

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 11, 2013

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2549
Enactment Date:	12/11/13
By:	P.S.

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position - Human Resources Services and Support (HRSS) Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-0055– Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position - Human Resources Services and Support (HRSS) Department, as specified.

DISCUSSION

The Board, on May 29, 2013, as requested, approved Resolution No. 1213-0118, which created certain classified represented positions in the Human Resources Services and Support (HRSS) Department, as specified below:

Human Resources Services and Support

Creation

Position Title/FTE
Administrative Assistant - HR
Salary Schedule/Range
Salary Schedule: CFCA
Range 8: \$46,955.73 - \$59,935.65
12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-944

The request and job description attachment to Resolution No. 1213-0118 cited the incorrect Fair Labor Standard Act (FLSA) status for the created position of Administrative Assistant - HRSS. The Fair Labor Standard Act (FLSA) portion of the named job description should be corrected to read "Non-Exempt."

The Board is requested to correct, in part, the May 29, 2013 action by adopting Resolution No. 1314-0055.

Appropriate bargaining unit has been notified of the correction.

BUDGET IMPACT

This position will be funded by General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-0055– Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position - Human Resources Services and Support, as specified.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 11, 2013

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2549
Enactment Date:	12/11/13
By:	OK

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-0055**

- Correction – Exempt to Non-Exempt Status on a Certain Classified Position
Created in Human Resources Services and Support (HRSS) -

Creation

- Administrative Assistant - HRSS -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, the Board, on May 29, 2013, approved Resolution No. 1213-0118 (Legislative File No. 13-0835), which, in part, created a certain classified-represented position in the Human Resources Services and Support (HRSS) Department, as specified below:

Human Resources Services and Support

Creation

Position Title/FTE

Administrative Assistant – HR, FLSA. Exempt

Salary Schedule/Range

Salary Schedule: CFCA

Range 8: \$46,955.73 - \$59,935.65

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-944

, and

WHEREAS, the attached job description to Resolution No. 1213-0118 designated the Administrative Assistant, Human Resources position for Fair Labor Standards Act (FLSA) purposes, as "Exempt", when the intent was to designate said position for FLSA purposes as "Non-Exempt,"

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby corrects and designates said Administrative Assistant, Human Resources position, for FLSA purposes, as "Non-Exempt," with all other terms and conditions of the created position remaining the same, retroactive to the effective date of initial creation of said position.

Passed by the following vote:

AYES: Jody London, James Harris, Roseann Torres, Anee Campbell Washington, Vice President
Jumoke Hinton Hodge

NOES: None

ABSTAINED: None

ABSENT: Christopher Dobbins

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 December 11, 2013.

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2549
Enactment Date:	12/11/13
By:	

OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba


Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 11, 2013

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2544
Enactment Date:	12/11/13
By:	OK

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position -
Human Resources Services and Support (HRSS) Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-0055– Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position - Human Resources Services and Support (HRSS) Department, as specified.

DISCUSSION

The Board, on May 29, 2013, as requested, approved Resolution No. 1213-0118, which created certain classified represented positions in the Human Resources Services and Support (HRSS) Department, as specified below:

Human Resources Services and Support

Creation

Position Title/FTE
Administrative Assistant – HR, FLSA, "Exempt"
Salary Schedule/Range
Salary Schedule: CFCA
Range 8: \$46,955.73 - \$59,935.65
12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-944

The request and job description attachment to Resolution No. 1213-0118 cited the incorrect Fair Labor Standard Act (FLSA) status for the created position of Administrative Assistant - HRSS. The Fair Labor Standard Act (FLSA) portion of the named job description should be corrected to read "Non-Exempt."

The Board is requested to correct, in part, the May 29, 2013 action by adopting Resolution No. 1314-0055.

Appropriate bargaining unit has been notified of the correction.

BUDGET IMPACT

This position will be funded by General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-0055– Correction – Exempt to Non-Exempt on a Certain Creation of a Classified Position - Human Resources Services and Support, as specified.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 11, 2013

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2549
Enactment Date:	12/11/13
By:	HR

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-0055**

- Correction – Exempt to Non-Exempt Status on a Certain Classified Position
Created in Human Resources Services and Support (HRSS) -

Creation

- Administrative Assistant - HRSS -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, the Board, on May 29, 2013, approved Resolution No. 1213-0118 (Legislative File No. 13-0835), which, in part, created a certain classified-represented position in the Human Resources Services and Support (HRSS) Department, as specified below:

Human Resources Services and Support

Creation

Position Title/FTE

Administrative Assistant – HR, FLSA. Exempt

Salary Schedule/Range

Salary Schedule: CFCA

Range 8: \$46,955.73 - \$59,935.65

12 months, 261 days, 7.5 hours

Funding

General Purpose, 0000-944

, and

Legislative File	
File ID Number:	13-2669
Introduction Date:	12/11/13
Enactment Number:	13-2549
Enactment Date:	12/11/13
By:	o/s



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Administrative Assistant - HRSS	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services and Support (HRSS)	CLASSIFICATION:	Classified Confidential
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours
ISSUED:	Revised: June 2007 Revised: May 2013 Revised: December 2013	SALARY GRADE:	CFCA 8

BASIC FUNCTION: Perform a variety of complex, technical administrative assistant duties requiring good communication skills involving access to information concerning employer-employee relations in all bargaining units throughout the District; 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 Human Resources Services and Support; 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, technical administrative assistant duties requiring good communication skills involving access to information concerning employer-employee relations in all bargaining units throughout the District; 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 HRSS; provide for accurate and timely entry of a variety of data into various computer software programs.

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

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.

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.

Independently respond to requests for information regarding District and HR programs, policies, procedures, and regulations; receive complaints and respond according to District and HR 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 and compute statistical data 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.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: an Associate's Degree plus related courses, and four 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, technical office procedures, computers and other office equipment

Oral and written English communication skills

Bargaining unit agreements

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

Telephone techniques, systems and etiquette

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

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

ABILITY TO:

Perform a variety of complex, technical administrative assistant duties in an assigned area involving specialized knowledge and independent judgment

Work effectively and confidentially with bargaining units/negotiations team members

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

Understand and follow oral and written directions

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

Maintain records; analyze situations and data accurately and take appropriate action

Work cooperatively with others and meet District standards of professional attitude

Organize and coordinate office activities

Assign and review the work of others

Understand and work within scope of authority

Work independently with little direction

Work confidentially with discretion

Compose correspondence and other written documents independently

Complete work accurately and as directed with many interruptions

**WORKING CONDITIONS:
ENVIRONMENT:**

Office environment; constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone; seeing to file a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist to retrieve or store records or files; dexterity of hands and fingers to operate standard office equipment; 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.