

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

May 13, 2015

<b>Legislative File</b>	
File ID Number:	15-0806
Introduction Date:	05/13/2015
Enactment Number:	15-0601
Enactment Date:	5/13/15
By:	O.D.

TO: Board of Education

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

SUBJECT: Approval of Job Descriptions- Legal/Labor Department and Office of Post-Secondary Readiness

1. Administrator, Legal Office
2. Coordinator, Labor
3. Director, Project Management & Reporting
4. Executive Assistant, Legal
5. Legal Assistant/Law Clerk III
6. Office Manager, Labor/Legal Confidential

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-1125, approving creation of the following job descriptions: Administrator, Legal Office; Coordinator, Labor; Executive Assistant, Legal; Legal Assistant/Law Clerk III; Office Manager, Labor/Legal Confidential for Legal/Labor and Director, Project Management & Reporting for the Office of Post-Secondary Readiness.

**BACKGROUND:**

The Talent Development Division recommends creation 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.

**BUDGET IMPACT**

None.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1415-1125, approving creation of the following job descriptions: Administrator, Legal Office; Coordinator, Labor; Executive Assistant, Legal; Legal Assistant/Law Clerk III; Office Manager, Labor/Legal Confidential for Legal/Labor and Director, Project Management & Reporting for the Office of Post-Secondary Readiness.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-1125**

- Legal/Labor and Office of Post-Secondary Readiness -

**Approving Job Descriptions**

- Administrator, Legal Office; Coordinator, Labor; Executive Assistant, Legal; Legal Assistant/Law Clerk III; Office Manager, Labor/Legal Confidential, and Director, Project Management & Reporting -

**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 service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves creation of the attached job descriptions: Administrator, Legal Office; Coordinator, Labor; Executive Assistant, Legal; Legal Assistant/Law Clerk III; Office Manager, Labor/Legal Confidential, and Director, Project Management & Reporting.

Passed by the following vote:

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

NOES: None

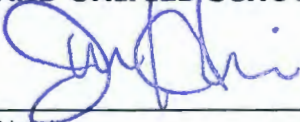
ABSTAINED: None

ABSENT: None

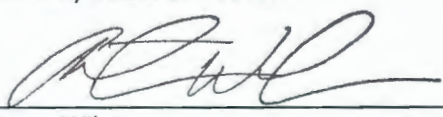
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 13, 2015.

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By:	<i>J.H.</i>

**OAKLAND UNIFIED SCHOOL DISTRICT**



James Harris  
President, Board of Education



Antwan Wilson  
Superintendent and Secretary, Board of Education

Legislative File	
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By:	o/s



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Administrator, Legal Office</b>	<b>REPORTS TO:</b>	<b>As Assigned</b>
<b>DEPARTMENT:</b>	<b>Legal Office</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 Days/7.5 Hours, or Duty Days/Hours as assigned.</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 19</b>

**BASIC FUNCTION:** Perform a variety of complex, specialized legal office administrator duties requiring excellent communication skills; supervise and coordinate the work of the clerical and support staff in the Legal/Labor Departments; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; provide for accurate and timely entry of a variety data into various computer software programs.

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

Perform a variety of complex, specialized legal office administrator duties requiring excellent communication skills; supervise and coordinate the work of the clerical and support staff in the Legal Office; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; provide for accurate and timely entry of a variety of data into various computer software programs.

Supervise and coordinate the work of administrative and support staffs in the Legal and Labor Departments to reduce administrative detail for the professional staffs in both departments; prepare and maintain attendance logs and files.

Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports and other documents; duplicate a variety of materials; may receive, open and distribute mail.

Receive and screen phone calls and visitors; schedule appointments and provide information as requested and direct inquiries and visitors to the proper person or office; make phone calls to request or provide information as directed; provide technical information concerning policies and procedures.

Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various telephone systems and other office equipment.

Manage and supervise staff to provide administrative support to Board members on Board-related matters, including, but not limited to scheduling appointments, preparing correspondence and conducting legislative research.

