

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

August 22, 2018

Legislative File	
File ID Number:	18-1788
Introduction Date:	08/22/2018
Enactment Number:	18-1408
Enactment Date:	8/22/18
By:	os

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Creation/Revision of Job Descriptions – Multiple Departments

1. Senior Executive Director, Budget;
2. Executive Director, Transportation & Logistics;
3. Senior Executive Director, Nutrition Services and Warehouse;
4. Executive Director, Labor Strategy & Alternative Dispute Resolution;
5. Senior Director, Strategic Initiatives – Operations
6. Director, Accounts Payable.

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1819-0055, approving and/or revising the following job descriptions: Senior Executive Director, Budget; Executive Director, Transportation & Logistics; Senior Executive Director, Nutrition Services and Warehouse; Executive Director, Labor Strategy & Alternative Dispute Resolution; Senior Director, Strategic Initiatives – Operations and Director, Accounts Payable.

DISCUSSION

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

Creation:

Job Description/Position/Title/FTE
Senior Executive Director, Budget
(As Assigned) (1.0 FTE)

Salary/ Schedule/Range

Salary Schedule: CFCA
Range: 28: \$130,685 to \$166,806
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

The creation of this position replaces two FTE in the Financial Services department. Position change is within the current budget.

Creation:

Job Description/Position/Title/FTE

Executive Director, Transportation & Logistics
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule:

Range: 25: \$112,883 to \$144,080
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

This position includes the addition of supervision over Printing & Mail Services. Position change is within the current budget.

Revision:

Job Description/Position/Title/FTE

Senior Executive Director, Nutrition Services & Warehouse
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range: 28: \$130,685 to \$166,806
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

This position replaces the Executive Director, Nutrition Services with the addition of supervision over the District Warehouse operations. Position change is within the current budget.

Revision:

Job Description/Position/Title/FTE

Executive Director, Labor Strategy & Alternative Dispute Resolution
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule:

Range: 25: \$122,883 to \$144,080
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

This position includes the addition of supervision over the alternative dispute resolution process. Position change is within the current budget.

Creation:

Job Description/Position/Title/FTE

Senior Director, Strategic Initiatives - Operations
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range: 24: \$107,503.10 to \$137,205.41

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

The creation of this position is to augment a current role that now supports fiscal transparency work.

Position change is within the current budget.

Creation:

Job Description/Position/Title/FTE

Director, Accounts Payable

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range: 22: \$97,501.05 to \$124,430.63

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

The creation of this position is to reflect the strategic and tactical management of the Accounts Payable Department. Position change is within the current budget.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1819-0055, approving and/or revising the following job descriptions: Senior Executive Director, Budget; Executive Director, Transportation & Logistics; Senior Executive Director, Nutrition Services and Warehouse; Executive Director, Labor Strategy & Alternative Dispute Resolution; Senior Director, Strategic Initiatives – Operations and Director, Accounts Payable.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1819-0055**

- Approval of the Creation/Revision of Job Descriptions – Multiple Departments, As Assigned -

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/revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., August 23, 2018, as follows:

Creation/Revision:

1. Senior Executive Director, Budget;
2. Executive Director, Transportation & Logistics;
3. Senior Executive Director, Nutrition Services and Warehouse;
4. Executive Director, Labor Strategy & Alternative Dispute Resolution;
5. Senior Director, Strategic Initiatives – Operations
6. Director, Accounts Payable.

BE IT FURTHER RESOLVED, that the Board authorizes the new and revised job descriptions as so stated above.

Passed by the following vote:

- PREFERENTIAL AYE: None
- PREFERENTIAL NOE: None
- PREFERENTIAL ABSTENTION: Student Directors Chavez and Omosowho
- PREFERENTIAL RECUSE: None
- AYES: Jody London, Roseann Torres, Nina Senn, James Harris, Vice President Jumoke
Hinton Hodge, President Aimee Eng
- NOES: None
- ABSTAINED: None
- RECUSE: None
- ABSENT: None

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 August 22, 2018.

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OAKLAND UNIFIED SCHOOL DISTRICT



Aimee Eng
President, Board of Education



Kyia Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Senior Executive Director, Budget	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: Aug 2018	SALARY GRADE:	CFCA 28

BASIC FUNCTION: Under direction of the Chief Financial Officer, plans, organizes and manages the daily operations of Financial Services, State & Federal Programs, LCAP and Business Services Support; supervises, reviews and evaluates performance of the Directors and other staff. Develops and monitors budget; establishes and maintains system of internal control to safeguard District assets. Responsible for the District's financial reporting to outside agencies and does related work as required. Recommend and implement fiscal policies with provide for adequate budgetary and staffing control. Serve as advisor to top administrators concerning all budget and finance issues. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: The primary duties of the Senior Executive Director, Budget are to provide financial and budgetary services and assistance to District leadership in the development and the revisions of the annual budget and interim reports, analyze and interpret financial and statistical data and to administer all financial systems in accordance with approved expenditures, sound accounting principals, restricted programs, LCAP and legal requirements. (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: Direct and participate in the analysis of economic forecasts, multiyear financial forecasts, enrollment projections, relevant legislation, federal and state budgets, and other information to develop long and short-term state and District income projections.

