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| Board Office Use: Legislative File Info. | |
| File ID Number | 21-1503 |
| Introduction Date | 06/23/2021 |
| Enactment Number | 21-1024 |
| Enactment Date | 6/16/2021 lf |

Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date June 23, 2021

Subject Creation of Job Description – Coordinator, COVID Grant Administration

Action Requested Adoption by the Board of Education of Resolution No. 2021-0218 –
Creation of Job Description – Coordinator, COVID Grant Administration.

Discussion The Talent Division recommends approval of this job description 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.

Creation:

Job Description/Position/Title/FTE

Coordinator, COVID Grant Administration

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 - \$120,356.03

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position will be funded by Federal Grants. Department is requesting to create new function based on the District's Strategic Plan or operational need, e.g., emergency management, internal audit, etc.

Recommendation Adoption by the Board of Education of Resolution No. 2021-0218 –
Creation of Job Description Coordinator, COVID Grants Administration.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0218**

- Creation of Job Description – Coordinator, COVID Grant Administration -

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

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job description aligns with the District’s priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 24, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

Coordinator, COVID Grant Administration

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 - \$120,356.03

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position will be funded by Federal Grants. Department is requesting to create new function based on the District’s Strategic Plan or operational need, e.g., emergency management, internal audit, etc.

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

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, VanCedric Williams, Gary Yee, Mike Hutchinson, Clifford Thompson, Vice President Benjamin "Sam" Davis and President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Samantha Pal (Student Director) and Jessica Ramos (Student Director)

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on June 23, 2021.

OAKLAND UNIFIED SCHOOL DISTRICT

| Legislative File | |
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| File ID Number: | 21-1503 |
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| Enactment Number: | 21-1024 |
| Enactment Date: | 6/16/2021 lf |
| By: | |



Shanthi Gonzales
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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| By: | |



OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|--|-------------------------|--|
| TITLE: | Coordinator, COVID Grant Administration | REPORTS TO: | Director Strategic Resource Planning |
| DEPARTMENT: | Strategic Resource Planning | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | WORK YEAR/HOURS: | 261 days / 7.5 hours or duty days and hours as assigned |
| ISSUED: | Created: April 2021 | SALARY GRADE: | ADCL 17 |

BASIC FUNCTION: The Coordinator is responsible for an effective and coordinated strategy for monitoring and reporting of the COVID-19 State and Federal Grants Plan and other legislative requirements related to COVID-related funding. The Coordinator is responsible for developing systems for monitoring, analyzing, and reporting on these grant funds. The Coordinator will create and implement systems to ensure COVID-related investments are aligned to the needs of OUSD's instructional programs.

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

ESSENTIAL FUNCTIONS:

Coordinate and oversee the implementation of the state and federal COVID-19 grant resources to ensure the resources are aligned to the District plans, including the Learning Continuity and Attendance Plan (LCP), Local Control and Accountability Plan (LCAP), and Learning Recovery Plan.

Understand COVID-related education legislation and the requirements including allowability of spending for each COVID-related grant.

Support sites and departments with the planning for budget prioritization regarding the COVID-related state and federal grants.

Synthesize, translate, and communicate complex topics and issues including District policies and programs as these relate to the COVID-19 response.

Assist with developing a component of the accounting system to capture the details of the COVID state and federal grants.

Coordinate responses to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the District during audits by public auditors.

Assist with the development and implementation of communication strategy for state and federal grants related to COVID.

Represent the District at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the department.

Recommend policies and procedures to assure that the District maintains a comprehensive audit program for COVID-related funding and complies with procedures and requirements related to fiscal independence.

Coordinate the preparation and maintenance of detailed records of department functions and activities in preparation for audits of COVID-related funding.

Maintain knowledge of legislation, rules, and regulations for local, state, and federal education resources that are associated with COVID.

Coordinate with Budget and Strategic Resource Planning staff to ensure that District plans and position control for the COVID-related funding are aligned.

Develop training and education sessions to help sites and departments understand how to monitor the COVID state and federal grants.

Coordinate and design professional development sessions for staff about state and federal audits related to COVID funding.

Coordinate and develop systems to collect evidence of COVID-related investments.

Complete grant applications for COVID funding and complete necessary reporting.

Provide financial analysis of our COVID grant investments.

Coordinate the calendar and timelines of spending for each COVID-related resource.

