

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 14 2014

Legislative File	
File ID Number:	14-0619
Introduction Date:	05/14/2014
Enactment Number:	14-0752
Enactment Date:	5-14-14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Creation of the following job classifications for Human Resources Services and Support:

- o Manager, Human Capital Strategic Initiatives
- o Specialist, Human Capital Reporting

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1078— Creation of Manager, Human Capital Strategic Initiatives and Specialist, Human Capital Reporting Job Classifications—Human Resources Services and Support Department.

DISCUSSION

HR is leading the Educator Effectiveness work for the District. To continue work started this year developing a comprehensive Human Capital Data Management System and to develop robust teacher and leader evaluation systems, Human Resources Services and Support needs to create two additional classifications in order to effectively pursue its assigned work, in anticipation of funds identification.

Human Resources Services & Support Department

Create

Classification Title

Manager, Human Capital Strategic Initiatives-
HRSS Department

Salary Schedule/Range

Salary Schedule: CFCA

Range 18: \$76,437.57 - \$97,560.83
12 months, 261 days, 7.5 hours

Classification Title

Specialist, Human Capital Reporting-
HRSS Department

Salary Schedule/Range

Salary Schedule: CFCA

Range 16: \$69,718.70 - \$88,980.25
12 months, 261 days, 7.5 hours

BUDGET IMPACT

Funds have yet to be identified.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1078– Creation of Manager, Human Capital Strategic Initiatives and Specialist, Human Capital Reporting Job Classifications—Human Resources Services and Support Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1078**

- Human Resources Services and Support Department -

Create Classifications

- Manager, Human Capital Strategic Initiatives and Specialist, Human Capital Reporting -

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 position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby creates the job classifications of Manager, Human Capital Strategic Initiatives and Specialist, Human Capital Reporting—Human Resources Services and Support Department attached hereto, and confirms said classifications on the salary schedule/ranges, as stated herein, effective 12:01 a.m., May 15, 2014, as follows:

Human Resources Services & Support Department

Create

Classification Title

Manager, Human Capital Strategic Initiatives-
HRSS Department

Salary Schedule/Range

Salary Schedule: CFCA

Range 18: \$76,437.57 - \$97,560.83

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12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that a job position or FTE for said classification shall be subject to Board approval with an identified funding source.

Passed by the following vote:

AYES: Jody London, Jumoke Hinton Hodge, Anne Washington, Roseann Torres, Christopher Dobbins, and Vice President James Harris

NOES: None

ABSTAINED: None

ABSENT: President David Kakishiba

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 14, 2014.

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OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba

Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Human Capital Strategic Initiatives	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services & Support (HRSS)	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2014	SALARY GRADE:	CFCA 18

BASIC FUNCTION: Manage the employees and work of the Human Capital Data team. Oversee the development and maintenance of the human capital data management system, including technology implementations, process improvements and reporting. Collaborate with the Human Resources Services and Support (HRSS) Leadership Team to develop and implement District-wide human capital initiatives.

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

Manage employees of the Human Capital Data team.

Oversee implementation of the Human Capital Data Management System (HCDMS), including, but not limited to the following activities:

- Collaborate with HRSS leadership to identify priorities for data collection, data cleanup, process improvement, reporting, and technology improvement;
- Oversee creation of sustainable systems and processes which will allow OUSD to make strategic, data-informed decisions related to its staff;
- Serve as a liaison to the Quality, Accountability and Analytics (QAA) department to facilitate analysis related to student data and collaborate on district data initiatives; and
- Collaborate with Technology Services on the implementation of new HR technologies.

Oversee communications regarding strategic human capital initiatives and the Human Capital Data Management System, including internal and external stakeholder engagement.

Collaborate with the HRSS Leadership team to help develop data-informed strategies and structures to support all stages of the employee lifecycle (recruitment, placement, development, evaluation, retention).

Create and facilitate trainings on human capital best practices.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Bachelor's degree in education, social science, business, or a related field and 5 years experience in managing large quantitative data sets and in quantitative data analysis.

