

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 22, 2013

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	O.S.

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Reclassification and/or Update and Revision of Certain Central Office Positions

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1213-0123 – Reclassification and/or update and revision of certain central office positions.

DISCUSSION

As part of a long-term project to analyze the coherence of OUSD's job classification structure, the Human Resources Department has begun the process of analyzing our credentialed, administrative positions to determine if they are required to be certificated. In cases where we identify positions do not supervise and evaluate certificated staff, we are seeking to reclassify them as classified administrative positions.

Quality Community Schools Development Department

Reclassification

From:

Position Title/FTE
Director, School Quality Review
(1.0 FTE)
Salary Schedule/Range
Salary Schedule: A227
Range 18: \$82,172 - \$104,896
12 months, 227 days, 7.5 hours

Position Title/FTE
Administrator on Special
Assignment V (3.0 FTE)
Salary Schedule/Range
Salary Schedule: ASA 5
Range 1: \$78,267 - \$99,891
12 months, 227 days, 7.5 hours

To:

Position Title/FTE
Director, Continuous School
Improvement (1.0 FTE)
Salary Schedule/Range
Salary Schedule: ADCL
Range 18: \$82,172 - \$104,896
12 months, 261 days, 7.5 hours

Position Title/FTE
Lead Evaluator, Continuous School
Improvement (3.0 FTE)
Salary Schedule/Range
Salary Schedule: ADCL
Range 17: \$78,270 - \$99,877
12 months, 261 days, 7.5 hours

Funding:

Tier III, TIIG Block
Grant

Funding:

Tier III, TIIG Block
Grant

Human Resources Services & Support

Reclassification

From:

Position Title/FTE

Director, Strategic School Support
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

Range 20: \$81,724 - \$104,317

12 months, 227 days, 7.5 hours

To:

Position Title/FTE

Director, Strategic School Support
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 22: \$90,113 - \$114,999

12 months, 261 days, 7.5 hours

Funding:

80% Title II

20% Title I

Position Title/FTE

Manager, Talent Acquisition
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

Range 18: \$74,938 - \$95,647

12 months, 227 days, 7.5 hours

Position Title/FTE

Manager, Talent Acquisition
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 18: \$74,938 - \$95,647

12 months, 261 days, 7.5 hour

Funding:

Title II

To ensure every position has an approved job description specific to the essential functions of that position, even though no current incumbent may be occupying the position, the following revisions and updates are submitted:

Accounts Payable

Reclassification

Revision/Update

Position Title/FTE

Technician I, Accounts Payable
(0.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

Repeal

Position Title/FTE

Service Team Assistant I
(0.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-902

Reclassification

Revision/Update

Position Title/FTE

Technician II, Accounts Payable
(3.5 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Repeal

Position Title/FTE

Service Team Assistant II
(3.5 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-902

Payroll Department

Reclassification

Revision/Update

Position Title/FTE

Technician I, Payroll (0.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 33: \$32,046 - \$42,977

12 months, 261 days, 7.5 hours

Repeal

Position Title/FTE

Service Team Assistant I,
Payroll (0.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 33: \$32,046 - \$42,977

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-902

Payroll Department con't)

Reclassification

Revision/Update

Position Title/FTE

Technician II, Payroll (6.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Repeal

Position Title/FTE

Service Team Assistant II,

Payroll (6.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-902

State and Federal Compliance

Reclassification

Revision/Update

Position Title/FTE

Technician, State and Federal

Compliance (2.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Repeal

Position Title/FTE

Service Team Assistant II,

(2.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Funding

50% Title I, 4850-950

50% Title II, 4035-950

A Meet and Confer was conducted with the appropriate bargaining units.

BUDGET IMPACT

No budget impact.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1213-0123 – Reclassification and/or update and revision of certain central office positions.

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

May 22, 2013

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0133
Enactment Date:	5/24/13
By:	OK

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1213-0123**

- Reclassification of Certain Central Office Positions -
 - Director, Continuous School Improvement -
 - Director, Strategic School Support -
 - Lead Evaluator, Continuous School Improvement -
 - Manager, Talent Acquisition -
 - Technician I, Accounts Payable -
 - Technician II, Accounts Payable -
 - Technician I, Payroll -
 - Technician II, Payroll -
 - Technician, State and Federal Compliance -

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 reclassification, update and revision of these positions align with the District's Strategic Plan for a Full Service Community School District; and

WHEREAS, the District is committed to a structure which focuses on promoting student achievement and to support sites fully; and