Recommend and implement fiscal policies with provide for adequate budgetary and staffing control.

Direct the development, preparation and implementation of the annual general fund budget and District special fund budgets, as well as adjustments throughout the fiscal year.

Prepare and present budgetary information to the Executive Officers and the Board of Education. Interpret the District budget and financial position and presents to special interest groups and the general public when required.

Develop and approve policies and procedures for the implementation of budgetary controls. Establish internal control system(s).

Coordinate the implementation of internal control systems for the budgeting process to support federal and state compliance, and develop recommendations for immediate and long-term financial management.

Provide analytical support for District's Labor Relations department in all collective bargaining negotiations; conduct District-wide analysis of historical spending patterns and future (projected) spending to be used in collective bargaining negotiations; participate as a member of the District's negotiating team.

Assist in completion of post-negotiations cost analysis (AB1200) of the Alameda County Office of Education, in order to demonstrate that OUSD is able to financially support agreed-upon collective bargaining arrangements.

Advise and provide direct support to the CFO of unusual trends or problems and recommend corrective action.

Review and participate in the analysis of laws, rules, and legal opinions that affect the use of funds by schools and implements or recommends changes to division policies, procedures, and programs.

Coordinate with Human Resources, Technology Services, Payroll, Regional Office, and other departments to provide increased understanding of financial issues.

Coordinate various projects with the CFO as needed.

Partner with other management to resolve issues associated with both revenue and cost structures.

Oversee the management of the District's required Financial Reporting procedure, Budget Development Process and Site-Based Budgeting practice as well as financial system workflow analysis and year end closing activities.

Ensure the effectiveness of the internal controls in the District's financial systems.

Serve as the liaison and business owner for development of IT system capabilities; ensure that requirements are appropriately developed to meet Financial Services needs, systems are properly tested, and any glitches are corrected before the system is officially implemented.

Manage a team of Financial Services Directors focused on serving the budgeting, financial reporting and operational needs of the District. Direct, supervise, evaluate and train Financial Services Directors and financial services office staff.

Promote the establishment and maintenance of a partnership between educational programs and business services.

Attend and actively participate in the Alameda County Office of Education's Directors Committee.

Collaborate with Human Resources in developing a comprehensive professional development program for division staff.

Coordinate the development of communications materials (presentations, memos, guides) to be provided to various users of these new systems; coordinate, organize, lead, and participate in training sessions where appropriate to ensure that users are able to use these new systems.

Perform other duties as assigned.

MINIMUM 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.

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree in accounting, business administration or economics, or related field plus a minimum of seven years experience with budget and financial management preferably in school finance; at least two years of leadership or management experience.

Master's degree in business administration and/or certified public accountant license preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Drivers License.

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, policies, regulations and procedures governing California public school finance

Appropriate accounting and budgeting practices and procedures

Principles and procedures of accounting, auditing and finance, administration and control

California School Accounting Manual, California Education Code, and Board of Education policies

Legal bases and sources of finance for California public education

Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls

Information systems capabilities and methods used in budget development and administration and fiscal controls

Federal and state funded categorical programs and pertinent rules and regulations

California student attendance and enrollment reporting

Research and analysis techniques

Economic and financial forecasting techniques

Principles of program budgeting and school-level finance

Principles of public administration and personnel management

Organization and policies of the Oakland Unified School District

Provisions of labor agreements relative to employer/employee relations

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Supervise and evaluate staff

Attract, develop, train and inspire Financial Services team members

Plan and direct a variety of activities through direct supervisors

Understand and monitor California Education Code and Federal and State Compliance Requirements

Manage, develop and monitor a large budget in a complex organization

Perform complex financial analysis and calculations for Senior Management and/or Strategy Group

Evaluate procedures and problems and develop and install improvements

Present clear and effective oral and written reports

Make, support, and explain recommendations and decisions

Use and implement complex technological systems

Consistently meet and/or exceed client expectations

Build highly-functioning relationships with managers both inside and outside of the Financial Services Division

Communicate and present effectively orally and in writing

Effectively use Financial Services analytical tools

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work, constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting light objects.

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.

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Introduction Date:	08/22/2018
Enactment Number:	18-1408
Enactment Date:	8/22/18
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Transportation and Logistics	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Operations	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: Aug 2018	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Under the leadership of the Chief Business Officer, provides visionary leadership and fiscal accountability for the department. Responsible for all top-level decisions for the Transportation, Printing & Mail Room departments. Approves plans and strategies that will advance the mission of the department and enhance the safety of Oakland Unified School District (OUSD) and its environment, Oversees, directs, plans and coordinates strategic activities for the Transportation, Printing & Mail Room Department with the help of subordinate managers, ensuring department goals are aligned with District goals.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents 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 is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Formulate and champion departmental policies and strategies; promote a healthy, safe, and positive work environment by ensuring policies and procedures are followed.

