

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 29, 2014

Legislative File	
File ID Number:	13-2940
Introduction Date:	1/29/14
Enactment Number:	14-0205
Enactment Date:	1-29-14
By:	<i>[Signature]</i>

TO: Board of Education

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

SUBJECT: Revision of a Classified Job Description/Alignment of Salary/Range, WTCL - Specialist, Testing and Placement - the Family, Schools, and Community Partnerships Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-0098– Revision of a Classified Job Description/Alignment of Salary/Range, WTCL - Specialist, Testing and Placement - Family, Schools, and Community Partnerships Department.

DISCUSSION

As part of its work to ensure that all positions in the District are appropriately classified and compensated, HR recently identified a discrepancy in the Specialist, Testing and Placement job classification. The position is currently attached to two different salary schedules, resulting in the possibility that individuals performing the same set of tasks will be compensated differently. As a result of a compensation and classification analysis, we are recommending that the position, Specialist, Testing and Placement—with some revisions to the job description—be compensated only on salary schedule WTCL 38, effective January 1, 2014. The incumbents in the position, currently compensated on Schedule 33 will move to salary schedule 38 and will work under the updated and revised job description, effective January 1, 2014. The two incumbents in the position currently compensated on salary schedule 38 will remain on this salary schedule and will work under the updated and revised job description, effective January 1, 2014.

Family, Schools and Community Partnerships Department

Revision

Position Title/FTE

Specialist, Testing and Placement
(11.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$36,823 - \$49,325

12 months, 261 days, 7.5 hours

Funding

General Purpose,

0000-922

LEP

7091-922

Title III

4203-922

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

BUDGET IMPACT

Funding for this position is through a combination of General Purpose, LEP, and Title III funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-0098– Revision of a Classified Job Description/Alignment of Salary/Range, WTCL - Specialist, Testing and Placement - Family, Schools, and Community Partnerships Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-0098**

Revision of a Classified Job Description/Alignment of Salary/Range, WTCL - Specialist, Testing and Placement Family, Schools, and Community Partnerships Department

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

WHEREAS, as part of its work to ensure that all positions in the District are appropriately classified and compensated, Human Resources recently identified two sets of employees essentially performing the same work with a miniscule variance in job duties on two different salary schedules for the position of Specialist, Testing and Placement (range 33 (9 employees) and range 38 (2 employees), WTCL, respectively), which discrepancy mostly likely occurred during past District administrative reorganizations; and

WHEREAS, following the discovery as described in the fore-stated paragraph, the Human Resources Department conducted a compensation and classification study of said position and following a meet and confer with the appropriate bargaining unit, a revised job described has been agreed to and that all existing positions for Specialist, Testing and Placement shall be compensated based on the merits of the study at range 38, WTCL; and,

WHEREAS, the reclassification of this position aligns with the District's Strategic Plan for a Full Service Community School District,

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves, effective January 1, 2014, non-retroactively, the "revised job description" (attached hereto), the number of FTEs and the salary range/placement for the position of Specialist, Testing and Placement, Family, Schools and Community Partnerships Department at range 38, WTCL, as stated below:

Family, Schools and Community Partnerships Department

Revision

Position Title/FTE
 Specialist, Testing and Placement
 (11.0 FTE)
Salary Schedule/Range
 Salary Schedule: WTCL
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 12 months, 261 days, 7.5 hours

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General Purpose,
 0000-922
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 7091-922
 Title III
 4203-922

Passed by the following vote:

AYES: Jody London, Anne Washington, Jumoke Hinton Hodge, Roseann Torres, and Vice President James Harris

NOES: None

ABSTAINED: None

ABSENT: Christopher Dobbins and President David Kakishiba

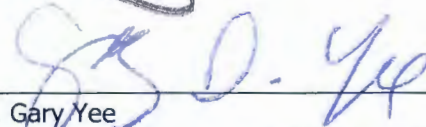
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held January 29, 2014.

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OAKLAND UNIFIED SCHOOL DISTRICT



 David Kakishiba



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

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Specialist, Testing and Placement	REPORTS TO:	As Assigned
DEPARTMENT:	Family, Schools and Community Partnerships	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 30, 2007 Revised: January 2014	SALARY GRADE:	WTCL 38

BASIC FUNCTION: Perform a variety of highly complex, specialized duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact to assess, classify, and place students in skills appropriate programs and academic levels, in accordance with state and federal regulations and to evaluate and process mid-term student assignments, transfer requests, and inter-district transfer requests including identifying and processing English Language Learners.

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

ESSENTIAL FUNCTIONS

Perform a variety of complex, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; evaluate and process student assignments, transfer requests, and inter-district transfer requests including working with families and students who enter the District after the initial enrollment period and request transfers or transcripts; provide for accurate and timely entry of a variety of data into various computer software programs.

Process basic intake information for new students and assign to school in accordance with needs, student choice and space availability.

Process mid-term student assignments and assign new OUSD students to appropriate schools.

Serve as point person for other District units making placement recommendations for students with special needs (e.g., Special & Alt. Ed.).

Conduct English and primary language assessments in listening, speaking, reading and writing and identify English Language Learners.

Reassess and reclassify students as needed.

Administer mandated skills and proficiency tests, including California English Language Development Test (CELDT) and California Standards Test (CST).

Perform a variety of community outreach activities including working with schools to promote programs to the greater community and participate in outreach activities such as Options Fairs, etc....

Provide ongoing year-round support to assigned schools in areas of skills assessment, reclassification, and placements.

Coordinate with teachers to establish student proficiency and trouble areas.

Maintain and retrieve student records and case files, including the archiving and retrieval of data specific to demographics, status, testing, and classification and program placements.

Consult with student families to coordinate and explain academic programs, administer surveys, and select appropriate services to best meet individual student's needs.

Prepare reports and presentations for schools sites, District decision makers and the community.

Develop and prepare training materials for Student Placement Office, and conduct trainings.

Perform administrative duties such as filing, record keeping, and data processing on an as-needed basis.

Conduct formal evaluation of language proficiency in Spanish, Cantonese, Vietnamese, Cambodian and Mien for employees or prospective employees in positions where the language is required or desired.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: an Associate of Arts Degree plus related courses, and four years of relevant experience.

Experience working with families and students preferred.

LICENSES AND OTHER REQUIREMENTS:

Bilingual in Spanish, Cantonese, Vietnamese, Cambodian, and/or Mien preferred.

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Highly complex, specialized procedures, computers and other office equipment

District educational initiatives, programs and policies

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

Telephone techniques, systems and etiquette

Training techniques and methods

Planning, organization and coordination needed for assigned program

Diversity, sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

District policies, applicable sections of the State Education Code and other laws and regulations specifically related to state mandated testing programs

Presentation, communication, and public speaking techniques

The District's Strategic Plan

The Community School philosophy of aligning resources in service of students

Use and application of computer software, hardware, and related technology

ABILITY TO:

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

Understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions

Work independently

Maintain records

Analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of computer generated materials and activities

Provide effective training programs for District staff and others

Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

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

Communicate clearly

Meet schedules and time lines

Operate a computer and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL 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.