers who receive public funding to utilize the Homeless Management Information System (HMIS; Recommendation #17);
- (6) Promoting employment of homeless persons by engaging local businesses to provide job opportunities and training (Recommendation #18: Business Community Involvement);
- (7) Promoting increased involvement from the faith community (Recommendation #19);

BE IT FURTHER RESOVED that the Chair is directed to present this Resolution, on behalf of the Commission, to the City Council and to the City Council's Homeless Committee for consideration.

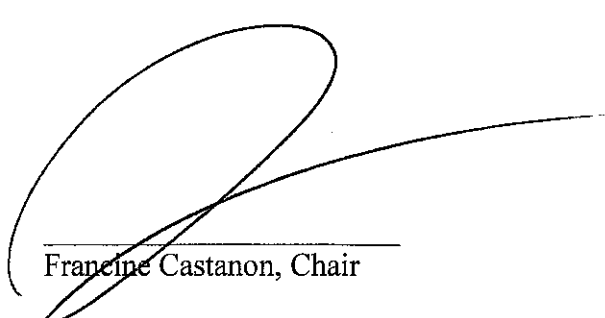
PASSED AND ADOPTED THIS 18th day of July, 2016, by the following vote:

AYES: **Commissioners Brinkmeyer, Castanon, Jaena, Martinez, Miller-Gonzalez**

NOES: **None**

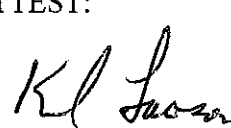
ABSENT: **None**

ABSTENTIONS: **None**



Francine Castanon, Chair

ATTEST:



Karl Lawson, Executive Secretary



TO: Honorable Chair and Members of the Commission on Homelessness

FROM: Karl Lawson, Interim Homeless Services Division Manager 

DATE: September 10, 2016

SUBJECT: Recruitment of Homeless Assistance Program Coordinator

I. BACKGROUND

From Fiscal Year 1992-93 through the beginning of FY 2013-14, the City's Homeless Services Division was staffed by a full-time Homeless Services Manager (later called the Homeless Assistance Coordinator), assisted on a part-time basis by an administrative assistant and an employee of the Grants Management division. The part-time administrative assistant position was eliminated in 2013, and the position of Homeless Services Coordinator became vacant in April of 2014 upon the resignation of the previous occupant of that position.

Beginning in April of 2014, the administration and responsibilities of the Homeless Services Division were divided among three employees of the Housing Department: the Housing Director, Management Analyst, and the Compliance Services Manager. Staff support for the Commission on Homelessness was assigned to the Compliance Services Manager; in early 2015, all duties of the previous position were assigned to that individual. In May of 2015, the Compliance Services Manager was designated as Interim Homeless Services Division Manager, with responsibility for all aspects of the homeless services division administration. That individual continued to perform all duties of the Compliance Services Manager position, in addition to the duties of the Homeless Services Division (with 31% of his personnel costs designated as homeless services)

In June of 2015, the City Council formally eliminated the position of Homeless Assistance Coordinator, with the Compliance Services Manager continuing to have responsibility for administration of the Homeless Services Division. In May and December of 2015, and in March of 2016, the Commission on Homelessness formally recommended that the City reinstate the position and hire an individual to work full-time on homeless issues.

In June of 2016, the Housing Director recommended, and the City Council agreed, to reinstate the position. The City updated the position description, and on September 2, 2016, the City's Human Resources Department initiated a recruitment for the position of Homeless Assistance Program Coordinator. A copy of the recruitment flyer is attached.

