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Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date May 11, 2022

Subject **Creation/Revision of Job Descriptions – Named Positions - Talent/Human Resources**

Action Requested Adoption by the Board of Education of Resolution No. 2122-0137 – Creation/Revision of Job Descriptions:

Creations:

1. Executive Director, Systems & Services Improvement;
2. Executive Director, District Strategy; and
3. Title IX Coordinator and Investigator.

Revisions:

1. Director, Office of Ombudsperson;
2. Director, Recruitment & Retention;
3. Senior Program Manager, Special Projects;
4. Executive Director, Enrollment & Registration; and
5. Custodial Field Supervisor.

Discussion The Talent Division recommends approval of the following new and revised job descriptions.

Creation:

Position: Executive Director, Systems & Services Improvement

Department: Operations

FTE: 1.0 FTE

Salary Schedule: CFCA 25

Salary Range: \$118,528.15 - \$151,284.25

Work Days: 261

Work hours per day: 7.5 hours

Purpose: The department requested a review of the duties, knowledge and skills of an existing position due to these requirements significantly changing. It has been determined that more than 50% of the position's responsibilities have changed. This work is aligned with ESSER investment

and is critical that we maintain the COVID project management work districtwide building efficiency and implementation effectiveness.

Fiscal Impact: This position will be funded with one-time ESSER III funding and does not impact the general fund for the 2022-23 through the 2023-24 school year. The funds from the Senior Director of Strategic Projects currently budgeted in site 901 PCN 7230 will be replaced by this position resulting in a net difference ~ \$\$9k.

Creation:

Position: Executive Director, District Strategy

Department: Chief of Staff

FTE: 1.0 FTE

Salary Schedule: CFCA 25

Salary Range: \$118,528.15 - \$151,284.25

Work Days: 261

Work hours per day: 7.5 hours

Purpose: Department is requesting to add a new function to the department based on the District's Strategic Plan including continued work related to reparations and movement on the strategic plan across the District and community. This role will also build capacity within the Superintendent's office for the Chief of Staff including thoughtful succession planning.

Fiscal Impact: This position will be funded with Kaiser philanthropic funds and does not impact the general fund. The position will be funded from Kaiser philanthropic funds for the 2022-23 through the 2023-24 school year and will be eliminated from the budget in the 2024-25. The funds from the Strategic Fellow currently budgeted in site 901 PCN 8578 will be replaced by this position resulting in a net difference ~ \$70k.

Creation:

Position: Title XI Coordinator and Investigator

Department: Ombudsperson

FTE: 1.0 FTE

Salary Schedule: CFCA 22

Salary Range: \$102,389.40 - \$130,665.46

Work Days: 261

Work hours per day: 7.5 hours

Purpose: This position is created to ensure OUSD compliance with Title XI Investigations and all respective requirements and timelines. Additionally, to fill a gap in needed case management of cases and preventative capacity building for all levels of the district.

Fiscal Impact: This position will be added to the 2022-23 through 2024-25 school year budgeted positions funded with general purpose funds.

Revision of existing position:

Position: Director, Office of Ombudsperson

Department: Ombudsperson

FTE: 1.0 FTE

Salary Schedule: CFCA 23

Salary Range: \$107,507.54 - \$137,219.34

Work Days: 261

Work hours per day: 7.5 hours

Purpose: This action is required to accommodate the expansion of the Ombudsperson Office to add the much needed Title IX Coordinator position, allowing the Ombudsperson to be compensated for the additional duties as it relates to supervision.

Fiscal Impact: This position is currently funded and has been budgeted for the 22-23 school year. However, with the additional supervision duties the position compensation increased. There will be an additional cost of the base salary increase \$6,553.88 a year than had been previously allocated for the 22-23 school year.

Revision of existing position:

Position: Director, Recruitment & Retention

Department: Talent Division

FTE: 1.0 FTE

Salary Schedule: CFCA 22

Salary Range: \$102,389.40 - \$130,665.46

Work Days: 261

Work hours per day: 7.5 hours

Purpose: The needs of the District require that revised duties and/or new responsibilities be added to this existing position. The position duties were clarified and aligned to the increased Teacher Residency programs and pathway programs led by the Talent Division.

Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

Revision of existing position:

Position: Senior Program Manager, Special Projects

Department: Talent Division

FTE: 1.0 FTE

Salary Schedule: CFCA 22

Salary Range: \$102,389.40 - \$130,665.46

Work Days: 261

Work hours per day: 7.5 hours

Purpose: The needs of the District require that revised duties and/or new responsibilities be added to this existing position. The position duties were clarified and aligned to the support of classified and certificated training and administrator mentorship programs led by the Talent Division.

Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

Revision of existing position:

Position: Executive Director, Enrollment & Registration

Department: Enrollment Office

FTE: 1.0 FTE

Salary Schedule: CFCA 25

Salary Range: \$118,528.15 - \$151,284.25

Work Days: 261

Work hours per day: 7.5 hours

Purpose: This job description was edited to provide current updates to the position in terms of reporting structure, minor additional duties, for example: enrollment stabilization and collaboration with senior leaders in key enrollment matters. Given the breadth and strategic importance of the enrollment office at this time for the district, as well as enacted reorganization to more effectively position and align the work of the enrollment office, the oversight of the department is being decoupled from the Charter Schools Office and reposition as a sole Executive Director for Enrollment and Registration Management.

Fiscal Impact: Due to the decision to decouple the Enrollment position from the Charter Schools Office, this position will be added to the budget in the 2022-23 through 2024-25 school year. The position will be funded from general purpose funding.

Revision of existing position:

Position: Custodial Field Supervisor

Department: Custodial Services

FTE: 1.0 FTE

Salary Schedule: ADCL 9

Salary Range: \$63,815.31 - \$81,454.72

Work Days: 261

Work hours per day: 7.5 hours

Purpose: This job description was edited to provide current updates to the position in terms of essential functions, minimum qualifications and additional duties as assigned in partnership with the union. The edits to the job description also allows for a candidate to use their work experience to qualify for the position.

Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

Recommendation

Adoption by the Board of Education of Resolution No. 2122-0137 – Creation/Revision of Job Descriptions:

Creations:

1. Executive Director, Systems & Services Improvement;
2. Executive Director, District Strategy; and

3. Title IX Coordinator and Investigator.

Revisions:

1. Director, Office of Ombudsperson;
2. Director, Recruitment & Retention;
3. Program Manager, Special Projects;
4. Executive Director, Enrollment & Registration; and
5. Custodial Field Supervisor.



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2122-0137**

- Revision of Job Descriptions – Names Positions - Talent/Human Resources Department -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the district to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job description aligns with the district's priority of a Full-Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., May 12, 2022, as follows:

Creation:

Position: Executive Director, Systems & Services Improvement

Department: Operations

FTE: 1.0 FTE

Salary Schedule: CFCA 25

Salary Range: \$118,528.15 - \$151,284.25

Work Days: 261

Work hours per day: 7.5 hours

Purpose: The department requested a review of the duties, knowledge and skills of an existing position due to these requirements significantly changing. It has been determined that more than 50% of the position's responsibilities have changed. This work is aligned with ESSER investment and is critical that we maintain the COVID project management work districtwide building efficiency and implementation effectiveness.

Fiscal Impact: This position will be funded with one-time ESSER III funding and does not impact the general fund for the 2022-23 through the 2023-24 school year. The funds from the Senior Director of Strategic Projects currently budgeted in site 901 PCN 7230 will be replaced by this position resulting in a net difference ~ \$9k.

Creation:

Position: Executive Director, District Strategy

Department: Chief of Staff

FTE: 1.0 FTE

Salary Schedule: CFCA 25

Salary Range: \$118,528.15 - \$151,284.25

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Creation:

Position: Title XI Coordinator and Investigator

Department: Ombudsperson

FTE: 1.0 FTE

Salary Schedule: CFCA 22

Salary Range: \$102,389.40 - \$130,665.46

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Revision of existing position:

Position: Director, Recruitment & Retention

Department: Talent Division

FTE: 1.0 FTE

Salary Schedule: CFCA 22

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Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

Revision of existing position:

Position: Senior Program Manager, Special Projects

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Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

Revision of existing position:

Position: Executive Director, Enrollment & Registration

Department: Enrollment Office

FTE: 1.0 FTE

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FTE: 1.0 FTE

Salary Schedule: ADCL 9

Salary Range: \$63,815.31 - \$81,454.72

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Purpose: This job description was edited to provide current updates to the position in terms of essential functions, minimum qualifications and additional duties as assigned in partnership with the union. The edits to the job description also allows for a candidate to use their work experience to qualify for the position.

Fiscal Impact: No fiscal impact. This position is currently funded and appropriately budgeted for the 22-23 school year.

BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Mike Hutchinson, Clifford Thompson, Vice President Benjamin "Sam" Davis

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: (Vacancy), VanCederic Williams, President Gary Yee, Samantha Pal (Student Director), Natalie Gallegos Chavez (Student Director)

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on April 27, 2022.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	22-0918
Introduction Date:	04/27/2022
Enactment Number:	22-0756
Enactment Date:	5/11/2022
By:	er

G. Yee

Gary Yee
President, Board of Education

K. Johnson-Trammell

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education