Oversee staff in researching and analyzing Board policies and procedures to ensure compliance with state and federal laws and regulations.

Interview, hire, lead, direct, supervise and evaluate the work of assigned office staff; oversee the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.

Manage Legal and Labor department budgets.

Recommend improvements in internal controls.

Prepare contingent liability reports.

Assist Legal/Labor Staff in editing written communications.

Create multimedia presentations for Legal/Labor Staff.

Independently compose, prepare, and assemble materials such as communication updates and summary reports.

Collect and compile statistics, financial, legislative, and other diverse and specialized data.

Conduct research, analyze data, and prepare and maintain a variety of complex confidential and non-confidential statistical reports, records, and files for accurate and comprehensive data necessary for effective decision-making by the Legal/Labor Staff and senior management.

Respond to parent and/or community inquiries; work with schools and departments to resolve concerns of parents and community of a routine nature that are directed to the Legal/Labor Staff.

Make recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services including the use of technology in compliance with laws, policies and regulations.

Develop annual calendars for meetings and activities related to offices and Board.

Maintain approved budgets and transaction records; processes requisitions, claims and requests for budget allocation changes and reassignment of funds to and from various accounts, coordinating with fiscal staff to assure compliance.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** A Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) plus related courses. A combination of experience and education may be used to meet the Bachelor's Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Eight (8) 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:**

Complex, specialized legal office procedures, computers and other office equipment

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

Effective supervisory techniques

Evaluation and documentation methods and procedures

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

**ABILITY TO:**

Perform a variety of complex, specialized legal office administrator duties involving specialized knowledge and independent judgment

Supervise, evaluate and document assigned personnel

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

Proofread and edit documents at a mastery level

Apply computational and statistical skills

Perform data analysis and make solid recommendations

Maintain confidentiality

Set priorities and meet schedules and time lines

Prepare and maintain statistical records, prepare comprehensive, and highly complex reports

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; 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; travelling off-site; 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	
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Enactment Date:	5/13/15
By:	JA



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Labor</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Labor Management &amp; Employee Relations</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 19</b>

**BASIC FUNCTION:** Reporting to the Deputy General Counsel and under minimal direction, plan, organize, direct, monitor and coordinate the District's day-to-day labor relations. Lead negotiations with classified unions; participate on bargaining team for certificated unions; meet with union representatives as needed. Administer the District's grievance procedure; coordinate employee discipline with HRSS and Legal up to and including drafting notices and representing the District in due process hearings. Advise principals/supervisors on application of bargained contracts. Take an active role in managing and improving negotiation processes to ensure that meetings are run efficiently and productively.

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

**REPRESENTATIVE DUTIES:** This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to reflect the principal job elements accurately.

### ESSENTIAL FUNCTIONS

Lead District negotiations team in collective bargaining with classified unions.

Participate as a member of the District negotiations teams in collective negotiations with exclusive representatives of both certificated and classified bargaining units; represent the District, as assigned, in its relationships with exclusive representatives.

Assist in the development of employee relations policies.

Develop efficient processes for managing union/management relationship.

Ensure meetings with the unions are run efficiently and efficiently, have a clear agenda, ensure the agenda is followed, and follow-up items have clear ownership.

Develop District collective negotiations contract proposals and responses; act as District spokesperson in collective negotiations with one or more bargaining units.

Participate, as required, in closed session briefings of Board of Education and at Superintendent's cabinet regarding negotiations.

Provide advice and guidance to District and supervisory personnel in matters related to employee relations, contract interpretation and administration.

Assist principals and department heads in administering collective negotiations agreements.

Plan and coordinate in-service training seminars on employer-employee relations.

Coordinate revisions to District administrative policies and procedures resulting from negotiated contracts and agreements.

Advise management personnel on the proper application of administrative policies and procedures governing resolution of employee grievances.

Assist in a program of counseling District employees on matters related to employer-employee relations.

Prepare cases and represent the District at grievance meetings, mediation and other alternative dispute resolution settings.

