

AMENDMENT NO. 1
to
AGREEMENT NO. ELDO200801
between
EL DORADO COUNTY
and
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

THIS AMENDEMENT NO. 1 to AGREEMENT NO. ELDO200801 is entered into by and between EL DORADO COUNTY, hereinafter called "County" and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, on behalf of its Agriculture and Natural Resources North Coast and Mountain Region, hereinafter called "University."

The following terms and conditions are hereby amended:

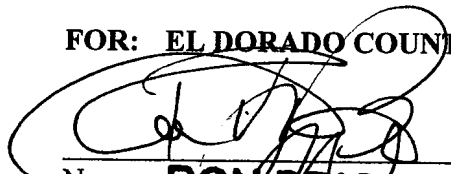
2. Term of Agreement. The term of this contract is extended for a one (1) year period beginning July 1, 2009 and continuing through June 30, 2010.
3. Reimbursement. County shall reimburse University an amount not to exceed Thirty Eight Thousand Twenty Six Dollars (\$38,026) in accordance with Exhibit B, attached hereto and incorporated herein. Payment in full shall be made upon execution of this Agreement and submission of invoice to Chief Administrative Officer, El Dorado County, 330 Fair Lane, Placerville, CA 95667.

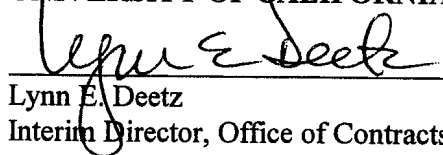
All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below.

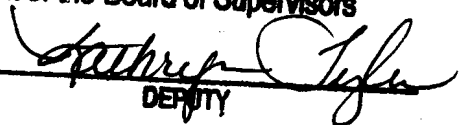
FOR: EL DORADO COUNTY

FOR: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA


 Name **RON BRIGGS** Date 6-30-09
 Title **CHAIRMAN**


 Name Lynn E. Deetz Date 4/27/09
 Interim Director, Office of Contracts & Grants

ATTEST: SUZANNE ALLEN de SANCHEZ,
 Clerk of the Board of Supervisors

By 
 DEPUTY

AGREEMENT NO. ELDO200801
between
EL DORADO COUNTY
and
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

THIS AGREEMENT is entered into by and between EL DORADO COUNTY, hereinafter called "County" and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, on behalf of its Agriculture and Natural Resources North Coast and Mountain Region, hereinafter called "University."

IT IS MUTUALLY AGREED that the County will provide .50 full time equivalent funding to support a 4-H Youth Development Program Representative III who will provide support for the University's 4-H Program.

The parties agree to the following terms and conditions:


1. Statement of Work. University shall provide services in accordance with the 4-H Youth Development Program Representative III Position Description, incorporated herein and attached hereto as Exhibit A.
2. Term of Agreement. The term of this contract shall be from July 1, 2008 through June 30, 2009.
3. Payment to County agrees to pay the University an amount not to exceed Thirty Six Thousand Three Hundred Twenty Six Dollars (\$36,326) in accordance with Exhibit B, attached hereto and incorporated herein. Payment in full shall be made upon execution of this Agreement and submission of invoice to Chief Administrative Officer, El Dorado County, 330 Fair Lane, Placerville, CA 95667.
4. Termination. Either party may terminate this agreement for any reason by providing the other party with thirty (30) days advance notice in writing.
5. Independent Capacity. In the performance of this agreement, University and the agents and employees of University, shall act in an independent capacity and not as officers or agents of County.
6. Indemnification
The parties shall defend, indemnify and hold each other harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party its officers, agents or employees.

7. Amendment.

This agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this agreement shall be made in writing and must be signed by the authorized representatives of both parties.


IN WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below.

FOR: EL DORADO COUNTY



Name **RUSTY DUPRAY** Date 7/1/08
Title Chairman

FOR: THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA



Lynn E. Deetz Date 5/23/08
Principal Contracts & Grants Analyst

ATTEST: CINDY KECK, Clerk
of the Board of Supervisors

By 

DEPUTY

FOR PERSONNEL USE ONLY

POSITION DESCRIPTION

APPROVED TITLE	TITLE CODE	EFFECTIVE DATE	ANALYST	DATE
Program Rep III	6452	01/01/2006	CH	2/20/2006

CL#1030-05

REQUEST FOR: RECLASSIFICATION NEW POSITION RECRUITMENT UPDATE LIMITED TERM APPT.

