

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

March 11, 2015

Legislative File	
File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	150298
Enactment Date:	3/11/15
By:	OS

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Talent Development Division

SUBJECT: Approval of Job Descriptions – Talent Development Division

- Assistant, Staffing Support
- Associate, Benefits
- Associate, Comp and Classification
- Associate, Credentials
- Associate, Guest Teacher
- Associate, Systems
- Associate, Talent Development
- Office, Manager, Talent Development

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-0160, approving creation of the following job descriptions: Assistant, Staffing Support; Associate, Benefits; Associate, Comp and Classification; Associate, Credentials; Associate, Guest Teacher; Associate, Systems; Associate, Talent Development; Office, Manager, Talent Development, for the Talent Development Division.

BACKGROUND:

Along with the majority of other central office departments, the Talent Development Division will operate under a significantly reduced department budget next year in service of resource prioritization for district-wide salary increases and critical priorities. The department will undergo an extensive reorganization of work and roles to ensure that we will be able to manage and deliver on our assigned scope of work. A total of 42.4 Full Time Equivalent (FTE) positions are being eliminated, and 27 new FTE positions are being created, for a net decrease in the department of 15.4 FTE. In order to begin advertising and recruiting for a start date of July 1st, we present the second batch of new job classifications to the Board of Education for approval. This second group is comprised of the assistant, associate, and office manager positions. It is our intent to establish the new Talent Development staffing structure and make selections for the new positions as soon as possible so that we are well positioned to support other central office departments to manage their staffing changes well in advance of the new school year. This request is for the Board to approve the following new job descriptions, which are attached. At a later date, the Talent Development Division will bring position eliminations to the Board for approval for a net decrease of 15.4 FTE in the division.

1. Assistant, Staffing Support
2. Associate, Benefits
3. Associate, Comp and Classification
4. Associate, Credentials
5. Associate, Guest Teacher
6. Associate, Systems
7. Associate, Talent Development
8. Office, Manager, Talent Development

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-0160, approving creation of the following job descriptions: Assistant, Staffing Support; Associate, Benefits; Associate, Comp and Classification; Associate, Credentials; Associate, Guest Teacher; Associate, Systems; Associate, Talent Development; Office, Manager, Talent Development, for the Talent Development Division.

Legislative File	
File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15-0298
Enactment Date:	3/11/15
By:	DA

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0160**

- Talent Development Division -

Approving Job Description

- Assistant, Staffing Support; Associate, Benefits; Associate, Comp and Classification; Associate, Credentials; Associate, Guest Teacher; Associate, Systems; Associate, Talent Development; Office, Manager, Talent Development-

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 descriptions align with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves creation of the following job descriptions: Assistant, Staffing Support; Associate, Benefits; Associate, Comp and Classification; Associate, Credentials; Associate, Guest Teacher; Associate, Systems; Associate, Talent Development; Office, Manager, Talent Development, attached hereto, and confirms said job descriptions' placement on the salary schedule/range or employment contracts, as stated.

Passed by the following vote:

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

NOES: None

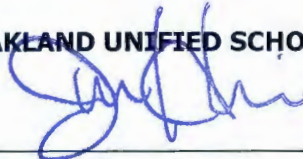
ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held March 11, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

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Introduction Date:	03/11/2015
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By:	AD



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant, Staffing Support	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: March 2015	SALARY GRADE:	CFCA 8

BASIC FUNCTION: The Staffing Support Assistant is responsible for providing support to Staffing Analysts on a variety of human resources functions, including but not limited to, recruitment, staffing, certification, wage/salary administration and/or benefits for certificated and classified personnel. Under supervision of Staffing Manager, the Staffing Support Assistant will also be responsible for the accurate and timely entry of a variety of employee data, processing related forms and documents, and providing customer service.

