

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

October 10, 2018

Legislative File	
File ID Number:	18-2040
Introduction Date:	10/10/2018
Enactment Number:	18-1586
Enactment Date:	10/10/18 If
By:	

TO: Board of Education

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

SUBJECT: Approval of Reclassification of Job Descriptions/Positions – Multiple Departments

1. Labor Relations Analyst II/III;
2. Director, Program Accounting.

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1819-0071 - - Reclassification of Job Descriptions/Positions – Labor Relations Analyst II/III and Director, Program Accounting - Multiple Departments, As Assigned.

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.

Reclassification:

Job Description/Position/Title/FTE
Labor Relations Analyst II/III
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA
Current Range: CFST 15 \$45,216 to \$60,611
Current Range: CFCA 12 \$60,848 to \$77,674
Proposed Range: CFCA II: 13: \$63,899 to \$81,548
Proposed Range: CFCA III: 14: \$67,089 to 85,625
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no budget impact as the funds come from a cost-savings to the District (due to conversion of vacant higher position to a lower paying position).

Reclassification:

Job Description/Position/Title/FTE

Director, Program Accounting
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Current Range: 18: \$94,304 to \$120, 384

Proposed Range: 19: \$99,008 to \$126,382

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no budget impact as the funds come from the elimination of existing department roles which have been eliminated as a result of organizational realignment.

RECOMMENDATION

- Reclassification of Job Descriptions/Positions – Labor Relations Analyst II/III and Director, Program Accounting - Multiple Departments, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1819-0071**

- Reclassification of Job Descriptions/Positions – Labor Relations Analyst II/III and Director, Program Accounting -
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., October 10, 2018, as follows:

Reclassification:

1. Labor Relations Analyst II/III;
2. Director, Program Accounting.

Reclassification:

Job Description/Position/Title/FTE

Labor Relations Analyst II/III
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Current Range: CFST 15 \$45,216 to \$60,611

Current Range: CFCA 12 \$60,848 to \$77,674

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Reclassification:

Job Description/Position/Title/FTE

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Salary Schedule/Range

Salary Schedule: ADCL

Current Range: 18: \$94,304 to \$120, 384

Proposed Range: 19: \$99,008 to \$126,382

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no budget impact as the funds come from the elimination of existing department roles which have been eliminated as a result of organizational realignment.

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

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: Student Directors Yota Omo-sowho and Josue Chavez

PREFERENTIAL RECUSE: None

AYES: Jody London, Nina Senn, Roseann Torres, James Harris, Vice President Jumoke Hinton Hodge, and President Aimee Eng

NOES: None

ABSTAINED: Shanthi Gonzales

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 October 10, 2018.

Legislative File	
File ID Number:	18-2040
Introduction Date:	10/10/2018
Enactment Number:	18-1856
Enactment Date:	10/10/18 If
By:	

OAKLAND UNIFIED SCHOOL DISTRICT



Aimee Eng
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	18-2040
Introduction Date:	10/10/2018
Enactment Number:	18-1586
Enactment Date:	10/10/18 lf
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Labor Relations Analyst, II Labor Relations Analyst, III	REPORTS TO:	As Assigned
DEPARTMENT:	Labor/Legal	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: September 1998 Revised: September 2018	SALARY GRADE:	CFCA 13, II CFCA 14, III

BASIC FUNCTION: Perform independent, advanced, analytical, and complex tasks to assist in the smooth and efficient operation of the Legal/Labor Relations functions including coordination of employer-employee relations activities, policy recommendations on labor relations matters, and labor negotiations activities.

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

DISTINGUISHING CHARACTERISTICS:

Labor Relations incumbents perform analytical, complex tasks under close supervision in support of the Labor Relations functions.

Labor Relations Analyst II incumbents perform analytical, highly complex tasks under supervision in support of the Labor Relations functions.

Labor Relations Analyst III incumbents perform independent, advanced, analytical tasks under general direction in support of the Labor Relations functions.

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

ESSENTIAL FUNCTIONS:

Assist the Labor/Legal Department in coordinating, developing, organizing, conducting and implementing a wide variety of employer-employee relations activities.

Perform independent, advanced, analytical tasks to assist in the smooth and efficient operation of the Labor Relations functions according to established procedures of the department.

Organize and compile documents and coordinate activities related to employer-employee relations activities, policy recommendations on labor relations matters, labor negotiations activities, general administration of labor contracts, and other assigned areas.