Execute the responsibilities according to lawful and ethical standards; use personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles.

Analyze operations to evaluate performance of department's objectives against OUSD's Plan and District policies and procedures.

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals.

Conduct a variety of organization studies, investigations and operational studies; recommend modifications to transportation policies and procedures as appropriate.

Develop, plan and implement strategic long and short-term plans and activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and make changes as appropriate to ensure smooth and effective operations of the department.

Establish and maintain internal and external communication processes to achieve a high level of satisfaction for internal and external constituents.

Work collaboratively with the Chiefs, Executive Directors, and other Directors to formulate targets and goals for productivity, cost management, quality, and providing input on system-wide policy development as it relates to Transportation.

Develop an improved customer service model that appropriately accommodates the student transportation service delivery model and ensures timely and reliable response to school personnel, parents, and community related concerns; investigate root causes of complaints to identify systemic problems that require new solutions.

Prepare or approve Transportation Department communications to the Board of Education, Superintendent, Chief Operating Officer, the public and other administrative personnel.

Direct the collaboration and coordination efforts with OUSD personnel to ensure reasonable, efficient, and timely services are provided in compliance with the Individuals' with Disabilities Education Act (IDEA) and Free and Appropriate Public Education Act (FAPE).

Lead, coordinate, update and implement efforts for annual contract transportation services with Alameda County Transit and other transportation providers for students.

Submit any transportation report in order to obtain state funding reimbursement for District.

Provide monthly key performance indicator reports for Transportation Services.

Monitor annual operating budget in order to ensure proper allocation of funds and department is providing transportation services in an effective and efficient manner.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provide appropriate research and compile reports, as needed.

Oversee management of transportation vendors; evaluate quality of services and suggest improvements to balance cost efficiency with service excellence.

Support renegotiation of contract with transportation vendors as needed; provide input to contract terms that will maximize value for the District.

Identify and recommend new processes or procedures that increase the efficiency and effectiveness of District transportation services.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within the District policy, appropriate staffing levels.

Review and analyze pupil transportation legislative proposals, laws, and public policy and provide input or recommend changes to proposals.

Ensure safe working conditions at all times and optimize success by observing employees and bus operations and adjusting scheduled activities to accommodate changing weather conditions; establish and execute contingency plans for inclement weather operations.

Supervise staff, as necessary, establishing standards and effectively select, train, motivate, delegate, monitor, and evaluate performance to ensure targets and goals are met; facilitate professional development and serves as a coach and mentor.

Plan and implement logistical solutions for the District as needed.

Provide cross-training to department staff.

Perform other related duties as assigned or directed.

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:

School transportation local, state and federal regulations (e.g., Department of Transportation, Commercial driver license, California Department of Education, school bus operators' rules, minimum standards for school bus, drug and alcohol compliance)

The Individuals' with Disabilities Education Act (IDEA) and Free and Appropriate Public Education Act (FAPE)

The locations and routes to all OUSD facilities and other locations in Oakland

Management of District transportation operations, routing, scheduling and activities

Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other students

Principles and practices of student transportation

Scheduling and coordination of transportation activities

Principles of efficient and economical bus routing techniques

Principles and practices of administration, supervision and training

Problems and concerns of students with special needs

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Applicable laws, codes, regulations, policies and procedures

Budget preparation and control

Policies and objectives of assigned programs and activities

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, vocabulary and punctuation

Interpersonal skills using tact, patience and courtesy

Health and safety regulations

Operation of a computer and assigned software

ABILITIES TO:

Lead change and transformative practices

Improve service delivery and decrease cost

Solve problems and make decisions quickly according to guidelines with consideration of safety and health of others

Inform and collaborate with community leaders, legislators and District policy makers regarding school transportation issues; work effectively with staff at all levels, in all departments and with the community at large

Plan, organize and direct District transportation operations, routing, scheduling and activities to assure safe and timely transportation of students to and from school

Coordinate communications, information and personnel to meet student transportation needs

Supervise and evaluate the performance of assigned personnel

Develop and maintain safe, timely and efficient bus routes and schedules

Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures

Provide consultation and technical assistance regarding District transportation functions

Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities and meet student needs

Communicate effectively both orally and in writing

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive reports

Direct the maintenance of various records related to assigned activities

Operate and use general office equipment and supplies, telephones, personal computers, related software and equipment

PREREQUISITES

Bachelor's Degree in Business Administration or related field

Ten (10) years experience the transportation industry, preferably with school bus operations and fleet maintenance

Seven (7) years experience in general management, three (3) years in a senior leadership role

Experience conducting long term planning for school bus operations

Experience must include budget responsibility and oversight

Effective and diplomatic communication skills both verbally and written; experience with group presentations and public speaking.

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint) and financial software, student information systems, routing and fleet maintenance systems software

Bilingual skills in Spanish preferred.

