

## Attachment 2- Statement of Work and Job Descriptions

Contractor will provide Employment of Record Services for \_\_\_\_\_ participants. While ensuring compliance with all WIOA and EDD regulations, documentation, and personnel record keeping requirements. Contractor will provide common payroll functions for all participants who are designated under the Employer of Record function. In addition, all employees selected under this function will be eligible for the standard employment benefits offered to the Contractor's regular employees with the exception of Unemployment Insurance for employees who are participating in a temporary disaster relief job, as these positions are exempt from those benefits. MLJT will be responsible for recruitment, interviewing, and selection of these individuals, as well as the development of appropriate job sites falling within approved job descriptions. MLJT will select a Contractor who will carry out all the common payroll functions as the Employer of Record for individuals who fall under the employer of record function. In addition, all employees selected under this function will be eligible for the same benefits offered to the Contractor's regular employees. Employees serving temporarily in case of fire, storm, earthquake, flood, or similar emergency are not eligible for unemployment insurance. MLJT will be responsible for recruitment, interviewing, and selection of these individuals and developing appropriate job sites.

Contractor will be responsible for the following:

- New Hire Documentation – Processes, completes and maintains all new hire W-4, I-9, DE-4 and other new hire related documentation prior to participants starting their work assignment at MLJT;
- Timesheets – Coordinates with MLJT to ensure that timesheet information is submitted in time for payroll processing prior to the due date of the payroll schedule for each pay period;
- Payroll Schedule – Issues payroll on a published schedule in accordance with Federal and State Law;
- Direct Deposit – Provide as an option for Electronic Funds Transfer (EFT) services that will automatically transfer payroll funds to an individual participant's checking or savings accounts at a participating bank, savings and loan association or credit union;
- Payroll Deductions – Ensure that FICA, State Disability, and all other standard payroll deductions are properly deducted according to federal, state, and local laws;
- Emergency Manual Checks - Manual checks should be an exception for termination;
- W-2s – Responsible for providing W-2s of the preceding calendar year by January 31 each year;
- Wage Garnishments – The Employer of Record will administer wage garnishments as required;
- Reports - Submit payroll reports within 5 days of payroll processing and detailed expenditure reports to MLJT monthly;
- State and Federal Payroll Taxes- Ensure prompt payment of all Federal and State payroll taxes.

Contractor additionally responsible for:

- Governmental reporting
- Processing payroll taxes
- Workers' compensation and claims
- Unemployment claims and hearings
- Medical leave of absences
- Verification of eligibility to work in the US

**JOB DESCRIPTIONS**

The following job titles and descriptions are some examples (but not an exhaustive list) of positions desired of EOR services. The ability to provide these positions is reflected in the scoring of the RFP response. MLJT provides documentation of safety training and completes orientation for work site supervisors and participants.

<b>Job Class/Title</b>	<b>Job Description</b>
Animal Caretaker Technical Assistant	Monitoring animals post-surgery. Cleaning and sterilizing surgical instruments, cleaning, and sanitizing caging, completing laundry duties, other general cleaning of the clinic. Including boarding, grooming, and care of domestic and/or farm animals.
Clerical	Includes park and facility maintenance, landscape, snack bar and vending operations, lifeguards, security and similar activities in support of the facility.
Clerical in a medical setting	Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts. Welcomes patients and visitors in person or on the telephone and answering or referring inquiries.
Forestry Trainee	Manage forested lands for economic, recreational, and conservation purposes. May inventory the type, amount, and location of standing timber. May determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth, and determine the best time for harvesting (including operating necessary hand, power, and gas tools needed to remove debris from worksite). Develop forest management plans for public and privately-owned forested lands.
Hospitality Trainee	Establishments in the food and beverage industry and includes, restaurants, taverns, bars, cafeterias, cafés, fast-food outlets, pubs, delis, mobile food outlets and other businesses involved in preparing, packaging, transporting, or serving food and non-alcoholic as well as alcoholic beverages. (No youth under age 21 would perform duties in an establishment with access to alcoholic beverages). Includes cleaning and/or maintaining hotel grounds.
Landscape Laborer Assistant	Primarily engaged in growing nursery stock such as bushes, trees, shrubs, sod and bulbs, in fields or in greenhouses. Operations consist of planting, fertilizing, watering, trimming, potting, repotting plants, and transplanting at the nursery location. This includes use of necessary hand, gas, and power tools needed to accomplish duties.
Library/Museum	Public Library or Museum – Professional Employees – Includes Attendants & Ushers.
Maintenance/Roads Worker	Maintenance Worker performs a variety of unskilled and semi-skilled tasks with the maintenance of roads and related infrastructures, drainage systems, pipeline systems, solid waste management facilities, water and wastewater.