II. JOB RESPONSIBILITIES

The primary responsibilities of the Homeless Assistance Program Coordinator include the following:

- Direct, administer, coordinate, manage and monitor the City's Homeless Assistance Programs
- Act as City's liaison for homeless persons, service providers, businesses, developers, faith-based groups, County, State, and Federal government
- Provide staff support and serve as non-voting Secretary to the Commission on Homelessness and the City Council's Homeless Committee
- Coordinate and administer federal and state grant programs and administer Emergency Solutions Grants and sub-recipient agreements
- Ensure proper data collection and reporting to the Department of Housing and Urban Development (HUD); and work with the Grants Management Division on monitoring and compliance, the submission of Comprehensive Annual Performance and Evaluation Report, the Consolidated Plan, and other reports to HUD
- Develop short and long-range solutions to housing the homeless; perform research and develop recommendations to City on development and implementation of proposed solutions
- Serve as the City's representative to the Regional Continuum of Care Alliance

The attached position description provides more detail on the scope of responsibilities of the position, as well as the compensation package and application requirements. Applications must be submitted by September 26, 2016.

III. RECOMMENDATION

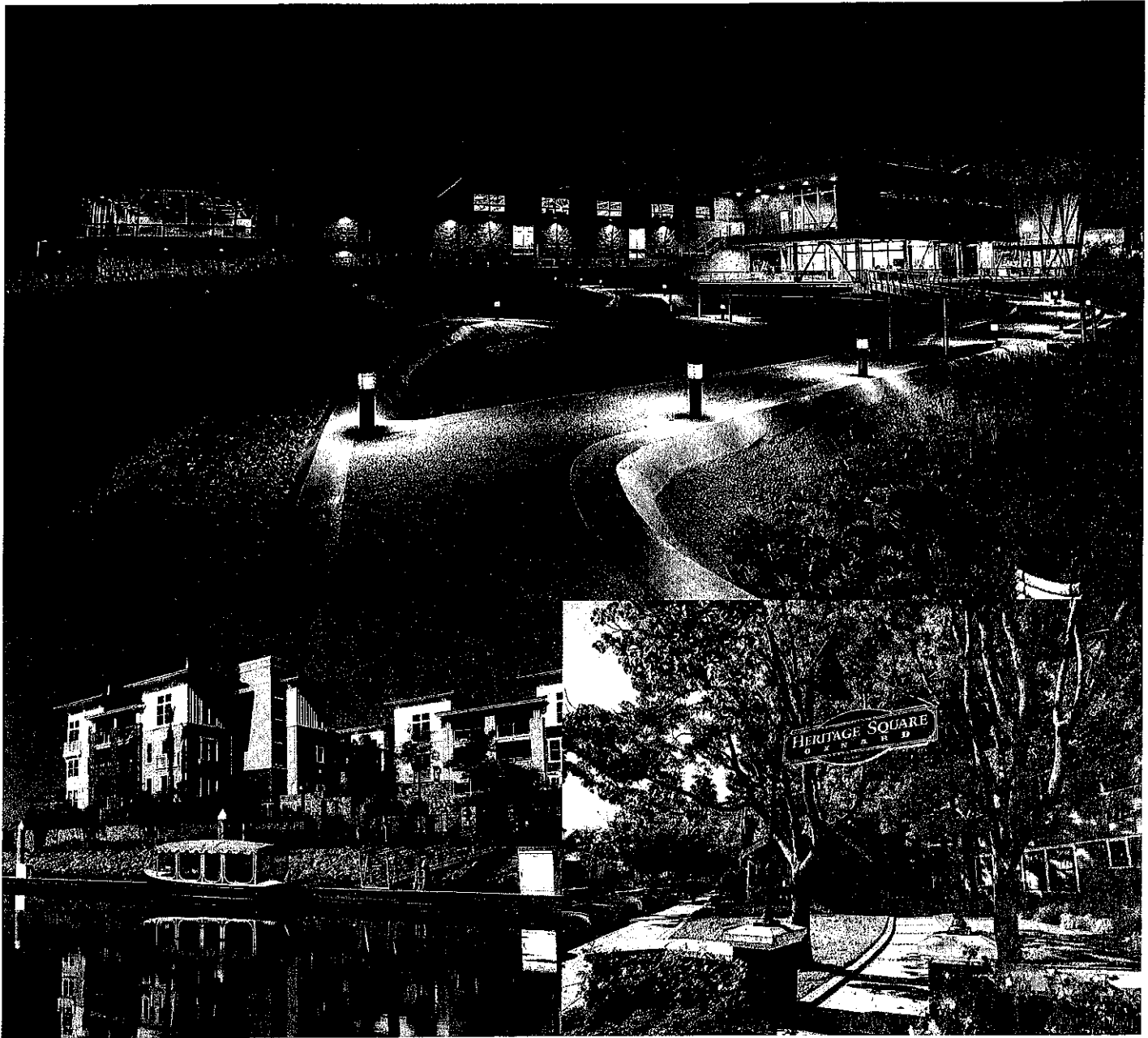
No formal action by the Commission is required at this time. The City's Human Resources Department and Housing Department staff have disseminated and publicized the recruitment announcement to the greatest extent possible, and staff respectfully requests that members of the Commission assist in publicizing this recruitment in order to attract the most qualified candidates.