Coordinate required approval of negotiated contracts and agreements by Legal, Alameda County Office of Education and Board of Education.

Draft settlement documents, side letters and MOUs reached between the District and labor partners.

Prepare cases and represent the District at due process conferences (Skelley).

Advise on, monitor and draft personnel actions up to and including notices of intent.

Coordinate the grievance procedures and act as liaison with the Legal Department concerning legal aspects of grievance procedures and processing.

Review and disseminate arbitration decisions pertaining to public agencies.

Construct independent research and develop statistical, financial, and management information related to employee relations.

Provide performance feedback and professional development to the Labor/Legal Office Manager and other assigned staff.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** A Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in industrial relations, public administration, business administration, or related field. A combination of experience and education may be used to meet the Bachelor's Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Three (3) years of progressively responsible management experience

Advanced degree strongly 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:**

Employer-employee relations techniques and methodologies, federal and state laws pertaining to public employee collective negotiations

Labor and employment law

Modern office procedures and organization practices

Budget preparation and control

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

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Operation of a computer and assigned software

**ABILITY TO:**

Provide leadership and direction to the employee relations functions

Perceive organizational implications of recommendations and decisions

Exercise tact, diplomacy, and independent judgment

Prepare documents with speed and accuracy

Multitask and manage a diverse set of labor matters

Review existing and pending legislation related to procedural guidelines and the District's Labor Relations program and recommend origination, modification, or support of legislative measures

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

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Direct the maintenance of a variety of reports and files related to assigned activities

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; travelling off-site; 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.



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By:	g2



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, Project Management and Reporting</b>	<b>REPORTS TO:</b>	<b>Chief of Schools</b>
<b>DEPARTMENT:</b>	<b>Office of Post-Secondary Readiness</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 22</b>

**BASIC FUNCTION:** In support of the Chief of Schools synchronize the Chief's Leadership Team; manage the Office of Post-Secondary Readiness to ensure the quality and timeliness of information. Collaborate with the Chief of Schools in planning, organizing, and directing designated strategic activities as well as providing project management oversight in support of the mission and vision of the Department and the District to achieve the goals of the Chief of Schools. The Director provides operational assistance by managing special projects and leading key initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Chief of Schools' Leadership Team, and ensuring expectations and deadlines are clearly communicated to staff. The Director serves as an advisor, decision-maker and problem solver for the Chief of Schools to ensure issues needing attention are addressed in a timely manner.

**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 highly responsible and confidential work as principal staff support to the Chief of Schools and Deputy Chief of Post-Secondary Readiness; support the work of the Chief of Schools by responding to priority issues as they emerge, maintaining ongoing contact to receive guidance on essential work; implement the Chief of Schools' directives and instructions, and provide feedback and/or advice as requested.

Develop and monitor all projects within the Office of Post-Secondary Readiness; advise the Chief of Schools on project progress, potential issues, obstacles, conflicts and/or challenges.

Provide support by working with administrators, staff, students, Board of Education, etc... and on public affairs issues; directly handle matters of District importance as delegated.

Coordinate the development and implementation of strategic initiatives throughout the District for the Office of Post-Secondary Readiness.

Manage strategic planning processes, and the delivery of projects and outcomes as assigned.

Collaborate with project teams to review project success and areas of improvement for future projects and services.

Collaborate with the Chief of Schools in strategic planning, policy development and problem resolution of complex issues and needs.

Operate strategically across the District to identify barriers that impede attainment of goals and objectives.

Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the community; facilitate the dissemination of information about, and the utilization of services provided by the District.

Serve as a member and work closely with the Chief of Schools' Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.

Plan and manage meetings as directed by the Chief of Schools to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Chief of Schools' Leadership Team and other executive teams; prepare agendas, develop memos, communication and correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.

Coordinate special projects on behalf of the Chief of Schools which will frequently involve members of the Superintendent's Leadership Team.

Serve as strategic liaison between the Chief of Schools and department heads, school administrators, employee organizations, other school Districts, public agencies and the community as directed.