WHEREAS, the old job classifications are repealed and the new job classifications are now created to current standards and are placed on the appropriate salary schedule and range as specified, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are reclassified and/or updated and revised and others, as specified, are repealed and the newly reclassified positions shall be established on the respective salary schedule/range effective 12:01 a.m., June 1, 2013, as follows:

**Quality Community Schools Development Department
Reclassification**

From:
Position Title/FTE
 Director, School Quality Review
 (1.0 FTE)
Salary Schedule/Range
 Salary Schedule: A227
 Range 18: \$82,172 - \$104,896
 12 months, 227 days, 7.5 hours

To:
Position Title/FTE
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 Improvement (1.0 FTE)
Salary Schedule/Range
 Salary Schedule: ADCL
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 12 months, 261 days, 7.5 hours

Funding:
 Tier III, TIIG Block
 Grant

Quality Community Schools Development Department (con't)

Position Title/FTE

Administrator on Special
Assignment V (3.0 FTE)

Salary Schedule/Range

Salary Schedule: ASA 5
Range 1: \$78,267 - \$99,891
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Position Title/FTE

Lead Evaluator, Continuous School
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Salary Schedule/Range

Salary Schedule: ADCL
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Funding:

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Human Resources Services & Support

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Funding:

Title II

Accounts Payable

Reclassification

Revision/Update

Position Title/FTE

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General Purpose, 0000-902

Reclassification

Revision/Update

Position Title/FTE

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Salary Schedule/Range

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Repeal

Position Title/FTE

Service Team Assistant II
(3.5 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 45: \$42,977 - \$57,614
12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-902

Payroll Department

Reclassification

Revision/Update

Position Title/FTE

Technician I, Payroll (0.0 FTE)

Salary Schedule/Range

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Range 33: \$32,046 - \$42,977

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Funding

General Purpose, 0000-902

Reclassification

Revision/Update

Position Title/FTE

Technician II, Payroll (6.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

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Position Title/FTE

Service Team Assistant II,

Payroll (6.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

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Funding

General Purpose, 0000-902

State and Federal Compliance

Reclassification

Revision/Update

Position Title/FTE

Technician, State and Federal

Compliance (2.0 FTE)

Salary Schedule/Range

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Service Team Assistant II,

(2.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

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12 months, 261 days, 7.5 hours

Funding

50% Title I, 4850-950

50% Title II, 4035-950

Passed by the following vote:

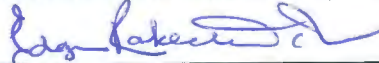
AYES: Jody London, James Harris, Christopher Dobbins, Roseann Torres,
Vice President Jumoke Hinton Hodge, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the following 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 June 1, 2013.



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

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	ER

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	O.S.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Continuous School Improvement	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2012 Revision: May 2013	SALARY GRADE:	ADCL 18

BASIC FUNCTION: Direct, plan, organize, and execute the processes of School Quality Review, and support Quality, Analytics and Accountability (QAA) decision-making, toward the goal of increasing student achievement.

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

Lead the design, development and implementation of the strategies, protocols, and processes of the School Quality Review and associated initiatives. **E**

Report on the effectiveness of the School Quality Review process. **E**

Supervise the coordination, planning and implementation of the development and use of school quality indicators necessary for School Quality Review. **E**

Coordinate the development and use of tools and processes to collect qualitative and quantitative evidence and to measure school progress toward defined quality indicators. **E**

Supervise and direct the work of the School Quality Review Lead Evaluators. **E**

Coordinate with Deputy Superintendent, Regional and Network Executive Officers the design and use of the strategies, protocols, and processes of the School Quality Review. **E**

Coordinate the Lead Evaluators to provide training for the School Quality Review teams. **E**

Lead the design and development of the database systems necessary to support School Quality Review and School Quality Review decision-making. **E**

Coordinate the development and use of School Quality Review descriptive documents for key stakeholders and participants in the School Quality Review processes. **E**

Coordinate the written analysis of qualitative and quantitative data for the purposes of School Quality Review. **E**

Coordinate the development and dissemination of School Quality Review reports for various key stakeholders. **E**

Coordinate the development and use of tools and processes for disseminating School Quality Review findings to key stakeholders and for engaging key stakeholders in analyses of findings. **E**

Supervise and evaluate the performance of School Quality Review Lead Evaluators and other assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Plan, coordinate, and arrange for appropriate training of assigned staff. *E*

Coordinate with the District's department managers to obtain and process quantitative data, retrieved from the student information system, the District's data portal, human resources, and other relevant sources, for evaluation in the School Quality Review process. *E*

Coordinate technical advice on data analysis and research methodologies as needed. *E*

