

Board Office Use: Legislative File Info.	
File ID Number	22-1648
Introduction Date	06/29/2022
Enactment Number	22-1280
Enactment Date	06/29/2022 er



Board Cover Memorandum

To Board of Education

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

Meeting Date June 29, 2022

Subject **Revision of Job Description – Named Position - Talent/Human Resources**

Action Requested Adoption by the Board of Education of Resolution No. 2122-0219 – Revision of Job Description.

Job Description Revision:

1. Program Manager, Health Access.

Discussion

A job description must be written for, or revised for, every new position classification. The job description outlines the tasks, duties, and responsibilities to be assigned to the job, highlights those duties and responsibilities that are essential, and identifies the placement of the position in the organization and union representation.

Details provided below related to salary range and fiscal impact are for informational purposes only. This resolution does not authorize the addition of a funded full-time equivalent (FTE) position to the Districts budget. Departments requesting to add the approved position classification to their budget will do so through a separate approval process brought forward to the Board.

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

Revision of existing position:

1. **Position:** Program Manager, Health Access
Department: Community Schools Student Services
Union / Salary Schedule: SEIU / ADCL 15
Salary Range: \$90,667.71 - \$115,728.68
Work Days: 261
Work hours per day: 7.5

Purpose: The position revision is to include responsibility and oversight of health access programs funded by grant from Kaiser Permanente/East Bay Community Foundation.

Fiscal Impact: This position will be funded with 9225 Kaiser Health & wellness W/ebcf and does not impact the general fund for the 2022-23 school year. The position is included in Board item 22-1517 *Creation of New Positions - 2022-23 Adopted Budget - Superintendent of Schools*, listed under the 'Summary of Positions Requested to be Added to the 2022-23 Budget - Summarized by Category' attachment Section 3: Expiring Grants and Notice of Renewal or New Grants Awards.

Recommendation Adoption by the Board of Education of Resolution No. 2122-0219 – Revision of Job Description.

Job Description Revision:
Program Manager, Health Access.



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2122-0219**

- Revision of Job Description – Program Manager, Health Access - 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:

Revision of existing position:

Position: Program Manager, Health Access

Department: Community Schools Student Services

Union / Salary Schedule: SEIU / ADCL 15

Salary Range: \$90,667.71 - \$115,728.68

Work Days: 261

Work hours per day: 7.5

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, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Gary Yee

NOES: None

ABSTAINED: VanCederic Williams, Mike Hutchinson

RECUSE: None

ABSENT: (Vacancy), Samatha 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 June 29, 2022.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	22-1648
Introduction Date:	06/29/2022
Enactment Number:	22-1280
Enactment Date:	6/29/2022
By:	er



Gary Yee
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	22-1648
Introduction Date:	6/29/2022
Enactment Number:	22-1280
Enactment Date:	6/29/2022
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Manager, Health Access	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Community School and Student Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: May 2013 Revised: May 2022	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Manage and lead the development and implementation of comprehensive health services through School-Based Health Centers/Programs, as well as integration of the health programs into the Full Service Community School (FSCS) framework. Assist in the development of strategies and structures that strengthen the ability of the District to operate as a Full Service Community District.

REPRESENTATIVE DUTIES: Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Manage and lead the development of School-Based Health Centers (SBHC), Central Family Resource Center, and other programs that increase access to health services (e.g. medical, dental, behavioral health, nutrition, health education and health-focused youth development), including development of criteria for site selection, stakeholder engagement, facilities design, service provider selection and program implementation.

Perform long-term planning for implementation, evaluation and sustainability of School-Based Health Centers/Programs.

Provide orientation, training, and support to health partners to increase their capacity to do effective school health program planning and implementation, in the context of Full Service Community Schools.

Train community school managers and principals in SBHC and other health programs/services to increase their capacity to partner and integrate health programs into FSCS.

Support the development of communication materials to share successes, lessons learned and exemplary school health practices.

Support the development of systems to manage and maintain quality partnerships, including, but not limited to: development of MOUs, facilitation of regular meetings, planning sessions, joint work plans and collaborative problem-solving/conflict resolution.

Conduct fund development and grant management related to health access programs.

Develop systems and structures to facilitate data and information sharing between school/District and agencies, in accordance with state and federal law.

Serve as liaison between SBHCs and District Facilities and Planning Department to ensure that health centers are designed and maintained in accordance with licensing regulations, e.g., including fire clearance, cleaning and repair.

Support development and implementation of internal and external referral systems to connect students and families to needed health services.

Identify and pursue program priorities for SBHC/Programs, e.g. increasing access to care, integration into the core work of schools, quality improvement, insurance enrollment, providing developmentally appropriate reproductive health care as indicated.

Develop and implement a system for cross-SBHC communications among SBHC liaisons, staff and site principals and community school managers.

Provide education, orientation, and consensus building among key stakeholders and District leaders, including the school board, departmental leaders, principals, parents, and community partners.

Facilitate integration and coordination with other District services and departments, including behavioral health and school nursing, and Central Family Resource Center.

Serve as the District's SBHC lead with key agency partners, including Alameda County School Health Services Coalition, the City of Oakland, Community-Based Health Agencies and others as indicated.

Represent school sites and the District at contract negotiation meetings between Alameda County Health Care Services Agency and lead agency providers (Community-Based Organizations) for health service delivery in schools.

Assist in ensuring that the District is compliant with federal and state health-related mandates.

Develop and oversee implementation of SBHC policies and procedures, and related District health policies and regulations.

Assist with program evaluation, including data collection, analysis and reporting.

Provide cross-training to other staff members within the department.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Strategic direction of the District

Social, emotional, health and economic issues faced by Oakland youth and their families

Diverse groups across race, ethnicity, religion, gender, class, and sexuality

Research-based programs and practices that support health and wellness of the whole child

Local community-based organizations providing health and wellness services

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Applicable laws, codes, regulations, policies, and procedures governing health and safety

Budget preparation and management to ensure fiscal responsibility

Strategies, funding opportunities, and community contacts for multiple health and wellness programs

Correct English usage, grammar, spelling, and punctuation

Research methods, report writing and record-keeping techniques

Communication (e.g. telephone and e-mail techniques) systems and etiquette

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Plan, organize, and direct programs and assigned personnel
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt effective courses of action
- Communicate effectively in English both orally and in writing
- Plan and organize work
- Meet schedules and timelines
- Work independently
- Develop and document short and long term plans
- Implement plans and evaluate their outcomes
- Prepare and deliver clear and concise presentations to a variety of audiences
- Perform duties with awareness of all District requirements and policies
- Coordinate and enhance communications among students, parents, District staff, and community representatives
- Establish and maintain effective working relationships with District personnel and the public
- Use all Microsoft applications efficiently
- Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments
- Operate personal computer, related software, and other office equipment

PREREQUISITES:

- Bachelor's degree required in public health, public policy, social work, nursing or related field
- Three (3) years experience implementing social and health services programs
- Experience working in an urban school setting preferred
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; exposure to a variety of childhood and adult diseases and illnesses

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.