Experience in human capital development strongly preferred

Experience in change management within a large organization strongly preferred

Master's degree preferred

Experience working in an education-related field strongly preferred

Demonstrated expertise in writing for and/or presenting to broad audiences

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 laws, codes, regulations, policies, and procedures governing work scope

Educational and human capital data (such as job requirements, credential history, hiring and placement history, evaluation process and scoring, and union contracts)

OUSD strategic plans including strategic goal areas related to staffing of schools and central office departments

How staffing policies and practices can positively affect student learning and outcomes, including enabling students who are graduating to be prepared for college, career, and community

Change management

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

Correct English usage, grammar, spelling, vocabulary and punctuation

ABILITY TO:

Carry out responsibilities independently, with minimal supervision

Develop good working relationships with community partners, collective bargaining units, and other relevant groups

Communicate effectively, orally and in writing

Proficiently use MS Office (Word, PowerPoint, Excel) to analyze and present data and develop reports and related documents

Acquire skills to proficiently use other reporting and analysis tools as necessary

Communicate effectively in English both orally and in writing

Maintain confidentiality in all aspects of the job

Follow and give oral and written directions

Interact with certificated and classified employees at all levels

Perform public speaking in front of small and large audiences

Work independently with minimum supervision

Interpret, apply and initiate District policies and procedures

Communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds

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.

Stay abreast of developing strategies, practices, theories, research, and reporting techniques in human capital development, particularly in public education.

Attend and participate in required meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Bachelor's degree in education, social science, business, or a related field and 3 years experience in managing large quantitative data sets and in quantitative data analysis.

Experience in human capital development strongly preferred

Experience in report generation and development strongly preferred

Master's degree preferred

Experience working in an education-related field strongly preferred

Demonstrated expertise in writing for and/or presenting to broad audiences

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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KNOWLEDGE AND ABILITIES

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OUSD strategic plans including strategic goal areas related to staffing of schools and central office departments

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Correct English usage, grammar, spelling, vocabulary and punctuation

ABILITY TO:

Carry out responsibilities independently, with minimal supervision

Develop good working relationships with community partners, collective bargaining units, and other relevant groups

Proficiently use MS Office (Word, PowerPoint, Excel), SQL Server/MySQL, and Tableau to analyze and present data and develop reports and related documents

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Position Description

TITLE:	Specialist, Human Capital Reporting	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources Services & Support (HRSS)	CLASSIFICATION:	Classified Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: April 2014	SALARY GRADE:	CFCA 16

BASIC FUNCTION: Develop and execute on vision and framework for reporting in Human Resources Services & Support (HRSS) to track critical HRSS functions and answer key questions to inform policy and practice. Facilitate prompt and thorough responses to information requests from OUSD staff and external stakeholders.

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

Develop and execute on Human Resources Services & Support's reporting vision and framework, including determining report content, structure, calendar, and delivery methods.

Build and maintain HRSS standing report library to track critical HRSS functions and answer key questions to strengthen recruitment, professional learning, retention, and career development for central office and school-based certificated and classified staff within the District.

Utilize SQL Server, MySQL, Excel, Tableau and other tools to build and maintain reports.

Implement sustainable analysis techniques to ensure longitudinal consistency.

Collaborate with HRSS leadership and staff to expand data collection and ensure data integrity through systematized collection and maintenance.

Create new standing reports as required by HRSS staff and stakeholders, including engaging with data owners and ensuring new reports fit into HRSS' reporting vision and framework.

Build ad-hoc reports as required by HRSS staff and stakeholders by collaborating with data owners to ensure data integrity.

Facilitate prompt and thorough responses to information requests from OUSD staff and external stakeholders.

Collaborate with Quality Accountability and Analytics student data reporting team to align student and staff reporting.

Stay abreast of developing strategies, practices, theories, research, and reporting techniques in human capital development, particularly in public education.

Attend and participate in required meetings.

Perform related duties as assigned.

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