Coordinate and support the alignment of the District-adopted indicators of quality schools to the development of a balanced scorecard. *E*

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the assigned areas. Apply knowledge of current research and theory to Quality, Analytics & Accountability strategies. *E*

Direct the communications efforts of the Lead Evaluators and other assigned staff to engage stakeholders for School Quality Review activities. *E*

Prepare Board agenda items for review by the Executive Director. *E*

Prepare and administer budgets as needed by the Executive Director. *E*

Prepare and present key goals, programs, plans, and accomplishments to interested bodies. *E*

Focus on customer service and provide results-oriented value to all stakeholder groups. *E*

Attend regular meetings with departments, District administrators, and school personnel. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Master's degree required; PhD preferred. Minimum of four years of experience in K-12 education required, at least three years of which should be in a school-site leadership capacity. Strong research background required. School administrative experience 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:

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Correct English usage, grammar, spelling, vocabulary and punctuation

Research and program evaluation techniques

Technical data support services

Collection and organization of information including electronic data

Computer software, hardware, and related technology

Database and statistical software

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures related to work scope

Perform a variety of technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools and departments in using a broad range of tools and other applications

Organize, coordinate and prioritize a large volume of activities, programs and services

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Prepare comprehensive narrative and statistical reports

Establish and maintain effective working relationships with others

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Present professional development programs and techniques

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS ENVIRONMENT:

Office environment; 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 light to moderate weight objects; 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.

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	OA



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Lead Evaluator, Continuous School Improvement	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2013	SALARY GRADE:	ADCL 17

BASIC FUNCTION: Under limited supervision, provide direct support to the Director of School Quality Review in the planning, organizing and execution of the School Quality Review process to meet the goal of increasing student achievement.

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

Assist in the design, development and implementation of the strategies, protocols, and processes of the School Quality Review. **E**

Designs and use tools and processes to collect qualitative and quantitative evidence and to measure school progress toward defined quality indicators. **E**

Plan and implement, with assigned Regional and Network Executive Officers and Network staff, the use of strategies, protocols, and processes of the School Quality Review in the assigned Region Network. **E**

Develop, plan and provide training to the School Quality Review teams on evaluation standards and requirements in order to maintain a uniform process. **E**

Recruit central office staff, principals, teachers, parents, students and school-based community partners to actively participate on the evaluation teams. **E**

Develop and use the School Quality Review descriptive documents for key stakeholders and participants in the School Quality Review processes. **E**

Complete written analysis of qualitative and quantitative data for the purposes of School Quality Review. **E**

Develop and disseminate School Quality Review reports for various key stakeholders. **E**

Develop and use tools and processes for disseminating School Quality Review findings to key stakeholders and for engaging key stakeholders in analyses of findings. **E**

Collaborate with the District's technical staff to use quantitative data, retrieved from the student information system, the District's data portal, human resources, and other relevant sources, for evaluation in the School Quality Review process. **E**

Collect and analyze research reports, program evaluations, and policy/practice descriptions to supplement the District's knowledge-base of existing school quality review and evaluation processes that demonstrate proven results toward increasing student achievement. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the assigned areas. Apply knowledge of current research and theory to SQR strategies. **E**

Prepare and present key goals, programs, plans, and accomplishments to interested bodies; these include, but are not limited to; parents, students, community members, partners, teachers, principals, District administrators and other District staff. **E**

Provide excellent customer service and results-oriented, time-saving value to all stakeholder groups. **E**

Attend regular meetings with departments, District administrators, and school personnel. **E**

Plan and implement appropriate training of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Master's degree required; PhD preferred. Minimum of four years of experience in K-12 education required, at least three years of which should be in a school-site leadership capacity. Strong research background required. School administrative experience 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:

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Correct English usage, grammar, spelling, vocabulary and punctuation

Research and program evaluation techniques

Technical data support services

Collection and organization of information including electronic data

Computer software, hardware, and related technology

Database and statistical software

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures related to work scope

Perform a variety of technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools and departments in using a broad range of tools and other applications

Organize, coordinate and prioritize a large volume of activities, programs and services

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Prepare comprehensive narrative and statistical reports

Establish and maintain effective working relationships with others

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Present professional development programs and techniques

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment; 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 light to moderate weight objects; 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.

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Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	BT



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Strategic School Support	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services and Support	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2012 Revised: May 2013	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Under minimum supervision, the Director of Strategic School Support must have the capacity to conceptualize and execute on many levels. Perform professional, highly complex tasks to develop and implement effective human capital management practices and principles. Perform independent, specialized tasks in building and retaining a highly qualified workforce in support of schools and departments. The Director of School Support is empowered to find and build high quality support to measurably improve District schools by attracting and retaining the best educators and staff members.