(end)

KL/kl

City of Oxnard

OXNARD, CA



Homeless Assistance Program Coordinator

Homeless Assistance Program Coordinator

The **Homeless Assistance Program Coordinator**, Under general direction, administers, coordinates, manages and monitors the City's Homeless Assistance Programs and acts as a liaison for homeless persons, services providers, businesses, developers, faith-based groups and the City in relation to the County, State and Federal government; provides staff support to the Commission on Homelessness; administers federal and state grant programs; and performs related duties as required.

The **Homeless Assistance Program Coordinator** is the single professional class within the Housing Department with administration responsibilities including coordinating federal and state grant programs and acting as a liaison for local service agencies, governmental units, businesses, developers, faith-based groups, non-profit groups and other members of the public. This classification is distinguished by the performance of administrative functions related to homeless assistance programs with little to no direction from administration and the responsibility to provide researched information and make recommendations on assigned areas.

Essential Functions:

- * Provides leadership on short and long-range solutions to housing the homeless, particularly during the winter months; including research and recommendations regarding the use of SB2 areas for additional temporary and year-round shelters.
- * Research and recommendations on best practices for housing homeless, including analysis and support for a "housing first" approach and provision of "wraparound" services by service providers to transition homeless into permanent housing.
- * Prepares and Initiates contracts with community non-profit and public organizations, assists with processing of invoices for payment, and monitors performance, including through on-site visits.
- * Works closely with Grants Management staff to monitor grant expenditures and report results for the Comprehensive Annual Performance and Evaluation Report, the Consolidated Plan, and other reports to HUD.
- * Provides staff support for the Commission on Homelessness; serves as the Commission's recording secretary; prepares agendas, staff reports, and minutes; drafts resolutions for presentation to Commission; handles Commission-related correspondence and communications; presents required reports to City Clerk, City Attorney, City Manager, and City Council on Commission activities; writes, processes, and presents agenda reports to City Council on Commission matters; serves as staff support to the City Council's Homeless Committee; convenes meetings of Homeless Committee and prepares agendas, staff reports, and minutes for Homeless Committee; drafts resolutions for presentation to Committee.
- * Serves as the City's representative on the Regional Continuum of Care Alliance; serves on at least two sub-committees of the Continuum of Care Alliance; performs follow-up on Continuum-related matters; writes and presents reports to Commission on Homelessness, Housing Director, City Manager, and City Council on Continuum of Care-related activities and programs.
- * Does outreach to business and corporate organizations, including the Chamber of Commerce, to form public/private partnerships to address local issue of homelessness.
- * Compiles, interprets and analyzes data and makes recommendations on homeless assistance policy and procedures; analyzes, interprets, and explains programs policies and procedures.
- * Develops requests for proposals for the Emergency Solutions Grant program; investigates, interprets, analyzes, and prepares recommendations in relation to proposals for new homeless assistance programs, grants, services, equipment, and personnel.
- * Maintains and gathers data on needs and coordinated City efforts on all levels of government; investigates and prepares reports on specific requests and concerns pertaining to various governmental activities.
- * Responsible for the writing and submission of grant applications; monitors assistance programs for compliance with grant regulations; prepares and maintains necessary records and reports; processes grant invoice billing, receipt and approvals and reimbursements.
- * Confers with members of the public, social services agencies and community groups to explain policies and programs and to respond to concerns and requests for information.

