

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-1037
Introduction Date:	4/25/12
Enactment Number:	12-1065
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

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

SUBJECT: Creation of a Classified Position in the Health Services Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0214 - Creation of a classified represented position in the Health Services Department of Family, Schools and Community Partnerships.

**DISCUSSION**

The Health Services Department has expanded in alignment with the District's Strategic Plan to provide equitable, holistic and comprehensive services to all students. This work includes increased responsibilities of managing and monitoring services for students, data collection and analysis based on the increasing physical health needs of students throughout the District. Health Services is creating a position to meet emergent responsibilities as we move toward a full-service community model.

Health Services Department of Family, Schools and Community Partnerships

**Create:**

Position Title/FTE

\* Specialist, Health Services Data and Systems Management (1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

\* A Meet and Confer has been conducted with the appropriate bargaining unit. Though they have agreed the position should move forward for Board consideration, they have elected to conduct further research to determine consistency with other existing job classifications within their unit prior to agreeing with the job description. Should their research raise a concern, another meet and confer will be scheduled.

**BUDGET IMPACT**

This position will be funded by the Tier 3 TIIG funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0214 - Creation of a classified represented position in the Health Services Department of Family, Schools and Community Partnerships.

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By:	JS

RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0214

Health Services Department of Family, Schools and Community Partnerships

**Create**

- Specialist, Health Services Data and Systems Management -

**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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves the creation of the position of Specialist, Health Services Data and Systems Management, in the Health Services Department of Family, Schools and Community Partnerships attached hereto, and confirms said position's placement on the respective salary schedule/range, as stated herein, effective 12:01 a.m., April 26, 2012:

Health Services Department of Family, Schools and  
Community Partnerships

**Create:**

Position Title/FTE

Specialist, Health Services Data  
and Systems Management (1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

and,

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

Passed by the following vote:

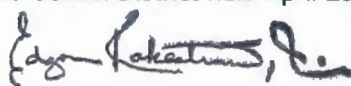
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,  
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

ABSENT: Noel Gallo

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 April 25, 2012.



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

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By:	82



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Specialist, Health Services Data and Systems Management</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Health Services/Family, Schools and Community Partnerships</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: April 2012</b>	<b>SALARY GRADE:</b>	<b>WTCL 55</b>

**BASIC FUNCTION:** Under general supervision of Health Services Coordinator, play an integral role in supporting optimal health, well being and learning of students through the design, implementation and maintenance of databases designed to collect, track and process health information for analysis and use in program design and improvement. Plan, organize, direct and coordinate data-based research and analysis for use in administration of Health Services and Section 504 coordination. Implement and maintain data collection, special projects, reporting systems, department procedures, information systems and software systems.

**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**

**Information systems design, maintenance, coordination**

- Coordinate all Management Information System services for Health Services and Section 504 including identifying problems and determining appropriate action for resolution of identified problems. **E**
- Maintain student confidential records in compliance with Family Education Rights and Privacy Act (FERPA). **E**
- Maintain and update staff passwords and access privileges to database and webpage and intranet sites to ensure compliance with mandated deadlines and guidance for student learning. **E**
- Provide oversight of mandated vision and screening program database and outside providers to ensure compliance with District policy and education codes. **E**

**Data collection and analysis/reporting**

- Analyze and understand complex ideas, and technical duties involving specialized knowledge and independent judgment, and take appropriate action to ensure functional operating databases regarding students' health and learning needs. **E**
- Research, analyze, review, correct, and compile a variety of information; verify data for accuracy, completeness and compliance to ensure District-wide communication regarding students with disabilities. **E**
- Compile statistical data for reports and special projects. **E**
- Inform Health Services Coordinator when there are inaccurate or untimely Section 504 Documents or reports from the database to ensure compliance with Office of Civil Rights. **E**
- Monitor mandatory reporting and insurance billing records. **E**
- Review and analyze databases and reporting applications, including web504 database, DA system and Aeries. **E**



### **Staff support and communication**

- Provide training to staff on use of programs, applications and other resources to ensure accurate data entry and reporting of students with disabilities. **E**
- Update website pages, internal documents and documentation to ensure nurses have materials and resources to provide nursing services. **E**
- Provide effective training programs for staff and others; implement training for all school site staff members. **E**
- Create, update and implement forms and brochures in paper and electronic formats to ensure communication with parents, schools and community partners. **E**

### **General**

- Apply, follow and interpret District rules, policies procedures, and applicable sections of the State Education Code and other laws and regulations related to programs. **E**
- Develop appropriate documents and revise existing documents for compliance with all state and federal laws. **E**
- Stay current on regulations, policies and procedures that relate to health requirement and rights of students to provide accurate information to schools and families. **E**
- Attend meeting and trainings. **E**
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university required and at least four years of experience preferred.

Experience with reporting and software systems

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

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

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Section 504, Rehabilitation Act of 1973 as related to required reports and compliance documents

Special Education Program as related to required reports and compliance documents

California Education Code for mandated health services

Analytical methods, including systems analysis and other quantitative techniques

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

#### **ABILITY TO:**

Adhere to tight schedules and time lines

Work with multiple interruptions

Schedule and coordinate workload

Work without direct supervision

Meet commitments and due dates

Effectively communicate clearly both in oral and written communications in English

Collect and assemble data, prepare reports, monitor, process and analyze data

Utilization of various forms of assessment to guide and design instruction

Planning, organization and coordination needed for assigned program

Operate personal computer, related software, 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 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.