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Introduction Date	06/23/2021
Enactment Number	21-1081
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Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date June 23, 2021

Subject Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department

Action Requested Adoption by the Board of Education of Resolution No. 2021-0220 – Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department.

Creations:

1. Grants Manager;
2. Chief Governance Officer, Legal Office;
3. Student Welcome Center Counselor II;
4. ECE Family Navigator; and
5. Analyst, Payroll.

Revisions:

1. Business Manager, Human Resources Services and Support/Senior;
2. Director of Good Food Manufacturing and Production; and
3. Production Supervisor, Nutrition Services

Discussion The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the district.

Creation:

Job Description/Position/Title/FTE

Grants Manager

(As Assigned) (1.0 FTE)

Details of Creation:

Site 922, Community Schools and Services applies for and manages millions of dollars in Grant funding annually. One condition of this grant is that the district hire and retain a dedicated Grants Manager to monitor and ensure that all deliverables are met and reported according to federal protocols and timelines.

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$85,535.58 – \$109,178.00

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position will be funded by the Human Trafficking Grant. This grant funds through 2024. The department is requesting to create a new function based on the District's Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Creation:

Job Description/Position/Title/FTE

Chief Governance Officer

(As Assigned) (1.0 FTE)

Details of Creation: This job description is written to add a new classification that more accurately reflects the job responsibilities of our current General Counsel. This will create a title change that encompasses both the work of a General Counsel and the Chief Governance Officer. This title change does not change the salary terms of the current employment contract.

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$186,663.99 – \$203,940.00

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is currently budgeted with general purpose funds. This is a title change with additional duties. The salary remains the same with no budget impact.

Creation:

Job Description/Position/Title/FTE

Student Welcome Center Counselor II

(As Assigned) (1.0 FTE)

Details of Creation:

Based on the Enrollment Stabilization Board Policy that passed on April 28, 2021 the Student Welcome Center will be required to take on several new, additional responsibilities. In order to meet those requirements, we are creating a new "Counselor II" position with an enhanced scope of duties.

Salary Schedule/Range

Salary Schedule: WTCL 46

Range: \$55,750.58 - \$74,704.02

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is being funded by AB 1840. Department is requesting to create a new function based on the District's Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Creation:

Job Description/Position/Title/FTE

ECE Family Navigator

(As Assigned) (1.0 FTE)

Details of Creation:

The family navigator will collaborate with Principal/CDC Site Administrators, educators, parent organizations, business/community partners, and other staff to directly support families of young children as they enter the P-12 system. They will support perk family recruitment and transition from preschool and into elementary school through the enrollment process, accessing health and basic needs to thrive and for school readiness.

Salary Schedule/Range

Salary Schedule: WTCL 47

Range: \$57,170.99 - \$76,671.86

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is being funded by the First 5 Alameda County Kinder Readiness Grant. Department is requesting to create a new function based on the District's Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Creation:

Job Description/Position/Title/FTE

Analyst, Payroll

(As Assigned) (1.0 FTE)

Details of Creation:

This Analyst position is part of the Business Services Restructure. Currently payroll doesn't have a succession plan with middle management, which limits the ability to grow and absorb the additional duties required of the department. This position will support the department's monthly responsibilities in addition to payroll taxes and retirement reconciliation.

Salary Schedule/Range

Salary Schedule: WTCL 53

Range: \$66,255.61 - \$88,700.84

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is budgeted with general purpose funds. This position is already budgeted in the department's plan.

Revision:

Job Description/Position/Title/FTE

Business Manager, Human Resources Services and Support/Senior

(As Assigned) (1.0 FTE)

Details of Revision: This job description as previously written for this classification does not accurately reflect the growing job responsibilities. More specifically, it does not accurately describe the increased duties of supporting the management of the division's budget, board office liaison and executive assistant to the Chief Talent Officer.