Copy of current Driving Record at time of hire

Valid California Driver's License

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; may occasionally work in adverse weather conditions

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to communicate. The employee occasionally is required to remain stationary, when at a desk; may sit driving a vehicle for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 20 pounds. Ability to see objects in presence of glare or bright lighting (e.g., computer screen, headlights) for extended periods of time. Close, color, depth and distance perception and ability to adjust focus to detect, analyze and drive under different driving conditions. Speech/Hearing: Frequently interact with coworkers, students and public. Speech/Hearing: Frequently interact with coworkers, students and public. Hearing must be acute to recognize and react to traffic noises and other danger sounds.

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.

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Enactment Date:	8/22/18
By:	OS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Labor Strategy & Alternative Dispute Resolution	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of the General	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 27, 2007 Revised: May 2012 Revised: Aug 2018	SALARY GRADE:	CFCA 25

BASIC FUNCTION: In this capacity, the employee shall be responsible for investigating, responding to and representing the District in Unfair Labor Practice, Impasse, Mediation, and Unit Determination proceedings with PERB. Investigating and responding to EEOC/DFEH, Department of Labor Standards and Enforcement complaints, and [California Commission on Teacher Credentialing](#) inquiries; advise and represent the District in labor and employment matters under collective bargaining agreements including arbitrations, mediations, contract negotiations and labor management meetings; draft and review professional service contracts and other agreements. Provide proactive advice to Human Resources, Payroll, IT, Risk Management, Procurement and other central departments, as well as school sites on labor law and other legal matters under the supervision of the General Counsel; handle Public Records requests; and provide training and support to District management and staff. Under minimal direction, lead development of multi-year labor strategy for each District bargaining unit. Build the capacity of the labor strategy function by identifying best practices, benchmarking, developing a database, and analyzing data to support labor strategy decision making. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents 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 reflect the principal job elements accurately).

E = Essential Functions

Develop, negotiate and support implementation of compensation and classification framework across all employee types with timeline for implementation (i.e. salary, benefits, leave policy, career advancement) – cross-functional with HR/Finance. *E*

Represent the District in mediation, arbitration, administrative hearings and unfair labor practice proceedings. *E*

Serve as lead District strategist and chief negotiator on labor/bargaining unit agreements/contracts. *E*

Represent the District in settlement meetings. Make recommendations to General Counsel and Governing Authority on alternative dispute resolution settlement issues. *E*

Draft, and review legal documents including contracts and responses to administrative agency requests. *E*

Confer with special counsel on particular labor law matters to determine legal and factual bases for proceedings. *E*

Initiate and execute request for proposals pursuant to board policy. (*"RFPs"*).

Provide support to school sites regarding various legal issues, as assigned and supervised by the General Counsel. E

Build consensus with key internal stakeholders, understand stakeholder issues, and actively manage change issues to develop stakeholder trust and respect. *E*

Engage in active problem solving, develop creative solutions, and engage stakeholders in your decision making process to ensure engagement and consensus building; take corrective action as needed to improve results. *E*

Set metrics for key deliverables, track and report on outcome, including objectives, timeline and estimated resources required. *E*

Research effective labor strategies in districts undergoing systemic reform efforts and propose new strategies to the leadership. *E*

Develop a labor strategy using best practice research and the District's goals and objectives. *E*

Engage key stakeholders in the review of the development of strategy to build support and understanding. *E*

Develop tools, frameworks, polices and practices that support the labor strategy. *E*

Set clear timelines, goals, and metrics for each implementation deliverable and monitor. *E*

Document best practices and develop databases to use in policy decision support. *E*

Represent the Superintendent and the Board of Education in relationships with exclusive bargaining units and employee organizations and provide guidance to all District administrative staff members in matters relating to labor relations. *E*

Provide closed session briefings to the Board of Education and the Superintendent's cabinet regarding labor relations and negotiations. *E*

Serve as the level three hearing officer for grievances or delegate to another District officer, if appropriate. *E*

Provide summary of proposed agreements to the public prior to the Board entering into tentative agreements with bargaining units. (*"Sunshining"*) *E*

Prepare public updates on collective bargaining. *E*

Develop written plan of action to be taken in the event of a work stoppage, concerted work to rule, sick out, strike or threat of strike.

Prepare memorandum on labor updates and legal issues as necessary. *E*

Conduct legal research, interview clients and witness, conduct related investigations, gather evidence, and handle other details necessary to prepare the General Counsel's and/or Deputy General Counsel's litigation and trial preparation in all areas of law pertaining to school districts. *E*

Advise school site leaders and central office departments on labor contract interpretation. *E*

Represent the district on forums with various external stakeholders (i.e. parcel tax commissions, certificated employee's annuity board, classified employee's annuity board, Health Benefits Governance Board, Labor Management Student achievement initiatives) as assigned by the General Counsel. *E*

Respond to complaints concerning discrimination pursuant to board policy 4031. *E*

Review and approve recommendations for employee fitness for duty evaluations submitted by Human Resources/Talent and render a decision. *E*

Manage the Skelly Hearing process for represented and non-represented employees. *E*

Represent the district in student/family related alternative dispute resolution proceedings as assigned by and under the supervision of the General Counsel. *E*

Advise school site leaders and central office departments on employee discipline. *E*

Supervise mandated employee release process for union representation and billing/accounting for substitute cost. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Graduation from an accredited school of law.