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

Develop and implement national best practice strategies to support effective human capital management practices by principals and academic department heads.

Collaborate with Associate Superintendent of Human Resources Services and Support (HRSS) to lead a team of Human Resources (HR) School Partners in providing individual support to principals on a broad range of strategic human resources issues, including employee staffing and retention, employee performance management, employee training and development, and labor and employer/employee relations.

Create conditions for sustainable change in certificated and classified induction, training, retention, and evaluation.

Engage Labor partners on a monthly basis to discuss induction, training, retention, and evaluation.

Develop and establish the conditions and processes necessary to ensure the hiring and retention of Highly Qualified Teachers for every classroom.

Oversee the creation and implementation of a training and development program for school administrators on progressive human resources management strategies and practices for certificated and classified staff.

Develop a comprehensive administrator selection process to provide management staff with sufficient tools to select the most qualified administrative candidates.

Develop and implement a consistent, calibrated and rigorous comprehensive classified and certificated performance management and evaluation tool for supervisory and management staff at all levels; provide support in the teacher evaluation process.

Collaborate with the Director, Talent Acquisition to develop internal leadership pipeline, including teacher to teacher leader, teacher leader to coach, Teacher on Special Assignment and Assistant Principal to principal; develop an OUSD grow our own leadership pipeline, building and strengthening partnerships with local administrative credential programs and other leadership development programs, with an emphasis on developing leadership pipeline that is reflective of OUSD students and families racial, linguistic and cultural diversity.

Direct with the Director, Talent Acquisition the process for engagement with school communities to form principal recommendation committees.

Develop protocols for facilitating school communities' engagement with principal selection process.

Work with Director, Talent Acquisition on the principal community matching process.

Lead with Director, Talent Acquisition and Executive Officers, the development of interim principal selection process; engage school communities on interim principal selection process.

Oversee implementation of the tenure affirmation process.

Manage the school support team including School Partners and Generalists.

Increase teacher familiarity of evaluation process in collaboration with labor partners.

Manage and direct improvements to aspects of teacher and principal performance management processes, including evaluation, remediation and dismissal.

Facilitate District engagement teams for teachers and principals to inform them of the process of revision of teacher and leader evaluation systems.

Collaborate with HR subject matter experts, school administrators and instructional leaders to develop and implement human resources policies and procedures that strengthen the ability of schools to attract and retain the best educators and staff members.

Coordinate with instructional leaders and teams within Human Resources to ensure the efficient and effective delivery of human resources services to school administrators.

Collaborate with Leadership, Curriculum and Instruction and Special Education staff to support the development of a Special Education internship credential program and a credential program that supports Special Education teachers to clear their preliminary teaching credential.

Articulate and implement a set of tiered supports to provide all employees with tools to improve performance.

Collaborate with internal staff and community partners to provide career guidance, counseling and coaching to certificated and classified staff who need improvement in their current position and employees approaching layoff.

Oversee the development of exit interviews and surveys of employees who voluntarily separate from the District in order to identify reasons for employee separation.

Work with other members of the leadership team to support and execute the goals of the Human Resources Services and Support Department.

Create health and wellness opportunities for OUSD staff.

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 from an accredited college or university and 5 years of experience in school administration, developing performance management and career guidance programs and staff management.

Master's degree preferred

Experience as school administrator and/or in principal leadership development

Experience working in an urban school district 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:

Strategic direction of the District

Applicable federal, state, and District codes, regulations, policies and procedures

Methods to interpret, apply, and explain rules, regulations, policies and procedures

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of effective leadership

Presentation, communication, and public speaking techniques

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Design, develop and implement broad strategic initiatives and work plans

Explain complex problems and solutions in clear, concise and compelling ways

Facilitate discussion and learning activities towards a clear end

Interpret District collective bargaining contract language

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Implement plans and evaluate their outcomes

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

Solve complex problems and think boldly to maximize new opportunities using a data-driven approach

Adapt to feedback and focus on continuous improvement

Design, conduct and cross-train department personnel

Communicate effectively in English orally and in writing

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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:

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:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0433
Enactment Date:	5/29/13
By:	OR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Talent Acquisition	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services and Support (HRSS)	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2012 Revised: May 2013	SALARY GRADE:	CFCA 18

BASIC FUNCTION: Coordinate and manage the District's teacher recruiting program, targeting recruitment of Oakland youth and adults as teachers. Maintain confidentiality of all personnel matters; perform administrative duties involving 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

Develop a teacher workforce through recruitment, retention, and support that reflects the diversity of the District's students.