Provide technical expertise, information and assistance to the Chief of Schools regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief of Schools of unusual trends or problems and recommend appropriate corrective action.

Assume responsibility for the efficient and proper operation of the Office of Post-Secondary Readiness.

Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed; direct and oversee the preparation of drafts of needed policies and administrative procedures.

Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Chief of Schools.

Attend Board meetings and other meetings as directed by the Chief of Schools; prepare reports for the Board at the direction of the Chief of Schools.

Develop and maintain positive working relationships with all stakeholders, including schools.

Performs other related duties as assigned by the Chief of Schools.

#### **MINIMUM QUALIFICATIONS**

##### **TRAINING, EDUCATION AND EXPERIENCE:**

A Master's Degree or Higher in Education, Educational Administration or related field

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

Ten (10) years of administration experience in a school environment

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

Advanced knowledge of California State Education Codes requiring district accountability

Mandated State and Federal laws and regulations pertaining to compliance of state and federal education programs

District education initiatives, programs, and policies

California State Education Codes and federal education regulations pertaining to student achievement

Advanced written, verbal and listening skills; excellent organization skills

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

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

##### **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:**

Public school administrative structures and challenges facing large, diverse, urban school districts

Strategic planning theory

Public policy, procedure and management

National, state and local educational goals and standards and operations of K-12 public education in California

School reform theories and best practices to implement change

Development and performance management methods

The goals, objectives, structure and operations of a major public employer

School District policies and procedures, regulations and bylaws, and the legal environment within which they operate

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Lead the strategic planning process and establish objectives

Modify management strategies based on evaluation data

Demonstrate excellent team-building skills

Demonstrate excellent organizational skills and attention to detail

Exercise judgment and discretion in interpreting and applying policies and procedures

Manage financial resources

Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar and usage

Establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, outside advocacy groups, and other community members, with an expertise in consensus building

Organize and motivate high level employees to work together and achieve common goals

Perform complex tasks and to prioritize multiple projects

Interface with all levels within the organization

Work effectively in a diverse work group

Pull resources together to meet deadlines

Work under pressure and flexible in adapting and responding to changing situations

Manage multiple conflicting priorities

Delegate responsibilities effectively

Harvest a healthy, happy workplace with a real emphasis on a strong organizational culture

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:**

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	
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Enactment Date:	5/13/15
By:	2/2



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Executive Assistant, Legal</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Legal Office</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 Days/7.5 Hours, or Duty Days/Hours as assigned.</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 12</b>

**BASIC FUNCTION:** Perform a variety of confidential, executive legal secretary duties, including performing a wide variety of highly independent, difficult, and complex administrative support services for the General Counsel, Deputy General Counsel Litigation and Claims and Complex Transactions.

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

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

### ESSENTIAL FUNCTIONS

Act as confidential executive assistant to the General Counsel and Deputy General Counsel, relieving the General Counsel and Deputy General Counsel of a wide variety of technical and administrative detail by performing independent and highly responsible administrative and staff duties in activities which support the District's Legal Department. Coordinate the General Counsel and Deputy General Counsel's calendar; schedule appointments and meetings; facilitate logistical arrangements for large scale events as needed. Maintain a variety of manual and electronic documents, files and records.

Serve as executive, legal secretary to the General Counsel and Deputy General Counsel and provide support for other staff in the Legal Department as necessary.

Screen and process the General Counsel and Deputy General Counsel's mail, both electronic and paper; refer to other staff members as appropriate; compose correspondence on own initiative on matters not requiring personal response by the General Counsel and Deputy General Counsel.

Transmit confidential, controversial, or sensitive information.

Receive visitors and telephone calls from the public, staff, parents, and students; exercise judgment in providing information, referring to an appropriate staff member, or scheduling an appointment with the General Counsel and Deputy General Counsel.

Respond to parent and/or community inquiries; work with schools and departments to resolve concerns of parents and community of a routine nature that are directed to the General Counsel and Deputy General Counsel.