Seven (7) years of experience in labor and employment law or similar fields; legal experience in the public sector is highly desirable.

Eligible for membership in the State Bar of California and admission to practice before the United States District Court for the Northern District of California (preferred).

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures related to collective bargaining, which include but are not limited to understanding of the Education Employment Relations Act, Meyers-Milius Brown Act, Fair Labor Standards Act, Government Code and California Education Code and applicable court rulings

Any and all state and federal laws and regulations that govern working conditions that are subject to negotiations (such as FMLA, ADA, OSHA, OTETA, CFEHA, Government Codes, California Ed Code, Labor Law, etc.).

Any and all state and federal laws that govern discipline, dismissal and release of public school employees.

Classification and compensation systems and wage and salary management, California teacher credentialing.

School operational procedures including instructional scheduling, hours, and local procedures.

The work of the different employee groups of the District.

Current District collective bargaining agreements.

Operation of a computer and assigned software.

State-of-the-art theories, techniques, and methodologies of labor relations, and personnel management.

Administrative and collective bargaining practices and techniques.

Principles and techniques of budget preparation and control.

Principles and practices of administration and supervision.

Budget preparation and control.

Current economic, political and sociological conditions affecting school districts.

Current issues and problems of large urban school districts and their communities.

Correct and persuasive English grammar, spelling, vocabulary and punctuation.

District policies, applicable sections of the California Education Code and other laws and regulations.

ABILITY TO:

Conduct investigations.

Prepare pleadings and briefs.

Conduct legal research.

Make persuasive oral arguments in administrative hearings, arbitrations or other alternative dispute resolution settings.

Plan, organize, administer and manage labor relations for the district.

Analyze and understand the financial and administrative implications of decisions and recommendations.

Analyze problems, make decisions, and be responsible for those decisions.

Review existing and pending legislation that may impact procedural guidelines and/or the district's position (develop legislation, support, oppose, etc.).

Research, develop and recommend negotiations positions and proposals to the Superintendent and the Board of Education.

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

Prepare comprehensive narrative and statistical reports.

Develop clear and unambiguous contract language.

Maintain current knowledge of applicable provisions of federal, state and District policies, rules and regulations.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Work independently.

Plan and organize work.

Select, train, and evaluate performance of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work, constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

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.

Legislative File	
File ID Number:	18-1788
Introduction Date:	08/22/18
Enactment Number:	18-1408
Enactment Date:	8/22/18
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Senior Executive Director, Nutrition Services & Warehouse	REPORTS TO:	As Assigned
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 2008 Revised: Nov. 2012 Revised: Aug 2018	SALARY GRADE:	CFCA 28

BASIC FUNCTION: Plan, organize, control, and direct the District’s Nutrition Services Program and the Warehouse; supervise development of nutritional menus in accordance with State and Federal meal program requirements; and coordinate with school and other administrative personnel in procurement, budget, financial, building maintenance service. Coordinate and supervise warehouse services for the District. Align meal program with the Districts strategic goals and objectives. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents 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 is intended to accurately reflect the principal job elements).

ESSENTIAL FUNCTIONS:

Implement and supervise new programs to enhance and align the current meal program to the District’s strategic goals and objectives. These include, but are not limited to, Produce Markets, Supper Programs, District Farms, Community Kitchens, Vending, Catering, etc....

Identify, develop and implement new business strategies in support of Nutritional Services & Warehouse (i.e., charter school catering).

Supervise development of nutritional menus in accordance with State and Federal meal program requirements; supervise planning of menus in accordance with established nutritional requirements; authorize new menu items.

Collaborate with Health Services and other District departments in providing guidance in the area of Health and Wellness.

Coordinate with school and other administrative personnel in procurement, budget, financial and building maintenance service.

Establish department policy and administer District Nutrition Services & Warehouse Programs in accordance with District policies and applicable laws and regulations.

Develop the Nutrition Services & Warehouse Departments budget and maintain budget control; control food costs through menu planning and cost analysis.

Develop and implement funding proposals and other resource development strategies to support Nutritional Services programmatic goals and objectives; identify resources and apply for grants that contribute to the sustainability of Nutritional Services.

Develop and implement policies and procedures to ensure that cash handling practices are in accordance with general accepted accounting principles.

Direct the compilation and analysis of reimbursement claims, revenues, the development of staffing formulas, and the allocation of staff to Nutrition Services & Warehouse units.

Direct the implementation and maintenance of a Food Safety Certification Program for food service employees.

Assure that services, equipment, facilities, and procedures conform to State nutrition/food service guidelines, District policies, and other applicable regulations.

Direct the compilation, verification, and reporting data to meet Federal and state requirements related to subsidized nutrition programs.