NAME Carol Martin	DIVISION DANR-NC&MR	DEPARTMENT UCCE El Dorado	UNIT
CURRENT JOB TITLE 4-H Youth Development Program Representative II	TITLE CODE 6450 6452	WORK LOCATION Davis/Placerville	WORK PHONE 530-621-5507
IMMEDIATE SUPERVISOR William Frost	SUPERVISOR S TITLE County Director	WORK PHONE 530-821-5509	
DEPARTMENT HEAD William Frost	OTHER PERSONS WHO GIVE YOU ASSIGNMENTS		

Please refer to the Position Description Instructions on the Position Information Packet to complete this form.

Give the main purpose of this job.
 Develop projects, programs, activities and resource materials for youth and volunteer 4-H leaders, with emphasis placed on expanding the 4-H Youth Development Program to under-represented clientele. Develop and implement non-project 4-H Youth Development programs to be integrated into schools and communities. Administer policy associated with 4-H Youth Development Club Program. Provide supervision to Senior Office Assistant and student interns connected to the 4-H Youth Development Program in El Dorado County. Develop and manage the 4-H Youth Development component of the El Dorado County budget.

Job duties: List both essential and non-essential functions and their related tasks, starting with those that are the most important. A function is a distinct area of responsibility; a task is a particular work action performed to accomplish the function. Be specific about the degree of responsibility involved and the equipment, processes and work aids used. Indicate the approximate amount of time spent on each function using percentages. Use additional pages as necessary.

PERCENT OF TIME	DUTIES AND TASKS
	<u>ESSENTIAL TASKS</u>
40%	<p>Program Development and Operations Develop projects, programs, activities and resource materials for leaders and youth in El Dorado County, with emphasis placed on expanding the 4-H Youth Development Program to under-represented clientele and developing non-project 4-H Youth Development programs. Develop and implement marketing and networking systems to gain high visibility in the County. Maintain a close working relationship with other youth serving agencies, community groups and organizations. Provide supervision to Senior Office Assistant and student interns to implement the 4-H Youth Development Program. Plan the annual County 4H Youth Development budget by integrating department goals and program plans, administrative requirements and staff, and associated factors and manage appropriated budget. Administer 4-H Youth Development policies as they pertain to the El Dorado County Program.</p>
20%	<p>Volunteer Leader Management Identify, recruit, train and support 4-H Leaders through a variety of educational methods targeting underrepresented clientele. Develop and conduct a series of multi-cultural training sessions for volunteer leaders. Develop and maintain a current leader orientation program.</p>
30%	<p>Program Expansion and Evaluation Emphasis is placed on expanding the 4-H Youth Development Program to under-represented clientele and into schools. Creatively and innovatively update traditional 4-H Youth Development Program activities and develop non-traditional programs. Work with school districts and others to identify youth and adults to aid in implementing programs. Identify key community leaders to serve in 4-H Youth Development Program to enhance the program. Utilize various tools (surveys, interviews, community mapping) to assess the impact of various programs.</p>

PERCENT OF TIME	DUTIES AND TASKS
10%	<p>Affirmative Action Develop a program that provides awareness of Affirmative Action in 4-H Youth Development Program activities and is readily available to access the needs of under-represented communities. Understand and support the University of California and UC Cooperative Extension Affirmative Action and Sexual Harassment Policies to ensure that 4-H recruitment and program outreach do not have discriminatory impact against protected groups.</p> <p><u>NON-ESSENTIAL FUNCTIONS</u></p> <p style="text-align: center;">SEE THE POSITION QUESTIONNAIRE FOR ADDITIONAL INFORMATION</p>

The above statements are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar duties are performed as assigned.

EMPLOYEE CERTIFICATION: I certify that I have received a copy of the above job description and I understand that the above duties and tasks have been assigned to this position.