	systems, landscaped areas, and other related facilities; to learn, under direct supervision, to operate a variety of power-driven road maintenance or construction equipment.
Shop and Auto Tech or Millwright Trainee	Maintenance, milling, repair, or construction. Including vehicles or mechanical equipment using necessary hand, gas, and power tools. Maintain the cleanliness of the shop and work areas. May operate vehicles or heavy equipment.
Mental Health Navigator	Serves patients by greeting and assisting them in person or on the phone, scheduling appointments, and maintaining records and accounts. Provide resources and give referrals to members of the public for providers.
Nursing Assistant Trainee	In a hospital, long term care facility, or assisted-living facility, learn to be helping patients with ADLs, such as bathing, grooming, toileting, and moving. Ensuring that patients receive appropriate nutrition, preparing meals, and assisting with eating.
Recreation Support Specialist	Learns to develop recreation plans. Implements and manages recreation operation and maintenance plans for developed and dispersed sites.
Recreation Worker Trainee	Checks visitor use of recreation facilities. Cleans recreation areas and maintains improvements. Monitors compliance with recreation area rules and regulations of parking, campfires, sanitation.
Residential Construction Labor Helper	Performs tasks involving physical labor at construction projects. May operate necessary hand, gas, and power tools needed for job duties. Maintains a clean job site, picks up all tools and equipment and secures job site each day to eliminate potential hazards. Performs materials handling and storage. Loads and unloads trucks up to 50 lbs.
IT Assistant	Internet or web-based application development or operation -including clerical office employees and outside salespersons.
Sheriff/police Services Records Technician Trainee	Performs a wide variety of general and/or specialized office support, clerical, and technical work in support of the Department; collects, indexes, processes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; serves as a liaison between the Department and various other local, state, and federal agencies; and provides other support and assistance to other non-sworn functions and activities of the Department.

Child Care Provider Assistant	Working in a child care or educational facility assisting all staff with daily routine duties, interacting with youth and/or adults.
Warehouse and Retail Worker	Receiving and processing incoming stock and materials, operating a forklift, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock. Assist customers with purchases by identifying their needs, showing or demonstrating merchandise, receiving payment, recording sales, and wrapping their purchases.
Sales	Work in office and may work traveling up to 25% of time fostering partnerships and outreach with stakeholders in the community.

**SIGNATORY AUTHORIZATION**

I HEREBY CERTIFY THAT:

IS AUTHORIZED TO SUBMIT PROPOSALS FOR, AND BY VIRTUE OF HIS/HER SIGNATURE, BIND

(Organization Name)

TO CONTRACTUAL AGREEMENTS FOR THE PERIOD 07/1/2024 THROUGH 06/30/2025.

Signature of Governing Body Official & Date Signed:	
Typed Name:	
Title:	
Signature of Official Authorized Above & Date Signed:	
Typed Name:	
Title:	
Note: Should circumstances require a change in the above, a new signatory authorization shall be completed and forwarded to MLJT. Failure to provide the information above may result in the disqualification of your proposal.	