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

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

ESSENTIAL FUNCTIONS

- Support standard human resources services including preparing I-9s, scheduling fingerprinting appointments, managing TB notifications, printing and delivering employment contracts, scheduling new employee orientations, and sending reasonable assurance letters.
- Maintain online accurate employee records such as leaves of absence and transfers, often information of a confidential nature involving employer-employee relations.
- Prepare final termination paperwork for departing employees.
- Assist with administration of employee benefits, including processing benefit/enrollment applications and supporting documents; facilitating applicable payroll deductions; assisting with processing and submission of retirement applications; and disseminating benefits literature to employees.
- Communicate with the public, prospective employees, District administrators, and other District employees regarding general and technical personnel matters; explain personnel policies and District procedures to all levels of staff and the public.
- Respond to employee inquiries; provide answers to frequently asked questions for the Division website.
- Assist in composing, organizing and editing employee handbooks and personnel manuals.
- Gather, compile and organize employment, salary and other statistical or personnel data; calculate, analyze and summarize statistical data for federal, state, and District reports or special projects.
- Prepare and maintain a variety of records, logs and files, including information of a confidential nature involving employer-employee relations and other issues; maintain confidentiality of information and records.

- Compose correspondence independently or from oral instructions; prepare letters, memorandums, and forms; request, provide or verify information to ensure accuracy of data; prepare, format, proofread and copy records, reports or related materials.
- Provide support to the Talent Development staff.
- Schedule meetings, conferences and appointments; maintain calendars; complete administrative and clerical tasks; arrange travel when necessary.
- Perform data entry in the HRIS system, including new employees, current employee changes, benefits and credential information.
- Assist in the proctoring employment tests for applicants such as Administrative Assistant testing or other needed skill tests as stated in the job description(s).

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- Associate's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Associate's Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
- Four (4) years of experience in human resources or related field

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:

- The principles, methods, strategies and techniques of basic human resource administration
- Applicable federal, state, school district laws, codes and regulations related to staffing
- Software applications such as word processing, spreadsheets, and databases
- District systems for processing personnel
- Methods and processes of data entry and basic data reporting
- Customer service and public relations methods and techniques
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Computer software, hardware, and related technology

ABILITY TO:

- Maintain customer service performance standards, including tact, patience, and courtesy
- Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment
- Understand and interpret District and other rules, policies and procedures and answer questions
- Compose correspondence; proofread and data check to ensure accuracy
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Complete work accurately and as directed with many interruptions
- Compose correspondence; read, understand, and review documents for accuracy and relevant information
- Communicate clearly and concisely, both orally and in writing
- Work independently with little direction
- Work as an integral part of a team
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; extensive public contact with 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:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15-0298
Enactment Date:	3/11/15
By:	C.R.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Benefits	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: August 2011 Revised: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Benefits Associate is responsible for overseeing the administration of District-sponsored benefit plans for all District employees. Under the supervision of the Manager of Systems and Processes, the Benefits Associate leads employee enrollment processes and serves as point-of-contact for employees requiring assistance resolving complex benefits-related issues.

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

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

ESSENTIAL FUNCTIONS

- Implement and maintain procedures relating to the District-sponsored health, life, accidental death and dismemberment, dental, long-term disability, retirement and other benefit plans (e.g. COBRA).
- Determine District supplemental annuity plan eligibility for benefits for new hires, rehires and active employees; analyze employee data systems to determine approach effective date and/or benefit contribution amounts.
- Manage the open enrollment process and any additional enrollment processes that may be needed.
- Collaborate with Staffing Analysts and Staffing Support Assistants to complete standard and complex benefits-related processes for new and current employees, including:
 - Enroll, terminate, and determine employee eligibility for all benefit programs in accordance with union contracts and District policies and practices.
 - Coordinate training of District office and school-based personnel regarding employee benefits.
 - Coordinate benefit renewal process for current employees.
- Oversee the maintenance of employee benefits records.
- Research, analyze, and reconcile monthly audit report received from healthcare vendors.
- Collaborate with healthcare vendors to develop and implement benefits programs including data gathering, proposal coordination, and process analysis.
- Coordinate health-benefits fair for current employees.
- Prepare and develop communication and educational materials regarding benefits for all insured employees, and for Union partners.
- Collaborate with Risk Management department to ensure District resources for benefits are spent strategically.
- Attend the Health Benefit Improvement Committee, as needed.