Make recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of legal services including the use of technology in compliance with laws, policies and regulations.

Develop annual calendars for meetings and activities related to Legal Office.

Prepare various correspondence and memoranda, proofs of service, affidavits, declarations and various legal documents for others.

Transcribe and type a variety of legal and administrative correspondence, pleadings, memoranda, legal opinions, contracts, forms, records, reports, bulletins, handbooks, statistical reports, Board items, briefs, motions and related material requiring knowledge and use of the law library, court forms, other related legal and administrative documents, and limited legal research techniques such as cite-checking, shepardizing and locating court or similar records.

Review incoming correspondence and telephone calls for assigned attorneys or legal office staff, maintains calendar(s) for assigned attorneys/staff and ensure notification of attorneys/ staff of deadlines; duplicate a variety of materials; may receive, open and distribute mail.

Review all outgoing correspondence, memoranda, reports and related documents to ensure the documents being transmitted are in proper order and form; process, log and track transactional documents submitted to the office

Interact with the public, parents, teachers, staff, administrators and members of the Board of Education; answer phones, take messages, receive and send e-mail, process outgoing and incoming mail; arrange for meetings, appointments, and conferences for attorneys and staff in the office and coordinate schedules with other departments, outside counsel, opposing counsel and others; perform other clerical duties such as reproduction, giving information to callers, composing and typing routine correspondence.

Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various telephone systems and other office equipment.

Responsible for triaging Incident Reports upon receipt in the office, completing the initial review and forwarding to Third Party Administrator.

Set up incident and claim files, forwarding necessary documentation to the Third Party Administrator; set up litigation and regulatory files as necessary.

Serve as first-contact to claimants who contact the Legal Office.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** A Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in business, communications, secretarial science, management, or organizational leadership. A combination of experience and education may be used to meet the Bachelor's Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years legal secretarial experience

Public school district experience is highly desirable but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Notary Public Commission preferred

Valid California driver's license

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Solid knowledge of practices and procedures of modern legal secretaries, legal terminology, judicial processes, systems and procedures for file maintenance and retrieval

California Style Manual and standard legal citation formats

Complex, specialized legal office procedures, computers and other office equipment

Legal office procedures, computers and other office equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Telephone techniques, systems and etiquette

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

Standard secretarial procedures and office management techniques

Ability to work with diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District staff, students, parents and community

**ABILITY TO:**

Perform a variety of complex, specialized legal secretary duties involving specialized knowledge

Use legal terminology correctly, work independently with a minimum of supervision

Work effectively under extreme time pressures and deadlines

Must have demonstrated ability to establish and maintain constructive working relationship in a multi-cultural environment

Understand and follow oral and written directions

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

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

Communicate and articulate verbally and in writing at an exceptional level

Prepare reports and other documents

Perform a wide variety of specialized and technical duties

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with all levels of Legal Department, District staff, board members, outside agencies, parents and the public

Elicit cooperation from others

Work with computer software programs at advanced levels including Word, Power Point, Excel, Windows, and the Internet Research,

Analyze situations accurately and adopt an effective course of action

Work independently with little direction

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions, fast-paced work

**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; travelling off-site; 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:	15-0806
Introduction Date:	05/13/2015
Enactment Number:	15-0806
Enactment Date:	5/13/15
By:	ED



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Legal Assistant/Law Clerk III</b>	<b>REPORTS TO:</b>	<b>Deputy General Counsel</b>
<b>DEPARTMENT:</b>	<b>Legal Office</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 Days/7.5 Hours, or Duty Days/Hours as assigned.</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 17</b>

**BASIC FUNCTION:** Under the direction of the Deputy General Counsel and/or designee, reviews, analyzes and interprets claim data using multiple data formats, prepares or assists in the preparation of legal documents for all types of litigation pertaining to the school district; performs legal research in all areas of the law; investigates, organizes, and prepares for, and represents the District in administrative hearings, small claims court, and student disciplinary hearings; and does other related work as required.