Employee Signature *Carol M. Martin* Date *02-23-06*

Supervisor's Signature *Will E. Furr* Date *2/23/06*

POSITION QUESTIONNAIRE

(1) List contacts with others (internal & external) and describe purpose and frequency (daily, weekly, occasionally) of contact. Do not list supervisors or co-workers

INSIDE OFFICE OF THE PRESIDENT

TITLE OF PERSON/ORGANIZATION	PURPOSE	FREQUENCY
N/A inside Office of the President		

OUTSIDE OFFICE OF THE PRESIDENT

TITLE OF PERSON/ORGANIZATION	PURPOSE	FREQUENCY
4-H Youth Development Adult Leaders & Members	Policy, operations guidance, training	Daily
El Dorado County Supervisors	Direction of and reporting for County Youth Commission	Monthly
El Dorado County Youth Commission	Training, guidance, operations	Weekly
Youth Agencies within El Dorado County	Networking, capacity building, promotion of Youth development	Monthly

(2) If you develop methods or procedures, give examples. Describe the responsibility for the interpretation and/or implementation of policies and procedures.

Develop methods and procedures of operations for El Dorado County Youth Commission. Develop policies for formation and new and ongoing activities of the El Dorado County Youth Commission.
Responsible for interpreting and implementing all policies and procedures for all aspects of the California 4-H Youth Development Program in El Dorado County.

(3) What work actions or decisions do you make without prior approval?

Decisions regarding development and conduct of own work assignments and priorities.
Budgetary decisions regarding the El Dorado County 4-H Youth Development Program budget.
Supervision of Sr. Office Assistant including work assignments, priorities, and evaluation
Supervision of student interns mentoring youth to develop, implement and assist with the evaluation of 4H Youth Development program and activities.

(4) What effect or impact does your decision have on the organization?

Decisions set direction for 4-H Youth Development Program in El Dorado County.
Decisions set direction and strongly influence effectiveness of El Dorado County Youth Commission.
Decisions set direction to build and maintain strong youth-adult partnerships to increase short and long term benefits for youth and adult participants and the community.

(5) What amount of funds may you independently authorize for expenditures? Complete the Budgetary/Supervisory Duties page if applicable.

Total budget for 4-H Youth Development in El Dorado County is \$101,632.

(6) List examples of your writing such as correspondence, technical reports, or significant compositions which demonstrate your writing skills.

Regular correspondence with 4-H Youth Development Program adult leaders, county supervisors, community leaders.
Annual report of the El Dorado County Youth Commission.

NOTE: Employee's signature required on page 6.

(7) Describe the presentations or speeches you make before employee groups or outside groups.

Presentations to El Dorado County Board of Supervisors on a wide array of youth development programs and activities.
Presentations to granting boards, youth agencies and schools.
Presentations to County 4H Leaders Council.
Presentations to youth groups to encourage and promote youth leadership development.

(8) List the kinds of equipment, tools or machines used in your work and indicate amount of time spent using each.

Personal computer 12 hours per week

(9) Do you perform any of the following functions? YES NO If so, please describe

(a) gather information

YES. Regarding: compliance with State 4-H policies by 4-H Clubs; needs assessment to determine issues of significance to youth in El Dorado County

(b) identify relevant factors/key issues

YES. Identify factors/issues pertinent to shift in direction of youth development approaches, such as positive development vs. youth in governance.

(c) analyze the impact of alternative solutions

YES. Utilize surveys, interviews and community asset mapping to analyze the impacts of alternative solutions to youth related problems.

(d) make recommendations

YES. Regarding statewide 4H policy and local governance – work with youth and adult community partners to develop local concerns in 4H statewide policy and local governance and formulate recommendations. Regularly make recommendations to County Director for implementation of programs and office efficiency.

(10) Are your duties principally the same from day to day, or do you receive your work on an assignment basis? If on an assignment basis, do you receive work: Daily _____ Project basis _____ Work on own assignments x_____.

I work on my own assignments. General plan of work is discussed with County Director. Work priorities and tasks are self-determined.