- Review and assure compliance with local, state and federal statutes as it affects employee benefits.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred. Associate's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Human Resources, Business Administration or Public Administration. A combination of experience and education may be used to meet the Associate Degree requirement; however, the work experience years used to qualify for the Associate's Degree requirement cannot be used to meet the work requirement.
- Four (4) years experience in employee benefits administration

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:

- The principles, methods, strategies and techniques of human resource administration related to the area of employee benefits
- Current applicable federal, state, school district laws, codes and regulations related to benefits programs
- Current district benefits programs and procedures
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Strategies and techniques for customer service
- Computer software, hardware, and related technology

ABILITY TO:

- Maintain department customer service performance standards, including tact, patience, and courtesy.
- Maintain current knowledge of applicable laws, codes, regulations, policies, and procedures related to District-sponsored benefits, and ensure compliance
- Build trusted partnerships with vendors to facilitate timely completion of projects
- Respond quickly to routine or ad hoc requests for information
- Analyze benefits procedures and problems, develop and implement improvements and solutions
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- 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 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.

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File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15-0298
Enactment Date:	3/11/15
By:	E.S.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Compensation and Classification	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: May 2013 Revised: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Compensation and Classification Associate is responsible for determining classification and compensation against specified salary schedules for all certificated and classified District employees. Under the supervision of Manager of Systems and Processes, the Compensation and Classification Associate will analyze and improve validation processes.

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

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

ESSENTIAL FUNCTIONS

- Conduct job analyses to determine the classifications into which jobs are to be placed based on similarity of the work performed, the difficulty of the work performed, and the qualifications necessary to perform the work; recommend pay grades into which classifications should be assigned.
- Manage the development and maintenance of systems to ensure that job descriptions remain accurate, up-to-date, and are appropriately associated with the job titles in the District's employee management system; audit position description databases to ensure maintenance of accurate and current versions of position descriptions.
- Participate in the role design and description process, including collecting necessary information, managing the Meet and Confer process with OUSD Labor Partners, and conducting market pricing analyses to determine appropriate pay grade assignment.
- Research, analyze, and compile statistics on compensation and job classifications to develop competitive position descriptions and classifications that align with industry standards, and to ensure internal parity of compensation levels across OUSD departments.
- Remain current and knowledgeable on new classification and compensation systems for public and private sectors and changes in technology/human resources issues associated with classification and compensation.
- Provide expertise and make recommendations to support District leaders in developing and maintaining systemically-equitable and appropriate organization structures, job classifications, and salary schedules within and across district departments and sites.
- Maintain knowledge of applicable legal provisions related to personnel and employee compensation.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Business Administration, Human Resources or a related field. 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.
- Two (2) of professional experience in human resources management, including thorough knowledge of the classification and compensation functions

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:

- The principles, methods, strategies and techniques of human resource administration
- Current applicable federal, state, school district laws, codes and regulations related to compensation and classification, including oversight compliance requirements
- District systems for processing personnel such as HRIS
- Collective bargaining issues relating to classification and compensation
- Methods and processes of statistical analysis and data reporting
- Data management techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Computer software, hardware, and related technology

ABILITY TO:

- Maintain department customer service performance standards, including tact, patience, and courtesy
- Work with confidential information on a continuous basis
- Maintain knowledge of applicable local, state, and federal laws, policies and regulations related to personnel and employee compensation
- Manage databases; develop charts, tables, and graphs
- Analyze systems and procedures, develop and implement improvements and solutions
- Communicate effectively both orally and in writing with a range of leaders and employees within and external to the District
- Work independently with little direction
- Respond quickly to routine or ad hoc requests for information
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; fast paced work, constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information, make presentations and communicate over the telephone; seeing to read, prepare, and proofread documents and view computer monitors; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NON-DISCRIMINATION POLICY:

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

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File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15 02 98
Enactment Date:	3/11/15
By:	C.D.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Credentials	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: May 2013 Revised: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Credentials Associate is responsible for ensuring that all certificated staff meet California State credentialing requirements. Under the Supervision of Manager, Systems and Processes, the Credentials Associate oversees validation processes and satisfies reporting requirements to District and external entities. The Associate serves as the District's lead on all matters related to credentialing laws, policies and regulations.

