

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

April 25, 2012

<b>Legislative File</b>	
File ID Number:	12-1031
Introduction Date:	4/25/12
Enactment Number:	12-1060
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Elimination and Creation of Classified Positions in the Procurement and Distribution Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0208 – Elimination and Creation of certain Classified positions in the Procurement and Distribution Department.

**DISCUSSION**

The positions of Manager, Distribution and Working Foreperson, Warehouse are being eliminated to create the position of Coordinator, Warehouse and Distribution. The new position incorporates essential functions of both positions as well as added responsibilities, which incorporates computerized inventory tracking systems and security control procedures for warehouse operation and maintenance and will align with the District's Strategic Plan in building a Full Service Community School District.

Procurement and Distribution

**Eliminate:**

Position Title/FTE

Manager, Distribution (1.0 FTE)

Salary Schedule/Range

ADCL, Range 9

\$52,957 - \$67,595

12 months, 261 days, 7.5 hours

Position Title/FTE

Working Foreperson, Warehouse (1.0 FTE)

Salary Schedule/Range

WARE, Range 2

\$45,785 - \$46,597

12 months, 261 days, 8.0 hours

Procurement and Distribution

**Create:**

Position Title/FTE

Coordinator, Warehouse and  
Distribution (1.0 FTE)

Salary Schedule/Range

ADCL, Range 14

\$67,595 - \$86,270

12 months, 261 days, 7.5 hours

**FISCAL IMPACT**

The position will be funded by General Purpose funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0208 – Elimination and Creation of certain Classified positions in the Procurement and Distribution Department.

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By:	JS

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0208**

Procurement and Distribution Department

**Eliminate**

- Working Foreperson, Warehouse -
- Manager, Distribution -

**Create**

- Coordinator, Warehouse and Distribution -

**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**, this position aligns with the Superintendent's Five Year Strategic Plan for a Full Service Community School District, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby eliminates the positions of Manager, Distribution and Working Foreperson, Warehouse, on the respective salary schedule/range, as stated herein, and creates the position of Coordinator, Warehouse and Distribution in the Procurement and Distribution Department on the respective salary schedule/range, as stated herein, effective 12:01 a.m., July 1, 2012:

Procurement and Distribution

**Eliminate:**

Position Title/FTE

Manager, Distribution (1.0 FTE)

Salary Schedule/Range

ADCL, Range 9

\$52,957 - \$67,595

12 months, 261 days, 7.5 hours

Position Title/FTE

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Salary Schedule/Range

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Procurement and Distribution

**Create:**

Position Title/FTE

Coordinator, Warehouse and  
Distribution (1.0 FTE)

Salary Schedule/Range

ADCL, Range 14  
\$67,595 - \$86,270  
12 months, 261 days, 7.5 hours

and,

**BE IT FURTHER RESOLVED**, that the Board authorizes 1.0 FTE for the newly created position.

Passed by the following vote:

AYES: **David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,  
Vice President Jumoke Hinton Hodge and President Jody London**

NOES: **None**

ABSTAINED: **None**

ABSENT: **Noel Gallo**

I 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 April 25, 2012.



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Edgar Rakestraw, Jr.  
Secretary, Board of Education  
Oakland Unified School District

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By:	YJ



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Warehouse and Distribution</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Procurement and Distribution</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: April 2012</b>	<b>SALARY GRADE:</b>	<b>ADCL 14</b>

**BASIC FUNCTION:** To ensure that the benefits derived from the expenditure of public funds for the distribution and inventory of school supplies, materials, and equipment are maximized; to operate a warehousing/distribution system that achieves efficiency and economy in resource management; to maintain the school system property records database for quick response in locating and taking inventory of school property; to maximize risk management, to minimize costs and potential losses for the District.

**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.)

### E = Essential Functions

Administer the warehousing, distribution and mail operations system through policies and procedures designed to provide a well-ordered and efficient receiving, marketing, storage and distribution system of supplies, materials, equipment and food commodities to the schools and other departments; analyze operations and recommend improvements for an efficient work environment. **E**

Administer the annual inventories of furniture, fixtures, equipment, and vehicles owned by the District; update inventory database to include results of the inventories; communication with the principal or department head regarding matters relating to the paperwork to receive, move, or dispose of District property. **E**

Direct the operational flow of food and supply orders to and from cafeterias, and the processing for disbursal. **E**

Lead, coordinate, train and provide work direction and guidance to designated personnel; assign employee tasks and review completed work for accuracy, completeness and compliance with established procedures; work collaboratively with designated programs and administrators to coordinate shared employee duties. **E**

Prepare documentation, records and other information relating to receiving, distribution, inventories, capital projects and risk management matters. **E**

