

2019 PROGRAM SPECIFICATION
RAMAC

PROGRAM #: 672

STANDARD PROGRAM: Utility Worker

TARGET POP: N/A

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday: 8:00 a.m. – 5:00 p.m. and some evenings and weekends

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

UTILITY WORKER
1 FTE

Provider will provide the following duties as needed

1. Detention food delivery
2. Classroom set ups
3. 1 North Lobby set ups
4. Paper box delivery
5. Package/Mail delivery including building supplies
6. Chair clean ups and or removals
7. Shovel/Salt dock area, entrances, steps when needed, clear snow from fleet cars
8. When people need items/boxes brought down to the loading dock that will be picked up for the courthouse
9. Hand Sanitizer fill ups
10. Resource room set ups
11. Tables that need to be put in different areas
12. Assist maintenance department when needed

Further duties may be assigned by Racine County Human Services Department Contract Services

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County Human Services.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County Human Services for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.