Manage grant funded programs such as Teach Tomorrow in Oakland (TTO) program, including fund development, grant management, recruitment, development of selection protocols, personnel management, including hiring, evaluation and termination, and facilitation of teacher support systems.

Work as a member of the Talent Acquisition Team to develop recruitment and retention programs including outreach, training, incentives, and support for targeted populations.

Work as a member of the Talent Acquisition Team in recruitment efforts of Oakland Unified School District alumni candidates.

Collaborate and coordinate with existing college and university partnerships to recruit student teachers.

Maintain and strengthen partnerships with local colleges, universities, student teaching, and internship credentialing programs as well as historically black colleges and Hispanic serving institutions to ensure a pool of teacher candidates that is diverse, committed to social equity and Oakland's children and its diverse population.

Manage computer database to track participants.

Collaborate and manage partnerships with agencies and other interested parties to address the issue of recruiting highly qualified teachers for OUSD.

Design and make presentations to students, parents, businesses, the general public and other groups for the purpose of disseminating information about OUSD's recruitment efforts and to recruit teacher candidates.

Attend and host recruitment fairs in locations throughout the region and out-of-state for the purpose of recruiting.

Develop interview protocol including rubrics, guidelines, interview questions, and processes for candidates.

Facilitate the creation and implementation of evaluation and assessment tools including reliable measurement tools and guidelines for pre-service teachers and current instructors.

Develop and facilitate a comprehensive support structure for teacher candidates (e.g., TTO) from first year interns through beginning teacher support.

Prepare and monitor grants to ensure fiscal responsibility and compliance.

Develop, coordinate, and support middle and high school programs/academies aimed to prepare students to become teachers.

Participate in national conferences to share information about OUSD programs (e.g. Oakland's TTO model.).

Coordinate, supervise, and evaluate the performance and duties of assigned staff.

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 in education or related field. Three years experience in any of the following: education, evaluation, teacher coaching, development and implementation of curriculum, and school leadership.

Master's degree in education or content area 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:

Current teacher recruiting trends

Effective strategies, theories, techniques, and methods of classroom teaching

Effective strategies, theories, techniques, and methods of professional and organizational development

Teaching credential programs and other developmental aspects of the teaching profession

Teacher recruitment strategies

Computer software, hardware, and related technology

Strategies and techniques for customer service

Principles and practices of supervision and evaluations

ABILITY TO:

Communicate effectively in English both orally and in writing

Plan, organize, and coordinate programs

Implement plans and evaluate their outcomes

Meet schedules and timelines

Maintain accurate records

Interpersonal skills using tact, patience, and courtesy

Work cooperatively

Establish and maintain effective working relationship with District personnel and the public

Operate personal computer, related software, and other office equipment

Supervise, coach, and evaluate assigned staff

Cross-train department personnel

**WORKING CONDITIONS
ENVIRONMENT:**

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

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write, and use the computer keyboard and other office equipment; 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.

Legislative File	
File ID Number:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0433
Enactment Date:	5/29/13
By:	BR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Technician I, Accounts Payable	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Accounts Payable	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2013	SALARY GRADE:	WTCL 38

BASIC FUNCTION: Under general supervision, assist in the processing of entering payments of vendor payments as support to Account Payable Technician II. Assist in the daily operational needs of the department.

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:

File vendor payments using the Association of Record Mangers and Administrators (ARMA) Standards.

Accurate typing and 10-key skills to maintain tracking reports for the monitoring of aged payable accounts.

Perform responsible accounting functions utilizing manual and computerized databases and processes.

Verify and monitor a variety of recordkeeping and reporting documents for accuracy and completeness.

Maintain records of check copies and support documents of payments, other records as assigned; maintain and assist in the preparation of a variety of records and reports, vendor reports, financial data input, warrants and other related matters.

Inform vendors and school personnel regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.

Enter data into the computer and generate reports.

Maintain auditable fiscal records and provide necessary documentation to auditors; review and interpret various computer-produced reports and submit necessary corrections, additions, or deletions.

Explain rules, regulations, policies, and procedures to district staff and others related to accounts payable functions.

Participate in year-end closing and audit preparation.

Provide information and assistance to vendors, consultants, personnel and visitors as needed; research payment information for vendors or school district personnel.