Perform activities associated with the resolution of grievances and disciplinary matters.

Prepare Memoranda of Understanding and other documents relating to Labor Relations assignments.

Advise, interpret, train, and orient department and District personnel on appropriate procedures and processes related to bargaining unit contract issues and the impact of negotiated agreements.

Compile information from a variety of sources and prepare independent, advanced, analytical reports required by the District or bargaining units for use in contract negotiations; communicate with employees, outside agencies or other District departments, to provide or obtain information.

Research and analyze information relating to potential or stated bargaining unit issues including cost or budget impact information for salary or benefit proposals.

Schedule activities for negotiating team, departments, contract agencies, or other parties.

Act as representative in contacts with bargaining unit personnel and/or departments on meet and confer process, grievances, disciplinary actions, and other labor relations activities, as required.

Compose correspondence and reports independently or from directions; prepare letters, memos, forms, and other documents as required.

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database.

Assemble confidential and sensitive information related to Labor Relations functions; establish files; copy and submit documents as assigned; proofread and check completed assignments for accuracy.

Participate in training programs and activities inside the District and with outside agencies, as required; keep abreast of labor relations laws, court decisions, and trends affecting both the private and public sector.

Assist with analyzing pending legislation; recommending District position, reviewing statutory requirements and making appropriate policy and procedure recommendations on issues affecting the District.

Conduct preliminary elementary legal research, review, and analysis and confer with legal counsel as requested; utilize various sources including California Code of Regulations (CCR), Education Code and applicable labor code statutes.

Assist with employee counseling; assist sites with employee supervision, evaluation, and discipline.

Attend unemployment hearings as required.

Assist in the coordination and development of employee-relations training activities.

Perform related duties as assigned.

QUALIFICATIONS:

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

KNOWLEDGE OF:

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

Current District collective bargaining agreements

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-Milias Brown Act, Fair Labor Standards Act

Principles of collective bargaining including representation rights, management rights, and scope of bargaining

Negotiating practices, preparation of negotiating strategy, tactics and impasse procedures

Principles of labor relations administration and management

Analytical techniques including fringe benefit costs and other labor statistics

Statistical and reporting methods

Fair Employment and Equal Opportunity policies and regulations

Current employer-employee relations practices, trends, and issues

Techniques used in dispute resolution

Grievance and arbitration administrative procedures

Correct English usage, grammar, spelling, punctuation, and vocabulary

Interpersonal skills using tact, patience and courtesy

Oral and written communications skills

Word processing and spreadsheet computer software programs

Operations, procedures, specific rules, and precedents of Labor Relations functions

Record-keeping techniques, filing systems, and information management

Operation of a computer and assigned software

Office practices, procedures, and equipment

ABILITY TO:

Analyze data from a variety of sources including budget information

Prepare and maintain statistical and other records and files

Utilize effective leadership and management skills and techniques

Perform independent, advanced, analytical work requiring speed and accuracy

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

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

Perform math calculations quickly and accurately

Plan, organize, and complete work to meet established timelines and deadlines

Manage multiple projects simultaneously

Communicate effectively both orally and in writing

Understand and follow oral and written directions

Work effectively with constant interruptions

Work confidentially with discretion

Exercise independent judgment

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in labor relations, human resources, business/public administration or related field. A combination of experience and education may be concurrently used to meet the Bachelor Degree and work experience requirements

Labor Relations Analyst II: Paralegal Certificate preferred, but not required; Bachelor Degree or equivalent years of experience in law related field; Four (4) years of responsible experience in labor or industrial relations, human resources, business/public administration, law or other related field

Labor Analyst III: Paralegal Certificate or Bachelor Degree in law related field required; Six (6) years of responsible experience in labor or industrial relations, human resources, business/public administration, law or other related field

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

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:	18-2040
Introduction Date:	10/10/2018
Enactment Number:	18-1856
Enactment Date:	10/10/18 If
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Program Accounting	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Financial Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: June 2013 Revised: January 2017 Revised: August 2018	SALARY GRADE:	ADCL 19

BASIC FUNCTION: Provide direct support to the Controller, Deputy Chief of Facilities; Director of Facilities; Executive Director of Nutritional Services; and Director of Building and Grounds on strategic, District-wide analyses and financial reporting to local, state, and federal governments. This includes, but not limited to, managing accounting functions and activities for District-wide Early Childhood Educations programs, Child Nutritional Program, Building and Grounds, and Facilities.