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

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

ESSENTIAL FUNCTIONS

- Provide exemplary leadership, consultation and customer service on all credentialing issues.
- Develop and implement strategies and systems to ensure compliance of certificated staff with credentialing requirements and appropriate teacher placement.
- Evaluate employment transcripts, education units, credentials, and other records to assess certificated applicants' eligibility and placement; serve as point of escalation to resolve complex or non-standard credentialing issues.
- Manage the renewal process for credentialed employees, including: drafting and delivering communications to relevant employees; receiving employee credential documentation; reviewing and assessing the validity of employee credential documentation.
- Provide support to teachers who have invalid credentials to help them become compliant; and to teachers converting provisional credentials to cleared credentials.
- Train relevant District staff to screen and verify teacher, administrative and other credentials during routine hiring and position change processes.
- Maintain database of employee credentials; audit database to ensure that records are accurate and current for the purposes of state and federal compliance reporting.
- Remain current on existing California credentialing requirements and any legislative changes; provide updated communications and/or training regarding changes as relevant.
- Coordinate communication to parents and other stakeholders as needed regarding credential requirements or related information in accordance with state and federal legislation such as No Child Left Behind.
- Manage other employment verifications such as tuberculosis testing, fingerprinting processes, visa requests, in collaboration with other Division staff.

- Respond to, and manage all audit requests, including but not limited to HQT, SARC, EL, Williams, etc...; manage timelines and inform immediate supervisor of delays and corrective action taken.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

- Associate's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Human Resources, Business Administration or Public Administration. A combination of experience and education may be used to meet the Associate Degree requirement; however, the work experience years used to qualify for the Associate's Degree requirement cannot be used to meet the work requirement.
- Four (4) years of recent, increasingly responsible credentials experience, two years of which must have been in a full-time, directly related school district personnel office
- Experience working with credentialing in public education setting strongly preferred
- Bachelor's Degree preferred.

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:

- The principles, methods, strategies and techniques of human resource administration related to the area of compliance reporting
- Current applicable federal, state, school district laws, codes and regulations related to credentialing requirements
- District systems for processing certificated personnel
- Methods and processes of statistical analysis and data reporting
- Data management techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Strategies and techniques for customer service
- Computer software, hardware, and related technology

ABILITY TO:

- Maintain department customer service performance standards, including tact, patience, and courtesy
- Maintain current knowledge of applicable laws, codes, regulations, policies, and procedures related to credentials and ensure compliance
- Manage databases; develop charts, tables, and graphs
- Communicate effectively both orally and in writing with a range of leaders and employees within and external to the District
- Respond quickly to routine or ad hoc requests for information
- Analyze systems and procedures, develop and implement improvements and solutions
- Work independently with little direction
- Work as an integral part of a team
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; fast paced work, constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information, make presentations and communicate over the telephone; seeing to read, prepare, and proofread documents and view computer monitors; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; ability to go to sites apart from primary office to conduct business.

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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By:	O.S.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Guest Teacher	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: May 2013 Revised: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Guest Teacher Associate is responsible for the District’s guest teachers. Under the supervision of the Manager of Systems and Processes, the Guest Teacher Associate will oversee recruitment, selection and hiring, qualification and credential verification, wage and salary administration and assignment of all certificated substitutes. The Associate will also support the evaluation, support and development, discipline, terminations and reassignment of teacher substitutes.

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

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

ESSENTIAL FUNCTIONS

Recruitment, Selection, Hiring, Placement

- Manage the guest teacher pipeline to ensure adequate pools of qualified substitutes; manage and participate in job fairs and other promotional activities to bring substitute employees into the District.
- Manage and execute the hiring process for certificated substitutes including: screening; interviewing; extending offers; coordinating hiring activities; validating credentials and qualifications; verifying prior employment; and reviewing hiring documentation.
- Manage and execute onboarding and work-enablement processes for guest teachers including: generating electronic employee records; creating access to and training guest teachers in the use of the electronic substitute registration and matching system; conducting orientations and disseminating communications to prepare incoming guest teachers.
- Provide “high touch” support for District principals, site administrators, and central office administrators as needed, particularly for escalated or emergency substitute situations.
- Manage and execute guest teacher request and placement activities, including but not limited to: guest teacher request entries, timecard creation and completion; assignment of substitutes; communication with principals, site administrators, and central office administrators.
- Monitor and quality assure operation of processes and systems associated with placement and management of guest teachers to ensure compliance with District, state and federal regulations regarding the placement and use of substitutes; resolve issues and situations that violate rules, regulations and laws.