Salary Schedule/Range

Salary Schedule: CFCA 20

Range: \$88,448.55 - \$112,871.29

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is budgeted with general purpose funds. This position is already budgeted in the department's plan

Revision:

Job Description/Position/Title/FTE

Director of Good Food Manufacturing and Production

(As Assigned) (1.0 FTE)

Details of Revision: As the center opens, the department has learned that they need a higher level of leadership and production expertise to direct the development of new procedures, training programs and grow the business operations of the manufacturing facility. To that end, they require Director Level Leadership.

Salary Schedule/Range

Salary Schedule: ADCL 19

Range: \$103,958.63 - \$132,702.14

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is already budgeted in the department's plan. Department is requesting to modify functions based on the District's Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Revision:

Job Description/Position/Title/FTE

Production Supervisor, Nutrition Services

(As Assigned) (1.0 FTE)

Details of Revision: This job description as previously written for this classification does not accurately reflect the needs of the district that require additional duties and/or new responsibilities to an existing position in the district.

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$85,535.58 - \$109,178.00

261 days, 7.5 hours (FT)

FISCAL IMPACT:

No Fiscal Impact. This position is replacing an existing position, Executive Chef/Production Manager, Nutrition Services.

Recommendation Adoption by the Board of Education of Resolution No. 2021-0220 – Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department.

Creations:

1. Grants Manager;
2. Chief Governance Officer, Legal Office;
3. Student Welcome Center Counselor II;
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5. Analyst, Payroll.

Revisions:

1. Business Manager, Human Resources Services and Support/Senior;
2. Director of Good Food Manufacturing and Production; and
3. Production Supervisor, Nutrition Services

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0220**

- Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department

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 positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 24, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

Grants Manager

(As Assigned) (1.0 FTE)

Details of Creation:

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Salary Schedule/Range

Salary Schedule: ADCL 15

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FISCAL IMPACT:

This position will be funded by the Human Trafficking Grant. This grant funds through 2024. The department is requesting to create a new function based on the District’s Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Creation:

Job Description/Position/Title/FTE

Chief Governance Officer

(As Assigned) (1.0 FTE)

Details of Creation: This job description is written to add a new classification that more accurately reflects the job responsibilities of our current General Counsel. This will create a title change that encompasses both the work of a General Counsel and the Chief Governance Officer. This title change does not change the salary terms of the current employment contract.

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Salary Schedule: WTCL 46

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Creation:

Job Description/Position/Title/FTE

ECE Family Navigator

(As Assigned) (1.0 FTE)

Details of Creation:

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Salary Schedule/Range

Salary Schedule: WTCL 47

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Details of Revision: This job description as previously written for this classification does not accurately reflect the growing job responsibilities. More specifically, it does not accurately describe the increased duties of supporting the management of the division's budget, board office liaison and executive assistant to the Chief Talent Officer.

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Salary Schedule: CFCA 20

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Revision:

Job Description/Position/Title/FTE

Director of Good Food Manufacturing and Production

(As Assigned) (1.0 FTE)

Details of Revision: As the center opens, the department has learned that they need a higher level of leadership and production expertise to direct the development of new procedures, training programs and grow the business operations of the manufacturing facility. To that end, they require Director Level Leadership.

Salary Schedule/Range

Salary Schedule: ADCL 19

Range: \$103,958.63 - \$132,702.14

261 days, 7.5 hours (FT)

FISCAL IMPACT:

This position is already budgeted in the department's plan. Department is requesting to modify functions based on the District's Strategic Plan or operational needs, e.g., emergency management, internal audit, etc.

Revision:

Job Description/Position/Title/FTE

Production Supervisor, Nutrition Services

(As Assigned) (1.0 FTE)

Details of Revision: This job description as previously written for this classification does not accurately reflect the needs of the district that require additional duties and/or new responsibilities to an existing position in the district.

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$85,535.58 - \$109,178.00

261 days, 7.5 hours (FT)

FISCAL IMPACT:

No Fiscal Impact. This position is replacing an existing position, Executive Chef/Production Manager, Nutrition Services.

BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Mike Hutchinson, Gary Yee, VanCedric Williams, Aimee Eng, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Jessica Ramos (Student Director), Samantha Pal (Student Director)

CERTIFICATION

We 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 on June 23, 2021.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	21-1653
Introduction Date:	06/23/2021
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	OS



Shanthi Gonzales
 President, Board of Education



Kyla Johnson-Trammell
 Superintendent and Secretary, Board of Education

Legislative File	
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By:	os



OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Grants Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Manager
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: August 2008 Revised: June 2021	SALARY GRADE:	ADCL 15

BASIC FUNCTION: The Grants Manager position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities. Grant administration activities may include any or all of the following: develop and catalog external resources in the areas of training, grant funding sources, and other grant related resources; provide assistance in determining grant eligibility; provide technical assistance and training to departments in grant writing, preparation, and management; develop and implement administrative procedures and controls for grant application process; facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance requirements.

REPRESENTATIVE DUTIES: Incumbent 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 accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Responsible for the overall administration of the project and management of the grant award including all grant deliverables and reporting requirements.

Develop and implement an effective project management tool for tracking grant deliverables.

Manage the implementation of all required project activities.

Ensure that all funded activities comply with grant award.

Provide leadership in planning program activities and managing operations.

Develop a plan for project sustainability after the grant funding ends.

Provide or manage training and technical assistance to support project development, sustainability, and expansion.

Manage all third-party agreements include Memoranda of Understanding (MOU) and Letters of Agreement.

Ensure that all program requirements align with culturally and linguistically appropriate goals, policies, and applied standards.

Describe and manage how the organization will collect, manage, and analyze project data.

Create a clear plan for the oversight of grant funds and ensure grant activities comply with approved budget.

Managing timelines, matching funds and regulations and deliverables.

Submit performance progress and financial reports periodically throughout the project period.

Provide leadership to optimizing the grant administration process.

Prepare and monitor budgets.

Collaborate with fiscal to ensure real-time updates on grant budget, expenses, and timelines.

Communicate with funder on a regular basis to provide progress reports and troubleshoot obstacles to effective grant administration.

Seek and participate in training and technical assistance to support effective grant administration.

Prepare grant proposals and renewals.

Create a realistic performance management system and process that will effectively track performance outputs and outcomes.

Manage evaluation of the performance outcomes.

Recruit, train and supervise grant funded staff in a manner that supports achievement of the stated performance outcomes according to timeline.

Provide cross-training to department personnel.

Perform 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:

Grant application process and writing of applications

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

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

Planning, organization and coordination needed for assigned program

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

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, and punctuation

Implement plans and evaluate their outcomes

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Various grant programs available to school districts

Editing rules and guidelines

Standard office practices, procedures, equipment, and techniques

Computer operation

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications

Contemporary writing styles

Research methods and funding sources

ABILITY TO:

Compose and appropriately format correspondence and reports

Review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project

Work under pressure to meet deadlines for grant opportunities

Take initiative and utilize innovative techniques and ingenuity in preparing grant applications

Interact with various departments of the District

Work flexible hours for research

Travel when required for research and training

Participate as a team player to coordinate grant projects

Develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and others

Analyze, interpret and communicate data

Plan, organize, and complete work to meet established timelines and deadlines

Analyze situations accurately and adopt effective course of action

Manage multiple projects simultaneously

Implement plans and evaluate their outcomes

Prepare and deliver clear and concise presentations to a variety of audiences

Read, interpret and apply laws, rules and regulations

Supervise, coach, and evaluate the performance of assigned staff

PREREQUISITES:

Master's degree in education, social work, public health or other related field

3 years grant management experience in an educational or nonprofit setting

3 years budget management experience

Competency in project management

Excellent writing and data management skills

Valid California Driver's License, if applicable

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.



Legislative File	
File ID Number:	21-1653
Introduction Date:	6/23/21
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	os

POSITION DESCRIPTION

TITLE:	Chief Governance Officer	REPORTS TO:	Board of Education and Superintendent
DEPARTMENT:	Legal	CLASSIFICATION:	Classified Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days/7.5 Hours, or Duty Days/Hours as assigned.
ISSUED:	Date of Board Approval	SALARY GRADE:	Employment Contract

BASIC FUNCTION: The Chief Governance Officer jointly reports to the Board of Education and the Superintendent. This critical role serves as the strategic liaison between the Board and senior leadership of the District and leads the District’s efforts regarding strategic governance, legal and regulatory compliance, record management, and public/government relations.