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

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

### ESSENTIAL FUNCTIONS

Identify and report to the Deputy General Counsel conditions and events that may lead to the claims and/or third party litigation.

Work with the Third Party Administrator in identifying areas in which new approaches or systems will result in system improvements, cost savings and reduction of risks.

Coordinate with various departments to reduce claim exposure, including but not limited to the Risk Management Department, Facilities Department, and Human Resources Department.

Draft legal documents including discovery, administrative, regulatory pre-trial and/or trial documents, pleadings, motions, correspondence and memoranda.

Gather, organize, summarize and analyze materials obtained through the pre-trial/project oriented process.

Provide support during the hearing, pre-trial, trial and post-trial process.

Provide logistical support, including filing legal documents or collecting legal documents at a variety of venues.

Research specific questions of law for precedence, related case law, and/or citations and summarize research in memoranda or reports.

Analyze or distinguish cases that may have relevance and present conclusions to attorneys.

Respond to inquiries from the public.

Investigate, organize, and prepare for, and may represent the District in personnel disciplinary hearings, grievance arbitrations, PERB hearings, other administrative hearings, small claims court, and student disciplinary hearings.

Assist in reviewing and revising administrative policies and regulations of the District.

Assist in providing information and advice to District departments.

Serve as liaison between the Office of the General Counsel and other District and outside offices.

Respond to Public Records Act requests.

Support school sites with student discipline related matters.

Investigate and respond to EEOC/DFEH complaints.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:**

Education: BA/BS degree. Completion of first year law school or certificate from Paralegal Training Program

Graduation from law school or completion of a certificated paralegal course of study is highly desirable

Experience: At least six years of full time experience as a legal assistant, including experience which demonstrates knowledge of the California Code of Civil Procedure, municipal, State and Federal codes, and local court rules

Directly related experience beyond the one year minimum may be substituted for the education requirement on a year for year basis up to two years

Experience handling complex litigation cases or preparing for and providing representation at administrative hearings is highly desirable

**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:**

Legal terminology, administrative law and judicial processes

Principles of legal research, maintenance and use of the legal library

Effective investigatory techniques

Complex, specialized legal office procedures, computers and other office equipment

Complex record-keeping techniques

Correct English usage, grammar, spelling, and punctuation

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

**ABILITY TO:**

Conduct legal research and prepare legal documents, including drafting pleadings, motions, and discovery documents, using correct legal terminology, grammar, spelling and punctuation.

Communicate effectively both orally and in writing

Review large quantities of data

Organize and prepare a summary and make recommendations

Conduct interviews and prepare witnesses

Prepare for and provide representation at administrative hearings

Provide legal assistant support during trial and court or administrative hearings

Conduct discovery

Make independent judgments within established guidelines

Organize work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction

Monitor progress of cases and projects as appropriate

Follow oral and written directions

Use computers for word processing, case management, and legal research

Use appropriate work methods, techniques and equipment

Balance multiple priorities

Perform work independently with a minimum of supervision

Exercise diplomacy, tact and good judgment

Assume responsibility

Establish and maintain effective working relationships.

Work in fast-paced environment with constant interruptions.

Perform a variety of complex, specialized claim and litigation prevention duties involving specialized knowledge and independent judgment

Supervise, evaluate and document outside investigators when necessary and as assigned

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

Understand and follow oral and written directions; work independently

Operate a computer and other investigatory and office equipment;

Meet deadlines and schedules and time lines

Work with focus and under pressure in quickly evolving incidents or emergencies where significant injuries or risk of injuries to human life has occurred,

Work in fast-paced environment with constant interruptions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; with constant interruptions standard; periodic driving to locations to perform duties will be necessary

**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; travelling off-site; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

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Legislative File	
File ID Number:	15-0806
Introduction Date:	05/13/2015
Enactment Number:	15-0601
Enactment Date:	5/13/15
By:	JD



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Office Manager, Labor/Legal Confidential</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FSLA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 Days/7.5 Hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 11</b>

**BASIC FUNCTION:** Reporting to Deputy General Counsel and Labor Coordinators, perform complex, specialized supervisory, administrative and highly skilled office management work involving access to confidential information concerning employer-employee relations in all bargaining units throughout the District; organize, manage and direct the clerical functions of the assigned department; assume primary responsibility for implementing designated activities and operations of the department; maintain official records; execute administrative policies.