Evaluation and Development

- Partner with principals, site administrators to develop protocols and recommendations for the evaluation and development of substitute teachers.
- Organize and conduct on-going guest teacher orientations and professional development to increase knowledge and improve educational support and student achievement.
- Coordinate with relevant unions and administrators to monitor and evaluate the performance of staff.
- Participate in discipline proceedings for substitutes as required.

Absentee System Management

- Maintain guest teacher employment files to ensure accuracy of employee's compensation, eligibility for the position and complying with all District, state and federal regulations.
- Prepare certified absence reports to track and convey information to school administrators. Develop and maintain a guest teacher handbook on a yearly basis to ensure information on guidelines, standards and policies is current.
- Prepare all necessary state and federal reports.
- Prepare year-end report of all substitutes including number of days worked.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Personnel, Public, or Business Administration, or a related field. 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.
- Two (2) years experience in a personnel or labor relations function

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:

- The principles, methods, strategies and techniques of human resource administration
- Sound personnel practices and procedures
- Strategic direction, plans and priorities of the District
- Current applicable federal, state, school district laws, codes and regulations
- Legal and equitable interview techniques
- Diverse backgrounds of District students and personnel
- Presentation, communication, and public speaking techniques
- Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing
- Correct English usage, grammar, spelling, and punctuation
- Computer software, hardware, and related technology

ABILITY TO:

- Maintain department customer service performance standards, including tact, patience, and courtesy.
- Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations
- Ensure compliance with school and District policies and regulations
- Employ an analytical, systems-thinking approach to work
- Respond quickly to routine or ad hoc requests
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Communicate effectively both orally and in writing
- Manage multiple assignments, priorities, and projects in a demanding environment
- Adapt to feedback and maintain a focus on continuous improvement
- Proficiently use MS Office and District employee, substitute, and student technology platforms

- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

NON-DISCRIMINATION POLICY:

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

Legislative File	
File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15-0298
Enactment Date:	3/11/15
By:	AKS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Systems	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Systems Associate is responsible for managing technology projects for the Talent Development Division, including maintaining systems applications and databases that support key functions of the Division. Under the supervision of Manager of Systems and Processes, the Systems Associate will also be responsible for supporting the Division's online systems and services for internal and external users.

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

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

ESSENTIAL FUNCTIONS

- Develop and maintain systems applications and databases relative to the business and educational needs of the Division.
- Work cross-functionally providing information and analysis of HRIS system data and functionality with appropriate teams, including Benefits and Payroll.
- Maintain the intranet for the Talent Development Division.
- Oversee the Talent Development Division's webpages and online tools on the OUSD website.
- Develop internal training manuals and other communications to inform users about systems and processes.
- Coordinate administration of required online trainings for employees.
- Supervise and participate in analysis of new and existing systems; work with users to define scope of problems and determine system needs.
- Build working relationships with vendors in support of District systems; keep up-to-date on future direction and plans from vendors for upgrades and migration paths.
- Develop solutions in the form of systems flows, logic flows, program and application specifications and user and data processing procedures; consult with District users in developing solutions.
- Use data analysis to develop and conduct system audits that address risks associated with business objectives and evaluate the controls in place to mitigate those risks.
- Assist with cross-application issues including enabling enterprise application integration and data warehouse file-based integration with related systems.
- Ensure all systems support Division compliance with federal, state, and local laws and regulations.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in computer science or related field. 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.
- Two (2) years experience in successful completion of technology projects, database maintenance, writing business requirements, application support, and/or software development

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:

- Data processing systems and applications
- Principles and practices of personnel administration
- Excel and other analytic software and tools
- Methods, practices and terminology of project management including work planning, scheduling, measurement and reporting
- Business requirements and user acceptance testing
- Applicable federal, state, and District codes, regulations, policies and procedures
- 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:

- Plan, organize, coordinate and provide ongoing maintenance for technological change in human resources
- Build trusted partnerships with clients, departments and vendors to facilitate timely completion of projects
- Interface routinely and professionally with teammates and clients regarding input/output of managed information
- Respond quickly to routine or ad hoc requests for information
- Analyze office procedures and problems, develop and implement improvements and solutions
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

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

NON-DISCRIMINATION POLICY:

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Legislative File	
File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	150298
Enactment Date:	3/11/15
By:	O.Z



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate, Talent Development	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 hours
ISSUED:	Created: January 2012 Revised: March 2015	SALARY GRADE:	CFCA 16

BASIC FUNCTION: The Talent Development Associate is responsible for recruiting outstanding teachers, leaders, and classified staff to the Oakland Unified School District and supporting them through their early employee development experiences. Under the supervision of the Director of Talent Development, the Talent Development Associate will closely collaborate with a School Partner and Staffing Analyst to form a human capital support team for a network of schools or the central office. The Talent Development Associate will oversee the recruitment, selection and placement of certificated and classified hires, and manage orientation, onboarding, and induction programs for early career staff.

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

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

ESSENTIAL FUNCTIONS

The Talent Development Associate will support the work of the Talent Development Division in a number of ways, including:

Recruitment, Screening and Placement

- Develop recruiting strategies and execute sourcing strategies that identify both active and passive job seekers to build a broad and diverse candidate pool.
- Develop and maintain active professional relationships with college and university career teacher preparation officials and placement offices, and professional societies as a course to generate qualified candidates; maintain active partnerships with Historically Black Colleges and Universities and Hispanic Colleges and Universities.
- Support pipeline initiatives that bring visiting teachers or fellows into the District.
- Create marketing plans for school networks/central office to assist in the recruitment of certificated and classified staff, with a focus on using online tools.
- Design and implement rigorous selection procedures to source the most qualified candidates.
- Plan, organize, and administer pre-employment screening, communication to candidates and compliance responsibilities; assist principals, managers and panel members in selection process.
- Address candidate communications in a timely manner.

- Coordinate the assignment of student teachers from university-based and educator preparation programs.
- Provide principals and central office leadership with training/professional development on hiring and selection best practices through workshops, materials development and training sessions.
- Post vacancies to a variety of online locations, including but not limited to, EdJoin, Craig's List, universities, professional associations, career websites, etc....

Induction and Talent Development

- Plan and conduct new employee orientation and other onboarding activities.
- Oversee new teacher induction and mentoring programs, partner with principals to identify, select and match mentors and coaches.
- Develop high-quality professional development and coaching supports for new teachers and leaders.
- Train and support new teacher coaches around real-time coaching, portfolio review, and serving as liaisons to new teachers.
- Liaise with universities to ensure high quality practicum experience for new teachers.
- Assist in the development of training of interns coming to OUSD.
- Manage supportive assistance programs for probationary employees.

Cross-Functional Team Collaboration

- Participate in regular meetings with School Partner and Staffing Analyst to form a cross-functional Human Capital support team for a network of schools or central office.
- Support spotless record-keeping throughout the entire talent management cycle to ensure all parties have up-to-date information and no details fall through the cracks.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- A Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Organizational Development, Human Resources, Education, Organizational Behavior Management or related discipline. 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.
- Two (2) years of verifiable experience required in urban education or with an educational non-profit organization
- Recruitment 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:

- Best practices in recruitment, selection, strategic placement, coaching and teacher training techniques, labor relations, negotiation, and personnel information systems (creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques)
- Strategic direction of the district
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of the District and community
- Applicable federal, state and local laws and ordinances governing employment including equal opportunity employment and bargaining unit contracts
- Interpersonal skills using tact, influence, patience and courtesy
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Computer software, hardware, and related technology

ABILITY TO:

- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Form strong partnerships with school administrators, department managers and other partners

- Maintain knowledge of applicable provisions of applicable federal, state, local and District laws, rules and regulations pertaining to recruitment, sourcing and hiring
- Balance multiple priorities and deadlines in a fast-paced environment
- Set goals, work independently and drive results
- Organize and coordinate district-wide events and programs
- Produce high-quality work, including strong attention to detail
- Exercise good judgment in safeguarding confidential or sensitive information
- Adapt to feedback and focus on continuous improvement
- Explain complex problems and solutions in clear, concise and compelling ways
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment and diverse school site environments; driving a vehicle or flying to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lift and carry light to moderate weight objects, occasionally more than 35 pounds; push/pull exerting force to approximately 20 pounds, occasionally 35+ pounds; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers to operate a computer keyboard and other office equipment, repetitive use of fingers; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and to make presentations.