Direct the development and preparation of food and equipment specifications, procurement requirements and the testing of new food services products, supplies, and equipment.

Meet with and address a variety of groups, including employees, school administrators, District officials and community organizations to disseminate information regarding the District's Nutrition Services Programs & Warehouse.

Work in collaboration with other District departments and community partners to engage the community in food justice issues at the local, state and federal levels.

Develop and maintain community partnerships, including coordination between partners and Nutritional Services & Warehouse.

Work with local farmers and suppliers to provide produce and other staples for Nutrition Services.

Analyze legislation related to nutrition services and coordinate the response to proposed legislation.

Develop and review personnel management policies and procedures in cooperation with the Human Resources Services Department.

Review and evaluate departmental activities; visit and inspect cafeteria sites; assure compliance with applicable laws rules and regulations; and review work schedules.

Supervise and review record keeping and reporting procedures, and prepare and supervise a variety of records and reports related to assigned activities.

Direct and participate in the planning of data processing applications and their implementation for Nutrition Services.

Supervise coordination and implementation and maintenance of computerized point of service system.

Collaborate with IT to identify and implement technology initiatives to improve services and operations.

Implement "Green" strategies to reduce food related and other waste.

Plan and implement personnel staffing and approve food services staffing recommendations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.

Participate in negotiations for labor contracts.

Interpret departmental policies to school site personnel.

Coordinate special projects and programs as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree with a major in dietetics, nutrition, institutional food services, or a closely related field and seven years of experience in a large food service operation.

A Master's degree in education or public health is preferable.

LICENSES AND OTHER REQUIREMENTS:

Certification as Trainer and Food Safety Certification

Valid California Drivers License

Employment eligibility that may include fingerprints, TB and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction

Current principles in managing a large nutrition service program

Nutrition and food preparation

Procedures and equipment used in ordering and purchasing food in quantity

Procedures and equipment used in the preparation, cooking, and serving of food

Health and sanitation requirements

California State Laws related to food service operations

Meal program requirements

Budget preparation and control

ABILITY TO:

Interview, select, instruct, supervise, train, and evaluate performance of assigned personnel

Communicate effectively orally and in writing

Interpret, apply, and explain rules, regulations, policies, and procedures

Operate computer and other office equipment

Analyze situations accurately and adapt an effective course of action

Plan, organize, meet schedules, timelines, and work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work; constant interruptions; regular visits to related work locations

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard, sitting or standing for extended periods of time, hearing and speaking to exchange information and make presentations, seeing to read and write reports and other documents; kneeling and bending at the waist; reaching overhead, above the shoulders and horizontally; and lifting moderately heavy objects of 25 lbs or less.

NON-DISCRIMINATION POLICY:

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Legislative File	
File ID Number:	18-1788
Introduction Date:	8/22/2018
Enactment Number:	18-1408
Enactment Date:	8/22/18
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

TITLE:	Senior Director, Strategic Initiatives – Operations	REPORTS TO:	Chief Business Officer
DEPARTMENT:	Operations	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: August 2018	SALARY GRADE:	CFCA 24

BASIC FUNCTION: In support of the Chief Business Officer, ensure organizational alignment and execution of strategic initiatives within the Chief’s Workplan or in support of Division objectives; Collaborate with the Chief Business Officer in planning, organizing, and directing strategic activities as well as providing project management oversight of such activities. The Director provides operational assistance by managing special projects and leading key initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Chief Business Officer’s Leadership Team, and ensuring expectations and deadlines are clearly communicated to staff and other stakeholders. The Director serves as an advisor, decision-maker and problem solver for the Chief Business Officer to ensure issues needing attention are addressed in a timely manner.

The Director must maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents 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 is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Strategic Planning and Division Leadership

- Coordinate the development and implementation of strategic initiatives throughout the District for the Business Division.
- Manage strategic planning processes, and the delivery of projects and outcomes as assigned.
- Collaborate with the Chief Business Officer in strategic planning, policy development and problem resolution of complex issues and needs.
- Assist the Chief Business Officer and Division leadership in identifying significant change opportunities via data collection, analysis and evaluation; and opportunities to support core business objectives by challenging conventional thinking and applying a customer-focused approach across processes.
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility.
- Develop collaborative service delivery methods, teams and organizational structure in the context of increased effectiveness; encourage effective new practices and methods; assure coordination of divisional activities with other units and designated priorities; provide status reports on progress of priorities; contribute to Business Division improvement efforts.

Ensure staff assigned to projects is competent for the role they are undertaking and provide management to staff as required; monitor the performance of project team members so optimum service and value is realized; develop project objectives for the team, monitor performance and provide guidance as required.