Research discrepancies of purchasing information and/or documentation (e.g. troubleshoots Accounts Payable problems, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

Attend meetings for the purpose of conveying and/or receiving information required to perform functions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to an AA degree and three years full-time, progressively responsible experience in accounting, accounts payable or related function.

School district experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Pass District exam with an overall score of 70%

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principle and procedures of accounting, including governmental procedures, school district fiscal policies

Applicable federal, state, and District codes, regulations, policies and procedures governing work

California school district budgeting parameters and accounting practices

Year-end closing procedures and audit preparation

Procedures to generate checks

Financial and statistical record-keeping techniques

Laws, rules and regulations related to assigned accounting activities

District organization, operations, polices and objectives

Interpersonal skills using tact, patience and courtesy

Planning, organization and coordination needed for assigned task

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Prepare and process financial reports and accounting documents; verify, post, balance and adjust accounts

Operate a ten-key calculator by touch

Apply accounting principles and procedures

Organize financial data

Interpret contract language

Perform mathematical calculations including addition, subtraction, multiplication, and division with speed and accuracy

Learn, interpret, apply, and explain state and federal regulations and district policies and procedures

Organize work routines, set priorities, and meet deadlines

Identify problem/issue, collect and analyze relevant data, and determine appropriate course of action within prescribed alternatives

Work effectively with computer software and hardware, including accounting, spreadsheet, and word processing applications

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with all levels of staff and the public

Maintain confidentiality of sensitive and privileged information

Maintain records

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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:

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:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/29/13
By:	OR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Technician II, Accounts Payable	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Accounts Payable	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2013	SALARY GRADE:	WTCL 45

BASIC FUNCTION: Independently process for payment an assigned group of liabilities, including employee reimbursements, purchase orders, contractual obligations and bids, claims from school sites for student body activities, and revolving cash fund transactions, legal settlements, field trips, and other items approved by the Board of Education via resolutions. Perform responsible accounting and fiscal record management functions utilizing manual and computerized databases and processes: to audit, verify, and monitor a variety of recordkeeping and reporting documents for accuracy and completeness; and to prepare financial statistical reports utilized in the services of assigned work unit/projects.

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:

Examine purchase orders and invoices and supporting records for accuracy and for compliance with related contract, Education Code, federal and state and other regulations, and district policies and procedures; disburse funds accordingly.

Process for payment an assigned group of liabilities, including employee reimbursements, purchase orders, contractual obligations and bids, claims from school sites for student body activities, and revolving cash fund transactions, legal settlements, field trips, and other items approved by the Board of Education via resolutions.

Perform responsible accounting and fiscal record management functions utilizing manual and computerized databases and processes to audit, verify, and monitor a variety of recordkeeping and reporting documents for accuracy and completeness; and to prepare financial statistical reports utilized in the services of assigned work unit/projects.

Analyze invoices for compliance with contract language related to pricing, cash discount terms, eligible items, and freight terms and audit against purchase orders for accuracy.

Audit invoices, mileage claims, conference reimbursements, phone bills and other claims for compliance to spending mandates, correct totals including tax amounts, proper coding, signature approvals, and sufficient back-up documentation for future audits; calculate payment and code with appropriate account numbers; inspect invoices for accuracy, conformance and proper authorization; file materials as assigned.

Maintain records of check copies and support documents of payments, other records as assigned; maintain and assist in the preparation of a variety of records and reports, vendor reports, financial data input, warrants and other related matters.

Prepare checks according to established procedures; verify checks for correct amount and vendor paid.

Review and process credit card payments to financial institution.

Maintain auditable records of all financial transactions.

Input payments into computer system in accordance with vendor terms; reconcile vendor statements or claims; research and resolve discrepancies reconcile documents and resolve discrepancies.

Enter data into the computer and generate reports;

Provide documents to affect budget transfers for school and central sites.

Explain rules, regulations, policies, and procedures related to accounts payable functions.

Participate in year-end closing and audit preparation.

Provide information and assistance to vendors, consultants, personnel and visitors as needed; research payment information for vendors or school district personnel.

Attend meetings for the purpose of conveying and/or receiving information required to perform functions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: AA degree plus related courses, and five years full-time, progressively responsible experience in accounting, accounts payable or related function.