The Chief Governance Officer serves as both the primary advisor to the Board and Superintendent on governance matters and serves as the primary legal advisor/representative (i.e., General Counsel) of the District. The Chief Governance Officer ensures the effective delivery of strategic governance, legal and regulatory compliance, and public/government relations of the District. As a member of the senior management team, the Chief Governance Officer serves as a highly visible representative of the school district and a participant in all major policy discussions. In addition, the Chief Governance Officer:

- Provides legal advice to the Board, the Superintendent, and the District senior leadership team on legal issues, including general public education law, special education law, labor and employment law, litigation and claims, contracts, bids, construction, real property, and charter school law;
- Manages and supervises the District Legal Office, including the Labor Relations Department and the District’s Board Office; and
- Protects and preserves the legal, ethical, and financial stability of the District.

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 accurately reflect the principal job elements).

ESSENTIAL FUNCTIONS:

Governance

- Manages and maintains the governance framework
- Manages and leads policies and positions on issues related to Board accountability and anticipates response from regulators, the media, and general public
- Assists in the formulation and development of Board policies and procedures
- Advises the Board and the Superintendent of unusual trends or problems and recommends appropriate corrective action
- Support the District's five year strategic plan to ensure that every student graduates from high school as a caring, competent, critical thinker, ready for college and career and advises on major policy initiatives
- Interacts with the Board, executive leaders, and risk management functions as well as external stakeholders, regulators, and government officials
- Applies strategic thinking to provide input and critical analysis of new and changing policies
- Collaborates with other leaders to conduct business impact analyses for both new and updated regulations
- Assures the integrity of the Board's process by ensuring that the behaves consistently with its own rules and those legitimately imposed upon it from outside the district
- Advising decisions that fall within topics covered by Board policies, with the exception of performance or employment related to the Superintendent
- Represents, as directed, the Board or Superintendent to outside parties related to Board-stated positions and in stating decisions and/or interpretations within delegated areas

Legal/General Counsel

- Advises the Board of Education and Superintendent in open and closed session, regular and special meetings on all legal matters
- Advises the Board of Education, Superintendent, school sites and departments on legal requirements, and the development of and compliance with Board policies and administrative regulations
- Ensure all District employees and partners comply with laws, regulations, policies and the District's strategic plan
- Advises the District on public records laws, open government laws, election laws, including parcel taxes and bonds, and conflict of interest laws and requirements
- Drafting of legislative proposals presented by the District to the California legislature
- Draft and review legal documents including rules, regulations, and resolutions

Management and Leadership

- Plan, organize and implement long and short-term programs and activities of the Legal Division
- Select, train and evaluate the performance of assigned staff
- Provide for continuing departmental staff training regarding legal issues, process and procedures
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Develop and prepare the annual preliminary budget for the legal division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

Labor and Employment

- Advises the District on public employees' legal rights and duties
- Oversees Labor Relations and other departments around issues relating to collective bargaining rights
- Advises on employee discipline and misconduct
- Represents the District in employee discipline and termination proceedings
- Represents the District in Labor and Employment law matters before state and federal courts
- Investigates and responds to complaints filed with the Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH) and other agencies

Litigation/Claims

- Investigates and resolves Government Tort Claims
- Defends the District in litigation against the District

Business Operations

- Drafts, negotiates, and/or reviews contracts and memoranda of understanding (MOU's)
- Advises staff on matters related to procurement, contracts, and legal agreements
- Prepares and coordinates Request for Proposals, Request for Qualifications, and other contract outreach
- Supports fiscal services audits, waivers and compliance
- Supports the District's Facilities and Buildings and Grounds programs and services, including the Bond program modernization programs, local business program and Project Labor Agreement

Special Education

- Handles state and federal special education and Section 504 compliance issues
- Represents the District at special education mediations and due process hearings
- Represents the District in special education litigation

