

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 23, 2012

Legislative File	
File ID Number:	12-1258
Introduction Date:	5/23/12
Enactment Number:	12-1446
Enactment Date:	5-23-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Revision of Job Description and Creation of a Classified Job Classification

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0245 – Revision of job description and Creation of a Classified job classification.

DISCUSSION

The job description for the classified job classification of Administrative Assistant I and II is being revised to include the creation of the Administrative Assistant III level to provide more opportunities and career advancement for clerical staff throughout the District, and in alignment with the District's Strategic Plan in building a Full Service Community School District.

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

Creation of Job Classification

Position Title/FTE

Administrative Assistant III

Salary Schedule/Range

Salary Schedule: WTCL

Range 46: \$46,228 - \$61,945

12 months, 261 days, 7.5 hours

FISCAL IMPACT

The position will be funded according to availability of site funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0245 – Revision of job description and Creation of a Classified job classification.

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By:	RJ

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0245**

Revision and Creation of a Classified Job Description

- Administrative Assistant III -

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the revision of a classified job description and creation of a classified job classification for the position of Administrative Assistant III as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., May 24, 2012:

Revision and Creation of Job Description

Position Title/FTE

Administrative Assistant III

Salary Schedule/Range

Salary Schedule: WTCL

Range 46: \$46,228 - \$61,945

12 months, 261 days, 7.5 hours

and,

BE IT FURTHER RESOLVED, that the Board authorizes the new job classification as so stated above.

Passed by the following vote:


AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Noel Gallo,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: Alice Spearman

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 23, 2012.


Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

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By:	JS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Administrative Assistant I, II, III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours or Duty Days and Hours as Assigned
ISSUED:	Revised: October 2008 Revised: May 2012	SALARY GRADE:	I: WTCL 40 II: WTCL 44 III: WTCL 46

BASIC FUNCTION: Perform a variety of proficient, specialized administrative assistant duties in an assigned area requiring excellent communication skills; 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; provide for accurate and timely entry of a variety of data into various computer software programs.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I is distinguished from **the Administrative Assistant II** in that the higher Level II position requires more experience, performs more difficult and complex duties, and is required to demonstrate validated test skills at a higher proficiency (see Minimum Qualifications: Training, Education and Experience). The Administrative I performs proficient, specialized duties. The Administrative Assistant II performs diverse, technical duties.

Administrative Assistant III is distinguished from Administrative Assistant I/II in that the former is required to use initiative, organizational skills, technical and problem solving skills, and independent judgment in the processing of administrative duties with minimal supervision. Administrative Assistant III classification may support one or more managers. **Administrative Assistant III** is distinguished from the **Office Manager** in that the former does not have any direct reports.

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 reflect the principal job elements accurately.)

E = Essential Functions

Compute statistical data for Federal, State and District reports and special projects as assigned. **E**

Interpret and apply rules and regulations as appropriate. **E**

Coordinate communications; obtain and provide information; coordinate activities and resolve issues and complaints. **E**

Independently compose correspondence in English. **E**

Respond to complaints according to District procedures and guidelines. **E**

Schedule meetings, conferences and appointments; maintain calendar(s) of assigned staff, reserve meeting sites; make travel arrangements; contact and confirms appointments and meetings; attend meetings, take minutes as necessary, prepare minutes and summaries of action taken. **E**

Process administrative details not requiring the immediate attention of the administrator. **E**

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

Prepare and maintain a variety of records, logs and files, including information of a confidential nature; maintain confidentiality of information and records. **E**

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. **E**

Assign and direct the work of other employees as required. **E**

Attend job related meetings as assigned. **E**

Perform related duties as assigned.

Administrative Assistant III: Perform all the essential functions of Administrative Assistant I and II as stated above in addition to the following:

Perform highly responsible, proficient, and complex administrative, and office functions requiring an advanced level of initiative, organizational skills, technical and problem solving skills, and independent judgment; maintain office records; execute administrative policies. **E**

Assume primary responsibility for the implementation of designated activities and operations of the department. **E**

Identify, plan and implement office administrative procedures and policies as directed. **E**

Complete primary clerical assignments as assigned where knowledge, judgment and discretion are critical. **E**

Prepare reports and presentations using a variety of technology and programs as assigned. **E**

Research and facilitate inquiries and refer inquiries to appropriate sources for consideration and action. **E**

Coordinate, analyze and organize office staff, operations and procedures such as data entry, bookkeeping, monitoring school site/department budgets, preparing timesheets, composing correspondence, filing, requisitioning of supplies, and other assigned duties. **E**

Receive, process, facilitate, and disseminate information between the school site/department and other District school sites/departments, and the general public; maintain the confidentiality of sensitive information; ensure timely responses as necessary. **E**

Monitor and record staff attendance; prepare school site/department attendance reports for payroll. **E**

Assist in the monitoring of the school site/department budget; prepare purchase requisitions; maintain equipment inventory; order equipment and other supplies; resolve invoice discrepancies; initiate, prepare, and submit budget revisions and corrections. **E**

Utilize personal and network computers for word processing, school site/departmental budget management, database management and systems applications (IFAS, HRSS, MS Office). **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Administrative Assistant I: Any combination of education, training and/or experience equivalent to: Associate's Degree and two years of relevant experience.

Administrative Assistant II: Any combination of education, training and/or experience equivalent to: Associate's Degree and four years of relevant experience.

Administrative Assistant III: Any combination of education, training and/or experience equivalent to: Associate's Degree, plus related courses and six years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Administrative Assistant I: Pass District's test with 70% passing rate

Administrative Assistant II: Pass District's test with 85% passing rate

Administrative Assistant III: Pass District's test with 90% passing rate and pass basic accounting

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Correct English usage, grammar, spelling, vocabulary and punctuation

Specialized record-keeping techniques

Proficient, specialized office procedures, computers and other office equipment

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy

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

ABILITY TO:

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

Understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions in English

Compose correspondence and other written documents independently

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

Meet schedules and time lines

Operate a computer and other office equipment

Organize and coordinate office activities; assign and review the work of others

Work cooperatively with others and meet District standards of professional attitude

Understand and work within scope of authority

Work independently, with little direction, confidential and discretion

Complete work accurately despite many interruptions

WORKING CONDITIONS

ENVIRONMENT:

Office environment, with constant interruptions; travel to conduct District business

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting moderately heavy objects.

NON-DISCRIMINATION POLICY:

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