School district experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Pass District exam with an overall score of 85%

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principle and procedures of accounting, including governmental procedures, school district fiscal policies

Applicable federal, state, and District codes, regulations, policies and procedures governing work

California school district budgeting parameters and accounting practices

Year-end closing procedures and audit preparation

Procedures to generate checks

Financial and statistical record-keeping techniques

Laws, rules and regulations related to assigned accounting activities

District organization, operations, policies and objectives

Interpersonal skills using tact, patience and courtesy

Planning, organization and coordination needed for assigned task

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Prepare and process financial reports and accounting documents, ; verify, post, balance and adjust accounts

Operate a ten-key calculator by touch

Apply accounting principles and procedures

Organize financial data

Interpret contract language

Perform mathematical calculations including addition, subtraction, multiplication, and division with speed and accuracy

Learn, interpret, apply, and explain state and federal regulations and district policies and procedures

Organize work routines, set priorities, and meet deadlines

Identify problem/issue, collect and analyze relevant data, and determine appropriate course of action within prescribed alternatives

Work effectively with computer software and hardware, including accounting, spreadsheet, and word processing applications

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with all levels of staff and the public

Maintain confidentiality of sensitive and privileged information

Maintain records

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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:

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:	13-1071
Introduction Date:	5/22/13
Enactment Number:	130933
Enactment Date:	5/24/13
By:	OK



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Technician I, Payroll	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours
ISSUED:	Revised June 2007 Revised: May 2013	SALARY GRADE:	WTCL 33

BASIC FUNCTION: Perform a variety of proficient, advanced duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; calculate and process monthly and hourly payroll for the district; provide for accurate and timely entry of a variety of data into various computer software programs.

DISTINGUISHING CHARACTERISTICS:

The Service Team Assistant I, Payroll is distinguished from the Service Team Assistant II, Payroll in that the higher Level II position requires more education and experience, performs more difficult and complex duties and is required to demonstrate validated test skills at a higher proficiency (see **Licenses and Requirements**).

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:

Perform a variety of complex, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; calculate and process monthly and hourly payroll for the district; provide for accurate and timely entry of a variety of data into various computer software programs.

Calculate and process monthly and hourly payrolls.

Use timesheets, timecards, deduction cards, and absence cards in accordance with district procedures, negotiated contracts, and other rules and regulations.

Perform research and calculations necessary to issue regular and emergency pay warrants.

Review standard and special payroll transactions and make necessary corrections.

Organize and maintain a variety of payroll related files and documents.

Coordinate with Financial Services Associates, Accounts Payable Clerks, Human Resources Generalists, Accountants and others in the performance of duties.

Work closely with Human Resources personnel to ensure that new employee information, status changes, and other issues affecting pay are completed accurately.

Ensure that issues with implications across Financial Services are discussed and resolved with the appropriate personnel.

Assist in call center operations, answer phones, respond to e-mails and other correspondence, and assist employees on the phone or in person.

Assist in troubleshooting technical system problems.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: AA degree, and three years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proficient, advanced procedures, computers and other office equipment

Advanced record-keeping techniques; correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

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

Payroll procedures specific to a school district

Computer software, hardware, and related technology

ABILITY TO:

Perform a variety of proficient, advanced duties involving specialized knowledge and independent judgment

Communicate clearly; understand and interpret district and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Operate a computer and other office equipment; meet schedules and time lines

Maintain records; analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of payroll activities

Identify and resolve payroll issues in a timely manner

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; fast-paced work

PHYSICAL DEMANDS:

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.

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:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0938
Enactment Date:	5/29/13
By:	OS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Technician II, Payroll	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours
ISSUED:	Revised June 2007 Revised May 2013	SALARY GRADE:	WTCL 45

BASIC FUNCTION: Perform a variety of difficult, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; calculate and process monthly and hourly payroll for the District; provide for accurate and timely entry of a variety of data into various computer software programs.

DISTINGUISHING CHARACTERISTICS:

The Service Team Assistant I, Payroll is distinguished from the Service Team Assistant II, Payroll in that the higher Level II position requires more education and experience, performs more difficult and complex duties, and is required to demonstrate validated test skills at a higher proficiency (see **Licenses and Other Requirements**).

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 accurately reflect the principal job elements).

ESSENTIAL FUNCTIONS

Perform a variety of difficult, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; calculate and process monthly and hourly payroll for the District; provide for accurate and timely entry of a variety of data into various computer software programs.

Calculate and process monthly and hourly payrolls.

Use timesheets, timecards, deduction cards, and absence cards in accordance with District procedures, negotiated contracts, and other rules and regulations.

Perform research and calculations necessary to issue regular and emergency pay warrants.

Review standard and special payroll transactions and make necessary corrections.

Organize and maintain a variety of payroll related files and documents.

Calculate and process payroll adjustments and changes for new and late starts.

Process changes for salary deductions and employee status such as assigned work days per year, projected vacation, sick and personal necessity leave balances, step increments, overtime, longevity pay, and other issues related to timely and accurate pay practices.

