

## Scope of Work

### Attachment to Contractor/Consultant Services Contract Form 11872

#### Purpose

The purpose of this scope of work is to define the services to be provided by Maeve Katherine Bergman (hereinafter "Contractor") to the Peralta Community College District (hereinafter "District") related to establishing systems and procedures to enable the full implementation of the EDD Green Jobs Grant, the Oakland Workforce Investment Board Grant, and other public, private, and non-profit funding through the Green Technology Education program. Under the terms of the original Independent Contractor/Consultant Services Contract dated 7 August 2012 and this Scope of Work, Contractor will perform the services enumerated.

#### Justification

Laney College offers green jobs training to prepare students for careers in the clean energy sector, with an emphasis on energy efficiency, sales, auditing, and retrofitting as well as solar sales, design, and installation. Currently, all programs are fully grant funded. In March 2013 the former Green Technology Education Lead will transfer to Berkeley Community College to take over for the departing Interim Director of Special Projects. Accordingly, Roxanne Rivas contracting is essential as she will provide a critical component to our programs by leading the Laney Green Jobs Training Program team, including managing grant compliance.

### Goal and Core Responsibilities

#### Goal

Provide project management services, including maintaining and establishing systems needed to enable the implementation and compliance of the multi-grant funded Green Technology Education program and to assist in project management, process design, and mapping for the Green Jobs Training Programs.

#### Core Responsibilities

Roxanne Rivas performs services for Laney's Green Jobs Training Program, including:

- Development of systems for efficient and effective work by the Green Jobs Training Team
- Advising on fiscal resource use to maximize impact on student learning and workforce development
- Development of the prerequisite data and materials required to produce grant reports, including those for the Employment Development Department, Oakland Workforce Investment Board, as well as necessary sub-grants, extensions, and addendums
- Tracking of curriculum development and pending state certificate approval processes
- Designing of methods for strengthening partnerships and managing public representation of program
- Facilitation of strategic planning with the Green Jobs Program Team, Dean of Academic and Student Affairs, Dean of Career and Technical Education, and Laney Administration
- Development of research projects and institutional data to inform grant proposal ideas

### Timeline and Compensation

All deliverables shall be completed by 30 June 2013 and core responsibilities shall be performed successfully as described above.

**Hourly Rate:** \$60/hour

**Period:** Contract expires 30 June 2013

**Budget:** Not to exceed \$18,840.00