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:

Prepare or supervise the preparation of complex financial, statistical, and analytical reports and statements to support the District's financial activities, including, but not limited to monitoring and analyzing contracts, Creating and Analyzing statistical reports for OUSD Buildings and Grounds, Facilities, Child Nutritional, and Early Childhood Educational programs and activities.

Create and analyze complex financial Reports pertaining to the OUSD Capital Bond Program; perform monthly presentation to the Board appointed Citizen Bond Oversight Committee (CBOC); serve as the District's liaison to the oversight committee on financial matters; prepare and analyze all financial and audit data being part of the Bond Oversight Committee Annual Report.

Closely monitors departmental and district-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, as well as Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standards Board (GASB), federal and state rules, regulations, policies and procedures.

Attend mandatory project managers' weekly meetings; offer solutions to issues related to accounting and budget, and issues that might impact the timely completion of the facilities departments' multi-million dollars bond program.

Perform difficult and responsible accounting duties for Facilities, Building and Grounds, Nutritional Services and Early Childhood Education such as coordination of year-end closing, annual and compliance audits, reviewing and authorizing journal entries and bank reconciliations, making necessary adjustments to expenditures and encumbrances as needed, preparing or reviewing important financial statements or claims.

Assist the Executive Directors of Facilities, Building & Grounds, Nutritional Services, and Early Childhood Education with complex Ad Hoc Financial needs; for example Request for Performance (RFP); Request for Qualifications (RFQ), etc....

Assist Controller to establish and implement District accounting policies and procedures, financial policy revisions, and streamlining of departmental functions.

Assist Controller, Fixed Asset Manager, Accounts Payable Manager, Director of Payroll as well as Director of Central Office Accounting with all preparation of Interim and Unaudited Actual Reports, as well as year-end closing.

Recruit, select, coordinate, manager and evaluate Program Accountants assigned to the Facilities, Building and Grounds, Nutrition Services and Early Childhood Education.

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

Analyze and reconcile Cafeteria Fund, Capital Facilities Funds, and Child Development Fund.

Ensure that District-wide financial data is recorded in accordance with the California Standardized Accounting Codes, Generally Accepted Accounting Principles (GAAP), and all applicable laws and regulations.

Monitor and audit functions within scope, ensuring implementation of systems and practices that are efficient and effective in delivery of high quality services to District employees and contractors; implement and maintain continuous improvement process to support efficient and effective delivery of key accounting and financial services activities.

Represent the Controller, Directors of Facilities, Building and Grounds, Nutritional Services and Early Childhood Education at meetings and on committees to be the voice of Accounting.

Provide technical expertise, information and assistance to the Controller, Executive Officers, and other senior managers, supported divisions and Accounting Managers/Directors to guarantee smooth operation of the department.

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.

Remain current on legislation affecting accounting; participate in trainings, conferences, and related activities to keep abreast of best practices in effective accounting practices for public school districts.

Plan, host trainings and collaborative sessions to share best practices and disseminate knowledge.

Serve on departmental leadership team to plan and monitor supports for accounting staff; represent the Accounting Department at District meetings when necessary.

Participate in the Financial Services Budget and Accountant Resource Teams.

Attend meetings, workshops and conferences related to accounting matters.

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

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

Perform related duties as assigned.

QUALIFICATIONS:

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

KNOWLEDGE OF:

Federal, state, and District compliance policies and regulations as well as auditing standards

California School Accounting Manual (CSAM) and Generally Accepted Accounting Principles (GAAP)

Computer software, hardware, and related technology and strategies and techniques for customer service

ABILITY TO:

Cross-train department personnel

Meet all deadlines despite constant demands and interruptions

Work with paperless financial services systems and Prepare financial statements

Work under minimal supervision, exercise sound judgment and initiative in an environment of rapid change

Perform advanced financial analyses and prepare complex financial studies

Use and leverage computer-based accounting applications, and Operate personal computer and related software

Build highly-functioning relationships throughout the District via effective communicate in English, orally and in writing

Communicate with diverse groups and individuals in public and/or private settings

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Accounting with an emphasis in accounting, economics or finance. 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.

Masters in economics, finance, or financial accounting preferred

Five (5) years of accounting experience, which include three years experience managing personnel

California school district accounting experience preferred

Certified Public Accountant certificate preferred

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

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.