General Student Matters

- Investigates and responds to regulatory inquiries from the Office of Civil Rights (OCR) and the California Department of Education (CDOE)
- Facilitates child custody conflicts and abuse reporting responsibilities at school sites
- Responds to student records requests
- Advises school sites and student discipline office in suspension, expulsion, and transfer of students
- Advises on constitutional issues related to student's civil rights, including free speech, searches, non-discrimination and other related issues

Charter Schools

- Supports compliance with Proposition 39 and charter schools facilities requests
- Reviews charters for legal compliance

Perform related duties as assigned

PREREQUISITES

Juris Doctor Degree from an American Bar Association accredited institution

Ten years of experience in the practice of law, including substantial responsible experience as Counsel for a large, urban public entity; directly related school law experience is highly desirable

Active membership in good standing of California State Bar Association

Demonstrated ability to effectively manage a departmental budget and a team in a complex organization

Licensed to practice law in the State of California

Exceptional organizational, communications, public relations, and interpersonal skills

Demonstrated ability to think strategically

Unwavering commitment to the mission of Oakland Unified School District

Ability to distinguish relevant facts and assimilate and analyze facts

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office and school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; travelling off-site; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light 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.

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OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Student Welcome Center Counselor II	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:	Created: June 2021	SALARY GRADE:	WTCL 46

BASIC FUNCTION: Under the leadership of assigned supervisor, the Student Welcome Center Counselor II will provide exceptional customer service to parents and guardians in Oakland who are seeking to enroll their student(s) in an OUSD school, will effectively manage multiple systems to support families in a seamless enrollment process, will support school site staff with building and maintaining a healthy enrollment, and will lead initiatives that drive towards an enrollment system that prioritizes equitable access to high-quality schools for all families.

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:

Serve as a primary customer service point-of-contact for parents/guardians who are selecting and/or enrolling in an OUSD-managed public school. Depending on the situation, this support may be conducted in-person, over the phone, or via email.

Inform families of school options, help families select a school in an unbiased way, assist families with navigating multiple enrollment timelines and/or processes, and following-up with parents to ensure their child has the best chance of being assigned to the school of their choice.

Efficiently and effectively toggle between multiple software systems to enroll students, including the student information system (Aeries), online application portal (currently SchoolMint), State database (CALPADS), customer service ticketing platform, customer scheduling platform, and Google Suite.

Collect required student documentation from parents, reviewing for completeness and accuracy.

Serve as the subject-matter-expert for all things related to choosing a public school in Oakland: including in-depth knowledge of OUSD’s application and enrollment processes.

Generate written content for OUSD’s knowledge management database that is clear, timely, and accurate for families and other staff members.

Design and implement special initiatives related to equitable enrollment access, such as developing outreach campaigns or building data tracking systems.

Provide Quality Assurance support for our online software systems by rigorously developing and testing use cases.

Follow up directly with families, school sites, and/or other OUSD offices (such as early childhood, newcomers, alternative education) to ensure that families successfully complete the enrollment process in a timely manner.

Conduct address investigations as necessary.

Serve as the enrollment point person for a subset of school sites: lead trainings for staff at these sites, answer all enrollment-related questions from their staff, and monitor their enrollment throughout the year.

Provide exceptional and personal customer service in a courteous and professional manner at all times.

Communicate effectively with other team members and school personnel about the availability of seats and other relevant topics.

Conduct English assessments of students in listening, speaking, reading and writing to identify English Language Learners.

Surface potential process improvements to continuously move towards a more equitable enrollment system that is transparent and accessible to all families.

Lead meetings with school communities, partner community organizations, and other groups to help individuals understand and navigate the enrollment process.

Maintain both the integrity and confidentiality of all data.

Perform other related duties as required.