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

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

### ESSENTIAL FUNCTIONS

Perform complex, specialized supervisory, administrative and highly skilled office management work involving access to confidential information concerning employer-employee relations for all bargaining units throughout the District; organize, manage and direct the clerical functions of the department; assume primary responsibility for implementing designated activities and operations of the department; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; analyze and interpret data; plan, organize and coordinate office activities and communications to relieve the administrator of routine duties; coordinate activities among managers, staff and outside organizations; work independently to assist in the smooth and efficient operation of Labor Department; provide for accurate and timely entry of a variety of data into various computer software programs; participate in staff training; maintain official records; execute administrative policies.

Work independently receiving minimum supervision and guidance to assist the assigned manager in the daily operation of Labor.

Interpret and apply rules and regulations as appropriate; coordinate communications; obtain and provide information; coordinate activities and resolve issues.

Research, analyze, review, correct, and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures.

Independently respond to requests for information regarding District programs, policies, procedures, and regulations; receive complaints and respond according to District procedures and guidelines.

Independently compose correspondence; process administrative details not requiring the immediate attention of the administrator.

Attend meetings and prepare minutes and summaries of action taken; maintain confidential records and files.

Research and compile information for Federal, State and District reports and special projects as assigned.

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.

Schedule meetings, conferences and appointments; maintain calendar; arrange travel when necessary.

Assign and direct the work of other employees as required.

Interact regularly with employees, community members and representatives of organizations.

Supervise part time, temporary support staff employees; perform supervisory responsibilities in accordance with the District's policies and applicable laws; address complaints and resolve issues.

Utilize personal and network computers for word processing, departmental budget management, database management and systems applications.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** An Associate's Degree (AA) 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 AA Degree requirement; however, the work experience years used to qualify for the AA requirement cannot be used to meet the work requirement.

Five (5) years of relevant experience

Public Sector experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Pass District's Administrative Assistant II exam with an 85% pass rate

Overall score of 77% on other specified validated tests directly related to job duties

Valid California driver's license

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Complex, specialized method of District and Department operations

Procedures, methods, techniques, and strategies utilized in managing processes and procedures for a major District Department

Employer-employee relations and bargaining unit agreements

Supervisory techniques, evaluation and documentation, hiring processes and procedures

Correct English usage, grammar, spelling, and punctuation

Computers and other office equipment

Superior communication and interpersonal skills using tact, patience and courtesy

District policies, the State Education Code, and other laws, rules and regulations related to assigned duties

Budget management, database management and systems applications

**ABILITY TO:**

- Perform a variety of complex, specialized duties required for effective Department management.
- Provide information regarding Department, school, or District programs, procedures, activities, rules, and regulations
- Provide information regarding Department, District, or school programs, procedures, activities, rules, and regulations
- Work effectively and confidentially with bargaining units/negotiations team members
- Assure compliance with school and District policies and regulations
- Learn, interpret, apply, and explain laws, rules and regulations
- Observe and analyze situations accurately to determine an effective course of action
- Communicate clearly with staff, Board members, and others contacted in the course of work
- Understand and follow oral and written directions and work cooperatively with others
- Meet schedules and time lines and maintain a safe and orderly environment
- Maintain proficient, prescribed records, budgets and reports
- Utilize computer software programs efficiently and effectively
- Complete work accurately and as directed with many interruptions
- Work confidentially with discretion; work with minimal supervision
- Supervise and evaluate the work of assigned staff
- Recommend personnel actions appropriately and in accordance with rules and regulations

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment; constant interruptions; fast paced environment and time pressure; driving a vehicle to conduct work

**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; travelling off-site; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

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