Plan, coordinate, and arrange appropriate training for District staff to ensure professional development opportunities related to the implementation of COVID grants.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

Perform other related duties as assigned.

QUALIFICATIONS:

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

KNOWLEDGE OF:

Effective instructional strategies and best practices to ensure extended learning opportunities for all students

Local Control Accountability Plan (LCAP) and the Learning Continuity Plan (LCP).

State, federal, and local grant program requirements

Assessment and evaluation techniques

Budget preparation and monitoring

State Education Codes requiring District accountability

ESEA accountability requirements

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of management

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Efficient use of computer applications, including Microsoft Office Suite

ABILITIES TO:

Communicate effectively and constructively in writing and orally

Develop positive working relationships with staff and administration

Organize work and meet deadlines

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

Create and manage complex budgets; develop required financial and other resources to support programs; and gather, report and analyze complex data for planning, operational and evaluation purposes

Review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures

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 critical deadlines

Work independently

Plan and organize work

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

PREREQUISITES

Any combination of education equivalent to: Master's Degree or higher from an accredited college or university with graduate courses

Three years of recent, full-time, paid, progressively responsible program auditing or design and/or school or central leadership experience

Knowledge of the legal and program requirements related to services for State and Federal grants and programs

Knowledge of instructional programs

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

NON-DISCRIMINATION POLICY:

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



SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, martin.mitchell@ousd.org or 510.879.8841.

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|--|--|------------------|
| | Today's Date _____ | |
| Classification Title _____ | Draft _____ | Final _____ |
| Final Working Job Title (if different) _____ | Time Type _____ | |
| Hiring Department/Sponsor _____ | Full-time _____ | |
| Hiring Manager's Name _____ | Part-time _____ | |
| Hiring Manager's Title _____ | Temporary _____ | |
| | Student or Intern _____ | |
| Bargaining Unit _____ | Default Hours _____/wk | |
| Final Salary Range _____ | Amounts _____ | to _____ |
| Final Date of Job Description _____ | Exempt _____ | Non-Exempt _____ |
| Proposed Board Meeting Date _____ | FLSA Exemption _____ | |
| Board Agenda Deadline _____ | (Attach applicable Exemption Checklist) | |
| | Classification _____ | |
| | If classification supervises others, indicate which type(s) of employees are supervised: | |
| | Certificated _____ | Classified _____ |
| | Does not supervise others _____ | |

Steps Completed

| Item | Description | Check if Completed | Indicate Date Completed |
|------|---|--------------------|------------------------------|
| 1. | Draft JD received from Hiring Manager | _____ | _____ |
| 2. | Justification for JD received from Hiring Manager – see Section 2 | _____ | _____ |
| 3. | Meet and Confer session Union feedback: Approved _____ Not approved _____ | _____ | _____ (Meet and Confer Date) |
| 4. | Submitted final JD to Talent Business Manager | _____ | _____ |
| 5. | Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____ | _____ | _____ (Board Meeting Date) |
| 6. | Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.) | _____ | _____ |
| 7. | Escape Job Class _____ | _____ | _____ |
| 8. | Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change | _____ | _____ |

Other Comments:

Last Updated 10.26.18

SECTION 2: REQUEST TO CREATE OR MODIFY POSITION

Hiring Manager proposes to Create
 Modify

Proposed Classification Title _____

*Eliminate this position to create new one, if applicable: _____ Job Class: _____

1) Briefly explain requested action (Hiring Manager):

2) Above recommended action based on the following:

The needs of the District require that **additional duties and/or new responsibilities** be added to an existing position in the District. These duties and/or new responsibilities must be significant and must be deemed adding value to the organization goals and Strategic Plan.

Department is requesting to add a **new function** to the department based on the District's Strategic Plan or operational need, e.g., emergency management, internal audit, etc.

Department is requesting to **re-organize functions** that requires a combination of revision or deletion of existing job descriptions and the addition of new job descriptions. Departmental re-organizations should be rare, must be approved in advance by the appropriate Deputy Superintendent and should align with the Strategic Plan and budgeting process.

Other, please specify:

Attach current or revised organization chart indicating line of reporting, if available.

@ousd.org

Name of Requestor

Date

Email

Name of HR Approver
Deputy Chief

Date

Manager
Compensation/Classification Associate