(11) List the reference materials, procedures manuals, etc., that you use in performing your work.

Statewide 4H Policy Handbook
Community Programs to Promote Youth Development
Youth-Adult Partnership : A Training Manual
4H Statewide Training materials – e.g. Creating Safe and Successful Spaces for Youth
UC – ANR Administrative Handbook

NOTE: Employee's signature required on page 6.

BUDGETARY/SUPERVISORIAL DUTIES

Indicate pertinent financial data which is appropriate for your position, and/or the variety and scope of funding sources (contracts, grants, fellowships, etc.) which are under your control.

Budget

Operating Budget \$ 101,632

Funding Sources

Number of Accounts

El Dorado County	2

Describe your duties and responsibilities in the department budget process.

Plan and prepare the annual budget and provide to County Director to include in County budget request. This includes integrating department goals and program plans, administrative requirements and staff needs. Responsible for management of 4-H Youth Development component of County budget, including decisions on expenditures and redistribution of funds among various categories.

COMPLETE THE FOLLOWING IF YOU SUPERVISE OTHERS

Supervisory Responsibilities:

If this position acts as a lead person in directing the work of others, but otherwise performs work similar to others in unit, do not complete this page but list as a duty on position description.

List the employees you directly supervise.

TITLE	NAME	EXEMPT	NON EXEMPT	FTE Y/N
Senior Office Assistant	Connie Zelinsky			Y

Rate your level of authority for the positions which you supervise. Please use the following definitions:

(1) *Recommend*: make a specific suggestion to your supervisor who takes the necessary action; (2) *Prior Approval*: have your supervisor's approval and you take action, or (3) *Independent Action*: you take action then inform supervisor of what has been done.

	No Authority	Recommend	Prior Approval	Independent Action
1. Selecting employees			x	
2. Assigning tasks & directing work				x
3. Approving overtime and/or leave				x
4. Evaluating performance				x
5. Recommending merit increases				x
6. Taking corrective action				x
7. Effecting layoff		x		
8. Terminating an employee		x		
9. Resolving employee complaints				x

SUPERVISORS PLEASE COMPLETE THE FOLLOWING QUESTIONS:

LIST QUALIFICATION STANDARDS WHICH AN INDIVIDUAL MUST MEET IN ORDER TO PERFORM THE JOB EFFECTIVELY AND SAFELY

- (12) **Physical and Mental Requirements:** Please indicate the minimum physical and mental requirements needed for effectively and safely performing the essential and non-essential job functions. This also includes the working conditions. (See instructions)

Position requires the ability to hear, see, lift, carry, push, stand and be mobile. Must carry supplies in and out of car and building daily and operate a motor vehicle. Ability to gather and interpret information, coordinate activities, organize tasks and communicate with youth and adults of different ethnic and cultural backgrounds.

- (13) **List education, experience or specialized training requirements.** (See instructions)
Understanding of youth issues and volunteer relationships. Knowledge of youth development principles and programs and program management principles. Skills to communicate verbally and in written form. Ability to work in small and large groups, give presentations, and organize unites and activities. Experience in working with adult volunteers in community related projects. Abilities to develop newsletter abilities, correspondence and reports. Ability to provide leadership in the development of new youth development programs/activities

- (14) **Special Conditions of Employment.** (See instructions)
Availability and means to travel locally on a flexible schedule.
Availability and ability to work evenings and weekends.
Proof of liability and property damage insurance on automobile.

- (15) Is this a critical position and subject to a background check? (See Instructions) Yes No

- (16) **Type of supervision received.** Indicate level of supervision incumbent will receive after the training/orientation period. (See instructions for definitions.)

Close Supervision Supervision General Supervision Direction General Direction

CERTIFICATION

I have read all statements in this document and find that they are accurate and complete to the best of my knowledge.

Employee Signature Carol Martin Date 2/23/06 Supervisor Signature William E. Frown Date 2/23/06
Department Head Signature William E. Frown Date 2/23/06

Comments:

EXHIBIT B

Program Representative III

Salary @ 50% time for one year	930 \$25,900
Benefits	<u>\$10,396</u>
TOTAL	\$36,326