Supervise, and evaluate the performance of assigned employees; schedule, prioritize and assign warehouse staff; participate in the interviewing and selection of applicants for warehouse positions. **E**

Supervise and participate in receiving of supplies and equipment and the inspection of shipments for damage and conformity to purchase order specifications and packing slips; label and tag District assets according to established procedures. **E**

Supervise proper repacking, marking and delivery of shipments to schools and departments; supervise and participate in marking of items with catalog number identifications; input transactions into computer terminal. **E**

Plan, schedule and assign routing and special deliveries of supplies and equipment including intra-District and U.S. mail; maintain files of vehicle inspections; investigate vehicle accidents and maintain related records. **E**

Coordinate maintenance and repair of District trucks and delivery vehicles. **E**

Prepare written instructions and forms related to proper storage, inventory and warehousing procedures; prepare oral and written reports related to warehousing and distribution activities. **E**

Operate a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminal, postage machine, copy machine, scale, hand trucks and others. **E**

Prepare and maintain records related to store stock, inventory, food service requisitions and other related matters; submit reports and records of supplies as required; plan, supervise and participate in inventory of warehouse stock. **E**

Consult with District administrators, managers, and supervisors to determine the feasibility of implementing studies and surveys designed to assess the efficiency of service and improve service levels. **E**

Participate in the evaluation of the efficiency of existing equipment and make recommendations regarding the repair or replacement of equipment and the design and layout of warehouse facilities in order to maximize material handling efficiency and meet future technological warehouse needs. **E**

Evaluate and make recommendations regarding the development, implementation, and enhancement of computerized inventory tracking systems and recommend technological modifications as needed. **E**

Maintain a working knowledge of the latest developments in warehousing and distribution center techniques and related technology and advises supervisor of these trends. **E**

Participate in the development and implementation of security control procedures for warehouse operations. **E**

Coordinate the investigation of stock shortages, deviations from specifications, damages to shipments, delivery of partial shipments and resolve discrepancies by following-up with vendors and freight companies and submitting appropriate reports. **E**

Implement procedures to monitor the receipt, handling, and distribution of donated materials. **E**

Ensure District compliance with state mandated state and federal regulations. **E**

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility. **E**

Train assigned staff in the proper operation of computer and inventory related software applications and manage safety training for warehouse personnel. **E**

Process surplus stock, equipment and furniture for auction as necessary.

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: an Associate of Arts degree or equivalent, preferably supplemented by courses in supervision, organization, management, communications, statistics, and accounting and five years of experience in overseeing a variety of warehouse operations including the receiving, storing, and distribution of stock items for a large warehouse and distribution environment, including two years in a supervisory capacity. Considerable experience in the use of job related computer programs and technology in the operation and maintenance of a centralized warehouse and distribution facility.

Bachelor's Degree preferred

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License (Class B and C)

Food Safety Certification

Ability to be bonded

Powered Industrial Truck Operating License (OSHA compliant)

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

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Modern warehousing and storekeeping procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization and stock inventory procedures

Materials, equipment, and supplies used in a school district

Business practices related to the purchase and receipt of goods

Computerized and manual warehouse record-keeping methods

Computer systems, applications and programs related to warehousing, distribution and inventorying

Principles and practices of training and supervision

Health and safety regulations as related to food handling and operation of heavy equipment, etc.

District organization, operations, policies, and objectives

Applicable sections of State Education Code and other applicable laws, rules, procedures and practices pertaining to procurement, warehousing, inventory control, and materials distribution

Regulations and practices pertaining to safe and sanitary storage and handling and distribution of materials, including combustible and perishable items

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Proper lifting techniques

**ABILITY TO:**

Use technology in the maintenance of an effective warehouse and distribution facility

Plan, organize, coordinate, and supervise the District warehouse operations

Establish and maintain effective storekeeping procedures

Meet schedules and timelines

Analyze situations accurately and adopt an effective course of action

Operate a computer terminal to enter data, maintain records, prepare and generate reports

Make mathematical calculations quickly and accurately

Train, supervise, and evaluate personnel

Establish and maintain cooperative and effective working relationships with others

Communicate effectively in English, orally and in writing

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

Operate warehouse and office equipment including forklift, computer, calculator, business equipment, and copier

Observe legal and defensive driving practices

Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

Outdoor and warehouse environment; driving a District vehicle to conduct work; driving a vehicle during adverse weather conditions; working around machinery having moving parts and vehicles; working on ladders; exposure to fumes from vehicle and equipment operation.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person or on the telephone; lifting, carrying, pushing and pulling heavy objects; dexterity of hands and fingers to operate various warehouse equipment; seeing to read and write documents and use the computer; sitting or standing for extended periods of time; heavy physical labor; reaching overhead, above the shoulders and horizontally; bending at the waist and stooping; climbing stairs and ladders.

**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.