Coordinate with Financial Services Associates, Accounts Payable Clerks, Human Resources Generalists, Accountants and others in the performance of duties.

Work closely with Human Resources personnel to ensure that new employee information, status changes, and other issues affecting pay are completed accurately.

Ensure that issues with implications across Financial Services are discussed and resolved with the appropriate personnel.

Assist in call center operations, answer phones, respond to e-mails and other correspondence, and assist employees on the phone or in person.

Assist in troubleshooting technical system problems.

Manage pension reporting data entry and issuance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: AA degree plus related courses, and five years of relevant experience.

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:

Difficult, technical procedures, computers and other office equipment

Advanced record-keeping techniques; correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

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

Payroll procedures specific to a school district

Computer software, hardware, and related technology

ABILITY TO:

Perform a variety of difficult, technical duties involving specialized knowledge and independent judgment

Communicate clearly; understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Operate a computer and other office equipment; meet schedules and time lines

Maintain records; analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of payroll activities

Identify and resolve payroll issues in a timely manner

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; fast-paced work

PHYSICAL DEMANDS:

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.

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:	13-1071
Introduction Date:	5/22/13
Enactment Number:	13-0933
Enactment Date:	5/22/13
By:	OK



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Technician, State and Federal Compliance	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 Days/7.5
ISSUED:	Created: May 2013	SALARY GRADE:	WTCL 45

BASIC FUNCTION: Under direction of assigned supervisor, perform a variety of highly difficult, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact to support nonpublic and public schools, and central office staff in ensuring compliance with State and Federal laws directly related to categorical programs.

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:

Perform a variety of highly difficult, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact to support nonpublic and public schools and central office staff to ensure compliance with state and federal laws directly related to categorical programs.

Work and confer with the Compliance Program Manager, Compliance Coordinator and school-site administrators to provide them with the necessary tools to submit and collect Time Accounting for state and federally funded employees.

Maintain positive working relationships and open communication with nonpublic and public school-site employees and central staff.

Make site visits as necessary to provide categorical program support and training.

Attend time accounting trainings and workshops to remain current on time accounting laws, regulations and procedures.

Establish and maintain database files and retrieve data to prepare reports regarding time accounting.

Perform outreach to collect and maintain School Site Council (SSC)/English Language Advisory Committee (ELAC), District Advisory Committee (DAC), District English Learner Advisory Committee (DELAC) and Title I school-site documentation.

Compose correspondence, monitor and maintain files for both nonpublic and public schools.

Review and cross reference online requisition requests and budget transfers with the Community School Site Strategic Plan (CSSSP) and modifications to ensure compliant use of fund.

Provide information regarding the Local Educational Agency (LEA) processes and procedures related to state and federal laws.

Participate in the preparation of documents for both the annual State Controller's Audit and the Bi-Annual Federal Program Monitoring Audit.

Participate in training of nonpublic and public school central and school staff related to state and federal compliance requirements.

Gather, compile, summarize, prepare, analyze, and distribute reports and materials requiring considerable research and interpretative judgment.

Operate a computer to access a variety of records and information in the District's software programs.

Operate various telephone systems and other office equipment.

Respond to telephone calls, e-mails, letters, and other communication.

Perform other duties as assigned

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: Associated degree and two-years of relevant experience.

School District experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License required.

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Professional development and adult training techniques

Current academic content standards for K-12

Principles of research and evaluation collection, analysis and reporting

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Basic statistical methods

Budget development and monitoring

Contract writing procedures

Principles and procedures of public administration

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Standard software applications and office equipment

ABILITY TO:

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to work scope

Communicate and work effectively with diverse groups across race, ethnicity, religion, gender, class, and sexuality, including top level administrators, Board members, and community agencies

Communicate effectively in English orally and in writing

Prepare comprehensive, concise, and accurate written communications and reports

Develop and implement training and effective professional development activities

Coordinate a variety of projects simultaneously

Plan, organize and prioritize work

Work confidentially and with discretion

Meet schedules and timelines

Work independently with a minimum of supervision

Work collaboratively within a team environment

Complete work as directed despite frequent interruptions

Follow written instructions

Give clear and concise directions

Set up and maintain database files and retrieve data to prepare reports regarding time accounting

Use and learn new software/technology

Utilize a variety of analytical techniques to present/evaluate data

Work cooperatively and effectively with individuals and groups

Operate personal computer, related software, and other office equipment

Cross-train department personnel

**WORKING CONDITIONS
ENVIRONMENT:**

Office environment 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

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.