NON-DISCRIMINATION POLICY

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Legislative File	
File ID Number:	15-0375
Introduction Date:	03/11/2015
Enactment Number:	15-0298
Enactment Date:	3/11/15
By:	[Signature]



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Office Manager, Talent Development	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Development	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours
ISSUED:	Created: March 2015	SALARY GRADE:	CFCA 11

BASIC FUNCTION: The Office Manager is responsible for performing highly-skilled administrative tasks and managing the clerical functions of the Talent Development Division. The Office Manager will provide administrative support to the Manager’s assigned supervisor, and oversee a team of support staff who will assist in executing implementation of tasks related to Division operations and project management.

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

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

ESSENTIAL FUNCTIONS

- Provide direction relating to the efficient operation of the Talent Development Division, including specific clerical needs required to accomplish tasks.
- Identify, plan and implement office administrative procedures, policies and program requirements to provide necessary information for decision making, taking appropriate action and/or complying with established guidelines as directed.
- Prepare documents for assigned department and supervisor in accordance with established formats, including newsletters, Board agenda items, minutes, bulletins and reports.
- Research, analyze, review, correct, and compile a variety of information.
- Develop and manage project plans and timelines; create project tools, resources and deliverables, as needed.
- Oversee budgets and expenditures; research and prepare purchase requisitions, requests for services, contract and hourly additional funding; submit appropriation transfers.
- Oversee personnel matters submitted to the Board of Education; maintain Board submission calendar and ensure Board items are submitted on time; inform Leadership Team of Board submission delays and concerns.
- Maintain a variety of confidential files and records, compiling pertinent information in assigned area to ensure accuracy of materials and complying with all federal, state and District regulations.
- Manage Division reception and ensure excellent customer service to all visitors.
- Handle administrative details not requiring the immediate attention of the administrator and Talent Development staff.
- Procure office supplies and materials to ensure adequate inventory within budgetary guidelines.

- Support assigned supervisor and team with tasks that may include scheduling meetings, conferences and appointments; maintaining calendar(s) of assigned staff, reserving meeting sites; making travel arrangements; prepare and coordinate administrative schedules and calendars.
- Supervise support staff employees: interview, hire and train employees; plan, assign and direct work; appraise performance; reward and discipline employees.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

- Associate's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Associate's Degree requirement; however, the work experience years used to qualify for the Associate's Degree requirement cannot be used to meet the work requirement.
- Six (6) years of administrative assistant, secretary, office manager or related experience, and clerical and office administration related courses
- Prior human resources experience preferred

LICENSES AND OTHER REQUIREMENTS:

- Pass District's Administrative Assistant II exam with an 85% pass rate (Internal candidates who have taken and passed the Administrative Assistant II or III exam are exempt.)
- Valid California Driver's License
- Employment eligibility will include fingerprints, Tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, strategies and techniques of human resource administration
- Proficient, specialized method of office and department operations
- Strategies and techniques for customer service
- Supervisory techniques, evaluation and documentation, hiring processes and procedures
- Financial record-keeping, procedures, policies and regulations
- Budget management, database management and systems applications
- Telephone techniques, systems and etiquette
- Correct English usage, grammar, spelling, and punctuation
- Computer software, hardware, and related technology

ABILITY TO:

- Perform superior customer service, including tact, patience, and courtesy.
- Maintain current knowledge of applicable laws, codes, regulations, policies, procedures, and ensure compliance
- Respond quickly to routine or ad hoc requests for information
- Communicate clearly with staff, Board members, and others contacted in the course of work
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Complete work accurately and as directed with many interruptions
- Creatively use resources to resolve operational challenges
- Supervise and evaluate the work of assigned staff
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment; constant interruptions; driving a vehicle to conduct work

PHYSICAL DEMANDS:

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

the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting moderately heavy 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.