



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

October 11, 2017

Legislative File	
File ID Number:	17-2017
Introduction Date:	10/11/2017
Enactment Number:	17-1497
Enactment Date:	10-11-17 
By:	

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief Talent Officer, Talent Division 

SUBJECT: Creation of Job Description/Position – Manager, Human Resources Compliance

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1718-0067 – creation of job description/position – Manager, Human Resources Compliance – Department, As Assigned.

DISCUSSION

This position is needed to manage the compliance activities related to personnel operations and proactively lead on HR auditing activities such as a FCMAT pre-audit of personnel management. This new role will help develop, implement, and manage the District's compliance strategies related to Human Resource programs. The HR Compliance Manager will manage all activities related—but not limited to—the following compliance projects: District Employee Handbook; internal and external audit findings related to HR compliance matters; HR activities, programs, and services; and requests for information from government agencies and surveys.

Creation:

Position Title/FTE

Manager, Human Resources Compliance
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 18: \$81,092.61 - \$103,502.28

12 months, 261 days, 7.5 hours (FT), or as assigned

FISCAL IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1718-0067 – creation of job description/position – Manager, Human Resources Compliance – Department, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1718-0067**

- Creation of Job Description/Position – Manager, Human Resources Compliance -
Department, As Assigned -

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 position is created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., October 12, 2017, as follows:

Creation:

Position Title/FTE

Manager, Human Resources Compliance
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA
Range 18: \$81,092.61 - \$103,502.28
12 months, 261 days, 7.5 hours (FT), or as assigned, and,

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

Passed by the following vote:

AYES: Jody London, Aimee Eng, Jumoke Hinton Hodge, Roseann Torres, Shanthy Gonzales,
Vice President Nina Senn and President James Harris

NOES: None

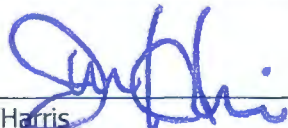
ABSTAINED: None

ABSENT: None

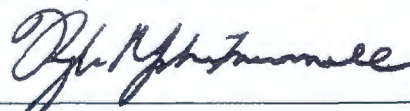
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held October 11, 2017.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Human Resources Compliance	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days / 7.5 Hours
ISSUED:	Created: October 2017	SALARY GRADE:	CFCA 18

BASIC FUNCTION: Under general supervision, the Manager of Human Resources Compliance, will help develop, implement, and manage the District's compliance strategies related to Human Resources (HR) programs. The HR Compliance Manager will manage all activities related, but not limited to, the following compliance projects: District Employee Handbook; internal and external audit findings related to HR compliance matters; annual reporting on HR activities, programs, and services; and requests for information from government agencies and surveys.

The HR Compliance Manager must 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 reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Update, revise, and maintain District's official Employee Handbook; ensure that contents of the handbook align with all District collective bargaining agreements and applicable local, state, and federal laws; provide materials in hardcopy and electronic formats.

Update, revise, and maintain compliance calendar and documentation of HR compliance activities.

Research and advise HR leadership of new statutory regulations and legislation and potential impact on and conflicts with existing human resource policies and procedures; escalate to District Legal and Labor Relations as deemed necessary.

Collaborate with HR functional area leads in staffing, leaves, benefits, disability, employee services, and school/central office partners, to help identify compliance issues that require follow-up or investigation.

Liaise with Risk Management to ensure the HR office has the mandated posters displayed in a timely and appropriate manner; coordinate with others as needed to remedy HR compliance issues related to mandated posters across all District sites.

Work with HR management and staff to audit and coordinate established standards, procedures, and systems to maintain and improve overall HR operations.

Serve as a collaborative partner with various District offices, such as Research, Assessment, and Data, to respond to HR-related audits and reporting requirements, provide requested information, and ensure compliance with deadlines.

Serve as the HR liaison to District Legal and other offices regarding public records requests and subpoenas; review, manage, and track public records requests related to HR personnel records.

Assist HR functional teams to review trends and present findings and conclusions to HR management or others as needed.

Participate in the development and implementation of computer systems or software applications that access personnel records and provide advisement on possible compliance matters.

Review and analyze ad hoc reports regarding employment, recruitment, and other relevant statistics.

Participate in the development and implementation of HR policy change discussions and recommend updates based on feedback received and local concerns observed.

Collaborate with HR leadership to assess, design, deliver, and monitor professional development opportunities focused on all aspects of HR compliance matters affecting the HR teams, District department managers, and frontline supervisors.

Hire, manage, motivate, develop and evaluate assigned staff; includes hiring, resource allocation, coaching, performance management, and development of staff.

Attend trainings and conferences to keep current with government/regulatory reports and programs such as affirmative action and Equal Employment Opportunity (EEO) reporting, immigration policies, and other employment law best practices in the industry.

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:

The principles, methods, strategies and techniques of human resource administration

Thorough understanding of local, state, and federal employment laws, Education Code, and administrative regulations governing work scope

Methods and processes of statistical analysis and data reporting

Command of English language, including proper usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience, and courtesy

Excellent written communication and organizational efficiency skills

Data management techniques

Computer software, hardware, and related technology

ABILITY TO:

Build effective and collaborative relationships with colleagues at all levels of the District and with external partners

Maintain knowledge of applicable local, state, and federal laws, policies and regulations related to personnel and public sector matters

Manage databases; develop charts, tables, and graphs

Communicate effectively, both orally and in writing, with a broad and diverse range of leaders and employees within and external to the District

Be diplomatic, approachable, solutions-oriented, flexible and assertive

Present complex legal information in condensed and concise manner to large and small audiences

Respond quickly to routine and ad hoc requests for information

Operate computer, related software, and other office equipment

PREREQUISITES

Bachelor Degree or its equivalent required (2 years of similar and relevant work level experience = 1 year of college) in Business Administration, Human Resources or a related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Three (3) years of professional experience in human resources management

Experience in employment law, preferably in public service human resource environment

Master's degree preferred

Valid human resources professional certification preferred, i.e., S/PHR, SHRM-S/CP, IPMA-HR, or similar certification

Valid California Driver's License

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.