

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 29, 2011

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Legislative File	
File ID Number:	11-1711
Introduction Date:	6/29/11
Enactment Number:	11-1343
Enactment Date:	6-29-11
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations

SUBJECT: Elimination and Creation of an Executive Management Position Under the
Deputy Superintendent, Business and Operations

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1011-1145 – Elimination and Creation of an Executive Management Position in Human Resources, as described in attached Resolution No. 1011-1145.

DISCUSSION

To address the Superintendent's goal of a "Full Service Community District" and to accurately reflect the job responsibilities needed to support the development of the District's Strategic Plan, the position of Associate Superintendent, Human Resources Services and Support has been developed.

Human Resources Services & Support

Eliminate:

Position Title/FTE

Executive Officer, Human Resources
Services and Support (1.0 FTE)

Salary Schedule/Range

Salary Schedule: Per Contract
12 months, 261 days, 7.5 hours

Create:

Position Title/FTE

Associate Superintendent,
Human Resources Services
and Support (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFCA
Range 28: \$120,767 - \$154,147
12 months, 261 days, 7.5 hour

BUDGET IMPACT

Funding for the Associate Superintendent, Human Resources Services and Support will be from Unrestricted General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1011-1145 – Elimination and Creation of an Executive Management Position in Human Resources, as described in attached Resolution No. 1011-1145.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1011-1145**

Elimination and Creation of Executive Management Position under the
Deputy Superintendent, Business and Operations

Eliminate

- Executive Officer, Human Resources Services and Support -

Create

- Associate Superintendent, Human Resources Services and Support -

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 generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; and

WHEREAS, The District is committed to a structure which focuses on promoting health and well-being, and student achievement and to support sites fully; and

WHEREAS, the position aligns with the Superintendent's priority of community-based schools and supports the development of the District's Strategic Plan to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the elimination of the position of Executive Officer, Human Resources Services and Support listed below effective 12:01 a.m., July 1, 2011, and further approves the creation of the position of Associate Superintendent, Human Resources Services and Support, the job description attached hereto and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., July 1, 2011:

Human Resources Services & Support

Eliminate:

Position Title/FTE
Executive Officer, Human Resources
Services and Support (1.0 FTE)

Salary Schedule/Range
Salary Schedule: Per Contract
12 months, 261 days, 7.5 hours

Create:

Position Title/FTE
Associate Superintendent,
Human Resources Services
and Support (1.0 FTE)

Salary Schedule/Range
Salary Schedule, CFCA
Range 28: \$120,767 - \$154,147
12 months, 261 days, 7.5 hour

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE of the position.

Passed by the following vote:

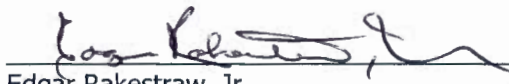
AYES: David Kakishiba, Jumoke Hodge, Noel Gallo, Alice Spearman,
Vice President Jody London and President Gary Yee

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 Special Meeting of the Board of Education of the Oakland Unified School District held June 29, 2011.



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

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By:	JZ



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate Superintendent, Human Resources Services and Support	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services and Support	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: June 2011	SALARY GRADE:	CFCA 28

BASIC FUNCTION: Accountable for improving student achievement through the effective management of the Human Resources Services and Support (HRSS) department relating to the recruitment and selection of highly qualified employees; plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department; review, develop, implement, and communicate Districtwide policies and procedures within the area of expertise to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices to accomplish stated goals; plan, direct, coordinate, organize, and implement technology products and information management systems for use by HRSS clients. Perform administrative duties involving 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 reflect the principal job elements accurately.)

E = Essential Functions

Plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department to ensure smooth and efficient delivery of high quality services that comply with laws, policies, and regulations to meet the needs of the District. **E**

Collaborate with other departmental management to provide ongoing review of organizational structure, staffing, and division-wide policies and procedures to ensure efficient operations and best practices; resolve issues and conflicts and exchange information. **E**

Assist with the long-range strategic planning of human resources goals and objectives and the development of measures of achievement and effectiveness. **E**

Research, recommend, coordinate, develop, and write applications to be used with existing or new software programs to streamline HRSS processes and procedures to provide timely delivery of high quality services to the District; remain current and knowledgeable on new technology issues; provide staff training and supporting user documents. **E**

Manage internal operations including supervision and evaluation of assigned staff, communication, technology, records, workflow, and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; participate in the selection of personnel; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff in support of professional learning. **E**

Plan, develop, implement, and administer the department-wide budgeting process to ensure the financial stability of the District; review and approve expenditures to support the department's short and long-range strategic objectives. **E**

Research, plan, recommend, and implement new technology throughout the department to support operational goals; develop and support operational guidelines and procedures for all technology-based systems; develop and maintain human resources applications and electronic forms environment, and serve as a resource and liaison to site, internal staff, and support staff on department-wide technology resources. **E**

Manage data through coordination of new technology to help facilitate the reporting and decision-making process; prepare and present staff reports and other necessary correspondence. **E**

Develop and prepare budgets; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District. **E**

Assist with reviewing board policies, administrative regulations, proposed legislative and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations. **E**

Oversee the human resources information technology and related data entry process utilized within the HRSS department including security and maintenance of salary tables. **E**

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with District procedure, collective bargaining provisions, and legal mandates. **E**

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals. **E**

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations and others. **E**

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication. **E**

Plan, lead, and/or attend a variety of meetings representing the department. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a master's degree in human resources or a related field and seven years of directly related progressively responsible experience managing human resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

Ability to work evening and weekends when necessary

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures including the American With Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Due Process, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Health Insurance Portability Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws

Methods to interpret, apply and explain rules, regulations, policies and procedures related to workscope

District organization, operations, policies, objectives and goals

Planning, organization and coordination needed for assigned program
Principals and practices of modern personnel administration
Principles and practices of effective leadership
Technical aspect of field of specialty
Methods, practices, and procedures of human resources
Budget preparation, laws, regulations, policies and procedures governing human resources functions
Credentialing procedures, requirements, and rules of the California Commission on Teaching Credentialing
Employer-employee relations and bargaining unit agreements
Various District bargaining unit contracts
Interpersonal skills using tact, patience, and courtesy
Oral and written communication skills
Principles and practices of supervision and evaluation
Computer hardware systems, mainframes, software applications, and languages utilized by the District
Management information systems
Multi-media applications including but not limited to desktop publishing, inter and intranet applications, website and forms design
Applicable computer language and software product evaluation

ABILITY TO:

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing workscope
Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing workscope
Plan, organize, and manage a variety of human resources functions
Provide leadership, train and evaluate the performance of assigned staff
Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports
Communicate effectively, understand and follow, in English, oral and written directions
Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality
Communicate patience and courtesy in a manner that reflects positively on the organization
Demonstrate loyalty and high ethical standards
Analyze and resolve critical issues with significant organizational impact
Focus and appropriately allocate resources toward identified goals
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Understand the practical and legal aspects of human resources functions
Apply integrity and trust in all situations
Plan, prioritize, and organize work to meet schedules and timelines
Manage multiple projects simultaneously
Work independently and effectively with minimum direction

Manage change and design an effective system of reporting progress and monitoring results

Prepare and maintain statistical reports

Prepare and monitor department budget to ensure fiscal responsibility

Actively participate in meeting District goals and outcomes

Provide technical guidance and recommendations concerning existing computer programs and systems

Learn and use new program languages and operating systems

Install and operate various computer technologies

Evaluate and prepare reports on new technologies

Supervise, coach, and evaluate assigned staff

WORKING CONDITIONS

ENVIRONMENT:

Office and off-site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; contact with dissatisfied individuals

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.