- * Gathers and analyzes information on existing homeless assistance programs, prepares proposals including financing, staffing, and organization requirements.
- * Maintains an inventory of existing and potential shelter facilities, supportive services, and feeding programs serving homeless in the Oxnard program.
- * Represents the city in inter-program, community, inter-agency, professional meetings and projects and on the County of Ventura's Continuum of Care collaborative; coordinates activities with the City Manager's Office or city programs.

Minimum Qualifications

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Homeless Assistance Program Coordinator. A typical way of obtaining the required qualifications is:

Education: The equivalent of a Bachelor's degree from an accredited college or university with major coursework in Sociology, Public Administration, Business Administration or a closely related field. A Master's degree in one of the above areas is desirable.

Experience: To possess two years of professional experience working in a Homeless Assistance Program, or with a homeless service provider organization, AND

License/Certificate: Possession of, or ability to obtain, a valid class C California driver's license.

Probationary Period: This position serves a twelve-month probationary period.

Compensation and Benefits

The salary range for the Homeless Assistance Program Coordinator \$60,793.61-\$101,491.93 per year. The City offers an attractive benefits package which includes:

- **Vacation/Annual Accrual Rates:**
Leave accrual rates vary between 6.24 – 11.78 hours per pay period based on years of service.
- **Administrative Leave:**
Management employees are not compensated for overtime worked. However, the department director may authorize up to 40 hours of administrative leave in one year.
- **Deferred Compensation:**
The City offers a number of deferred compensation programs that employees may participate in.

- **Health and dental:**
The City contributes \$200 per pay period toward medical insurance premiums and after 90 days of employment, an additional \$30.83 per pay period toward dental insurance premiums. Unused premium monies are paid to the employee.
- **Holidays:**
The City observes 10 holidays per year.
- **Life Insurance:**
City employees receive Basic Life Coverage (\$5,000) + AD&D (\$10,000) + 1 times annual salary 100% paid by the City. Employees also have the option to purchase additional insurance.
- **PERS Retirement:**
New CALPERS members, employees hired after 1/1/2013, or those coming from another CALPERS or CALPERS' reciprocal agency with a break in service exceeding 6 months will be required to pay the 6.75% of their annual earnings toward their retirement. Upon retirement, CalPERS offers a defined benefit plan based on a formula of 2% at age 62 for new members and a formula of 2% at age 55 for "classic" members. The City of Oxnard does not participate in social security; therefore employees do not receive a social security tax deduction in their earnings.
- **Tuition Reimbursement:**
Full-time employees are eligible for 75% reimbursement for work related coursework.
- **Union Affiliation:**
This position is represented by the Oxnard Mid-Managers Association, a recognized public employee organization.
- **Wellness Program:**
Employees are eligible for reimbursement of up to \$500 per year for fitness and wellness programs.



To Apply

If you are interested in applying for this excellent opportunity please visit: <https://www.oxnard.org/business/employment>

Tentative Schedule

Open: September 2, 2016

Filing Deadline: 5:00 p.m. on September 26, 2016

Should we receive a high number of qualified applicants, we reserve the right to conduct a comparative screening to determine which applicants will be invited to continue in the recruitment and selection process.

City of Oxnard

Human Resources Department
300 West Third Street, 1st Floor
Oxnard, CA 93030
805.385.7590
805.385.8352

EQUAL OPPORTUNITY: The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

REASONABLE ACCOMMODATION: The City of Oxnard makes reasonable accommodation for the disabled. If you believe you require special arrangements to participate in the testing process, you must inform the Human Resources Department in writing no later than the final filing date. Applicants who request such accommodation must document their request with an explanation of the type and extent of accommodation required.

LEGAL REQUIREMENT: On the first day of employment, new employees must provide proof of citizenship or documentation of legal right to work in the United States, in compliance with the Immigration Reform and Control Act of 1986, as amended.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.