

## Attachment 2 Statement of Work and Job Descriptions

As Employer of Record, the [Proposed Provider Here] will provide employer of record and payroll services for [maximum total number of participants here] while ensuring compliance with all applicable documentation and personnel record keeping requirements. [Proposed Provider here] will provide 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 standard employment benefits offered to the Contractor's regular employees with the exception of Unemployment Insurance for employees who are serving on a temporary basis in case of an emergency, 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. We will be responsible for ensuring the timely submission of all required employment related documentation that includes but is not limited to the following:

- New Hire Documentation – Processes, completes and maintains all new hire IRS W-4, W-5 and other required new hire/employee 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 biweekly payroll.
- 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, Unemployment Insurance, Workers Compensation Insurance, Social Security, as well as all other standard payroll deductions are properly deducted in accordance with federal, state and local laws.
- Emergency Manual Checks - On an as-needed basis manual checks will be produced upon request by Contractor. Manual checks should be exceptions.
- W-2s – Responsible for providing W-2s of the preceding calendar year by January 20 each year.
- Wage Garnishments – The Employer of Record will administer wage garnishments as required.
- 1099s - Prepare and issue 1099s to participating For-Profit entities -only.
- Reports - Submit monthly detailed expenditure reports to MLJT financial staff.

Additionally, as Employer of Record we will be responsible for managing not only the payroll process but also the following areas:

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

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### DELIVERABLE REPORTS

We will deliver monthly reports including payroll reports and detailed revenue and expenditure reports in the form of written reports, due by the 10<sup>th</sup> of the month following the end of the reporting period.

### JOB DESCRIPTIONS

The following job titles and descriptions will be acceptable for the provision of Employer of Record services, provided MLJT thoroughly documents safety training and completes orientation of responsibilities to work site supervisors and participants.

Job Class/Title	WC CODE	Job Description
Clerical	8810, 8871-1	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	8834	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.
Culinary Arts Trainee	9079	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).
Day Care Provider Assistant	9059	Workers in a day care facility who are not teachers OR drivers
Forestry Trainee	9420	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. Develop forest management plans for public and privately-owned forested lands.
Landscape Laborer Assistant	0005	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.
Library/Museum	8812/8838	Public Library or Museum – Professional Employees – Includes Attendants & Ushers
Maintenance Worker	5507	applies to grading when performed in connection with the construction of streets, roads, highways or airport runways in preparation for asphalt or concrete paving, and includes cutting, filling and spreading base rock to bring the roadbed to grade. This classification also applies to the grading of all other areas in

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		preparation for asphalt paving or the grading of permanent unpaved roads, including logging roads.
Mental Health Navigator	8827	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. Would learn about resources and give referrals to members of the public for providers. Would not engage in any direct care.
Nursing Assistant Trainee	8829	In a hospital or long term care facility, learn to be helping patients with ADLs, such as bathing, grooming, toileting, eating, and moving. Ensuring that patients receive appropriate nutrition with groceries, preparing meals, and, depending on the circumstances, assisting with eating.
Program Support Specialist	8810	Learns to develop recreation plans for recreation sites. Implements and manages recreation operation and maintenance plans for developed and dispersed recreation sites
Recreation Worker Trainee	9420	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	5403	Performs tasks involving physical labor at construction projects intended for training/educational purposes. May operate a variety of hand tools such as hammers, screwdrivers, lathes, sandpaper, scrapers. May operate power tools: drills, impact wrench, nail gun, sanders, or bench grinders May clean and prepare sites, dig trenches, clean up rubble and debris, remove paint. Shovels sand, dirt, or gravel. 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. WILL NOT OPERATE VEHICLES
Road Department Helper	9422	unskilled and semiskilled work in variety of assignments in the construction maintenance and repair of county roads or other facilities as assigned; including but not limited to roads, bridges and drainage systems; to learn, under direct supervision, to operate a variety of light power-driven road maintenance or construction equipment excluding jackhammers and large chainsaws
Sales	8061	
Sheriff/police Services Records Technician Trainee	8039	performs a wide variety of general and/or specialized office support, clerical, and technical work in support of the Police 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; receives and provides assistance to the public in person and over the telephone; serves as a liaison between the Police Department and various other local, state, and federal agencies; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

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Shop Tech Trainee	8227	CONSTRUCTION OR ERECTION PERMANENT YARDS OR SHOPS — for maintenance of equipment or storage of material This classification applies only to a permanent yard or shop maintained by a construction or erection contractor for the maintenance of equipment or the storage of materials or equipment and includes the delivery of materials or equipment from the yard or shop to the job site.
Veterinary Technician Assistant	8831	Monitoring animals post surgery, Cleaning and sterilizing surgical instruments, Cleaning and sanitizing caging, Completing laundry duties, Other general cleaning of the Clinic. Will not directly administer medications or advice to patients or owners, will not handle animals.

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### SIGNATORY AUTHORIZATION

I HEREBY CERTIFY THAT:

(Name & Title)

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

(Organization Name)

TO CONTRACTUAL AGREEMENTS FOR THE PERIOD 09/1/2023 THROUGH 09/30/2024.

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.	