Project Management

- Develop and monitor all strategic initiatives within the Chief Business Officers Workplan; advise the Chief on project progress, potential issues, obstacles, conflicts and/or challenges.
- Collaborate with project teams to review project success and areas of improvement for future projects and services.
- Lead and take overall responsibility for planning, organizing, and directing long- and short-term special projects which potentially span across Business Division's functional areas and the District.
- Collaborate with Division leadership to determine which policies, practices and procedures impacting departmental success should be prioritized for engagement, review and updated/changed.
- Assist in the development of procedures, policies, record-keeping and duties related to overall management and administration of projects as required:
- Ensure designated projects produce required deliverables as proposed within specified constraints.
- Provide technical expertise, information and assistance to the Chief Business Officer regarding assigned functions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Provide direction, coordination and support of special projects related to the financial planning, budgeting process, and expenditure reporting as required for internal management of business operations for conformance to District financial policies and procedures.
- Coordinate special projects on behalf of the Chief Business Officer, which will frequently involve members of the Superintendent's Leadership Team.

Communication

- Ensure ongoing monitoring of projects and provide updates on progress of projects to stakeholders – reports will include progress updates, problems, proposed solutions and whether the project is on schedule.
- Synthesize, translate and communicate complex topics and issues (including District policies and programs) to a wide range of audiences.
- Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the community; facilitate the dissemination of information about, and the utilization of services provided by the District.

General Duties

- Operate strategically across the District to identify barriers that impede attainment of goals and objectives.
- Serve as a member and work closely with the Chief Business Officer's Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.
- Plan and manage meetings as directed by the Chief Business Officer to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Chief Business Officer's Leadership Team and other executive teams; prepare agendas, develop memos, communication and correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.
- Serve as strategic liaison between the Chief Business Officer and department heads, school administrators, employee organizations, other school Districts, public agencies and the community as directed.
- Assume responsibility for the efficient and proper operation of the Business Division.
- Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed; direct and oversee the preparation of drafts of needed policies and administrative procedures.
- Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Chief Business Officer.
- Attend Board meetings and other meetings as directed by the Chief Business Officer; prepare reports for the Board at the direction of the Chief Business Officer.
- Develop and maintain positive working relationships with all stakeholders, including schools.

Perform other related duties as assigned by the Chief Buysiness Officer.

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:

- Project management principles and methodologies
- Organizational development & organizational change management principles and practices
- Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
- Planning, organization and coordination needed for assigned program
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Computer software, hardware, and related technology

ABILITIES TO:

- Coordinate and supervise special projects, and consultant studies
- Accurately analyze situations and problems relating to projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations
- Explain complex problems and solutions in clear, concise and compelling ways
- Maintain confidentiality at all times
- Understand and interpret District policies and procedures; be able to incorporate them into practice and explain them to others
- Design, develop and implement broad strategic initiatives and work plans and evaluate their outcomes
- Facilitate discussion and learning activities towards a clear end
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Motivate and support adults to transform their practices
- Serve as resource to District administrators and facilitate communication throughout the District
- Set goals, work independently and drive results
- Produce high quality work, including strong attention to detail
- Manage multiple assignments, priorities, and projects in a demanding environment
- Adapt to feedback and focused on continuous improvement
- Communicate effectively in English orally and in writing
- Finish work on timely basis
- Communicate effectively with other departments and school sites
- Learn new software applications and assist sites in using Operations Division tools
- Work as an integral member of a team
- Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree in Business Administration, Operations or related field

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Business Division

Five (5) years experience in project management or closely related field - Experience should include project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis

Knowledge of both theoretical and practical aspects of project management preferred

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced written, verbal and listening skills; excellent organization skills

Advanced skills in presentation development and delivery

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

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

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:

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Legislative File	
File ID Number:	18-1788
Introduction Date:	8/22/2018
Enactment Number:	18-1408
Enactment Date:	8/22/18
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Accounts Payable	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Financial Services	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: August 2018	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Lead and collaborate in planning, organizing, managing, auditing and supervising the complex accounts payable functions of a large school district carried out by a staff of professional, technical and clerical employees. Relieves the workload of the Controller by performing highly responsible fiscal duties and assigned projects. Protect the District financial health through accurate and compliant administration. Effectively communicate payroll goals, operations, data, timelines and progress to employees, staff, department heads, Superintendent, and Board.

REPRESENTATIVE DUTIES: (Incumbents 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 is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Department management

Develop, monitor, and review the all operational systems and processes within the payroll department.

Direct, approve, or recommend the establishment of controls to assure accuracy of source documents, payroll warrants, records and statements.

Manage, review and oversee the preparation, accuracy and timely submission of major required and requested payroll and statistical reports, procedural instructions and reports of special studies and investigations and make decisions and recommendations.

Create, maintain and disseminate an annual calendar of all key payroll functions, timelines and deadlines from preparation to pre-production audits to production to post-production audits and reports.

Ensure that all accounts payable functions are carried out at high levels of efficiency and accuracy.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts at the lowest level, exchange information, and develop policies and procedures to encourage effective and efficient management controls.

Analyze reports and data for error prevention purposes to maintain the efficient dispersal of federal, state and local funds within the guidelines set forth by law.

Plan, organize, control and direct a variety of programs, projects and activities related to the accounts payable functions of the District.

Implement changes and assign individual responsibilities based on a number of factors including but not limited to personnel expertise, individual daily work load, deadlines, and estimated work hours necessary to complete the task and to meet operational needs, improve accuracy and efficiency of the accounts payable systems.

Train staff in disbursement of District obligations in accordance with current state and federal laws, Education Code, District policies and procedures and audit practices.

Review work of unit for accuracy, completeness, and adherence to time schedules.

Audit and review input; oversee the District's final point of audit and approval for all accounts payable disbursements; provide resources, information, or instruction to resolve problems encountered by Accounts Payable staff.

Analyze, resolve and answer complex and difficult problems presented by direct reports, District staff and vendors.

Analyze and reconcile E-rate billing and statements between consultant and service providers.

Conduct, or designate staff to conduct, "Accounts Payable Clinic" to provide training for IFAS, A/P District Policy and Procedures, the payment of invoices and assist sites to clear past due invoices.

Participate in and assist with annual Federal, State and Independent Audit Processes.

Formulate, recommend and implement changes to department policy or procedures to ensure integrity of the accounts payable systems; interpret policy and advises others of appropriate changes to policies and procedures; implement processes to streamline department functions.

Provide monthly A/P and other fiscal reports to senior management and Board.

Monitor and interpret new and existing state and federal laws and regulations including tax laws; supervise the compilation of data for issue of annual tax information returns required by agencies authorized to levy taxes.

Perform a variety of research and analysis and make recommendations to implement new district policies and procedures resulting from new legislation and new programs.

Recommend system modifications, corrections, interfaces and enhancements to accounts payable computer application.

Prepare complex fiscal, statistical, and cost accounting data, and governmental claims and reports.

Review contracts and explain District, State, and Federal regulations related to accounts payable functions to district staff and others; consult with vendors, as necessary; design, develop, and implement systems and procedures to ensure timely processing and payment of invoices including new and revised work procedures.

Coordinate activities with other accounting offices and interdepartmental units.

Evaluate, recommend, install and implement new system applications as required to improve efficiency and productivity of unit.

Conduct in-service training programs to provide accounts payable information to school sites and central office locations and attend various seminars and workshops to keep current with changing laws.

Confer with District management staff and others concerning complex contracts, fuel and use taxes, and assist outside auditors in the performance of the annual audit of accounts payable; attend meetings on behalf of management staff as requested.

Create, update and implement departmental and inter-departmental procedures to ensure proper recording, documentation, review and approval of financial transactions.

Establish and maintain a working relationship with fellow employees by always maintaining performance standards for subordinates within the accounts payable department.

Perform various reconciliations of general ledger accounts and bank accounts.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff; develop leadership in subordinates.

Attend meetings, workshops and conferences related to accounting matters; attend training to ensure skill level in various technologies is at the level required to perform duties.

Keep up to date on current research, trends and best practices relevant to the area of responsibility.

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

Perform related duties as assigned.

Professional development

Develop and implement plan to build the internal capacity of personnel within the department and across departments.

Confer with and obtain information and advice from administrative and legal personnel and from representatives of other governmental agencies in regard to accounts payable policies and procedures and disseminate information as appropriate.

Ensure that all staff has adequate and appropriate professional development to carry out their responsibilities at the highest level.

Personnel management

Plan, organize, manage, direct, supervise, and support accounts payable services with the goal of providing exemplary customer service, accuracy and reports, and timely information to all employees.

Plan, direct, assign and monitor work of personnel engaged in auditing, analyzing and implementing actions related to salary payments, deductions, accounts payable accounting and records maintenance.

Select, train, supervise, and evaluate staff; hold direct reports accountable for results; create metrics to gauge performance of direct reports; direct, train and motivate assigned staff to meet organizational goals and exceed performance standards.

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

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:

Reading and writing English communication skills

Application of accounting principles and procedures

Requirements of the Education Code, Uniform Commercial Code, and the State Accounting Manual

Diversity, sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Public school organization, operations, policies and objectives

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITIES TO:

Operate standard office equipment including microcomputers and related software applications

Develop and implement applications for computers appropriate to assigned functions

Gather and analyze data, determine logical conclusions, and make appropriate recommendations

Work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Use persuasion and diplomacy to achieve consensus and cooperation, especially on difficult or divisive issues

Prepare a variety of narrative documents, including policy statements, management reports, and correspondence

Recognize sensitive issues and maintain confidentiality

Work autonomously with a high degree of accountability

Anticipate questions and formulate the answers under pressure

Communicate effectively orally and in writing

Develop fiscal and statistical data

Train, supervise, and evaluate performance of assigned staff

Establish and maintain effective working relationships with others

Plan and organize work.

Meet deadlines and work under stress

Take initiative

Manage multiple tasks

Maintain records

Read, interpret, apply, and explain rules, regulations, policies, and procedures

Operate personal computer, related software, and other office equipment

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in accounting, business administration, or related field and. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Four (4) years of recent, progressively responsible accounting or fiscal experience of acceptable level and quality

Demonstrated success in working with people to achieve established program goals

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

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:

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