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:

District enrollment policies (preferred)

Aeries student information system (preferred)

Diversity, sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Presentation, communication, and public speaking techniques

Google suite

ABILITY TO:

Perform a variety of complex, technical duties involving specialized knowledge and independent judgment

Understand and interpret District and other rules, policies and procedures

Quickly learn and become proficient with new software systems

Adapt to changes in policies and practices

Demonstrate customer-centric mindset

Show proven skills in exceeding customer expectations

Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Complete work accurately and as directed with many interruptions

Organize and manage multiple streams of work

Pay close attention to details

Manage time effectively

Demonstrate a continuous improvement mindset

Demonstrate effective written and verbal communication skills, including content communication, conciseness, grammar and usage

Work effectively under pressure

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) plus courses in operations management, communication, or related courses. 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.

Bilingual in Spanish, Vietnamese, Chinese, Arabic, or Mam preferred, but not required

Three (3) or more years experience in fast-paced customer service setting

Knowledge of public education operational philosophies

Valid California Driver's License, if applicable

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.

Legislative File	
File ID Number:	21-1653
Introduction Date:	6/23/21
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	os



OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	ECE Family Navigator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Early Childhood Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2021	SALARY GRADE:	WTCL 47

BASIC FUNCTION: Provide a family-friendly enrollment process to preschool and elementary in collaboration with the principal/CDC Site Administrators, educators, families, parent organizations, business/community partners, and other staff. Support implementation of P12 systems of transition, enrollment for school readiness.

REPRESENTATIVE DUTIES: Incumbent 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 accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Serve as a liaison between the families and collaborators from the school, community, educators, school district, and social agencies committed to the welfare of the students.

Develop strength-based relationships and open communication with parents/families.

Promote and publicize district outreach, open house events, and relevant activities.

Participate in and support district activities and programs for families such as outreach, open house, workshops, meeting, community events, and to families navigate OUSD school system

Collaborate closely with principals, parent liaison and school secretaries on ECE activities planned.

Provide individualized consultation and assess each family's needs for child care and related resources, including subsidized child care and care for children with special needs

Assemble, compile and distribute information pertinent to families such as community resource information, programs or legislation as requested.

Facilitate outreach to low income communities, community leaders, and organizations for the development of resources and building partnerships with community members.

Provide appropriate referrals and advocacy for parents and families as needed, and progress monitor measured outcome of services provided for supporting parents and families in meeting their goals.

Coordinate with community partners and families to identify resources for families in the community, and provides up-to-date referral information on community resources

Aid family in completing appropriate applications and forms to support successful enrollment

Support in a seamless enrollment process to preschool and elementary.

Ensure the enrollment process and files meet the compliance and regulatory requirements for Alameda County Pilot/Title 5 and for Community Licensing, Title 22 requirements, and other CDE management bulletins.

Maintain integrity and confidentiality of family and student eligibility records.

Coordinate with community partners to create a seamless transition and referral system for resource families seeking immediate access to child care, where needed.

Involve parents/families in evaluation of parent meetings, workshops and surveys parents/families and school personnel to determine effectiveness of the programs.

Translate or arrange for translation for non-English speaking families.

Assist with the implementation of universal screening utilizing the Ages and Stages.

Maintain various printed/published and electronic documents and/or records (e.g., program participation, contact sheets, agency referrals) for reporting required data, information, and/or documentation.

Prepare various written materials (e.g., newsletters, reports, logs, memos, handouts) for the documenting activities, providing written reference, and/or conveying information.

Provide excellent customer service in a culturally, ethnic and linguistically appropriate way that empowers and supports each family and their individual needs.

Attend and participate in training, professional development and meetings as requested.

Provide data for various reports (e.g., program participation, activity) for meeting program, district, state and federal requirements.

Respond to inquiries from various sources (e.g., parents, community agencies, auditors, students) for providing information, guidance, and/or technical assistance.

Maintain program related records including sign-in sheets, parent demographic forms and workshop evaluations.

Understand historical inequities in the Oakland community and amongst cultural groups.

Perform 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:

Individual and community health and social problems encountered by the local population as they relate to preschool and school age children, enrollment in the school system and class attendance by students

Opportunities for professional development relating to parent involvement, engagement, and leadership in order to gain new knowledge and skills.

School objectives, programs and requirements.

Community service agencies and resources.

Culturally, ethnic, and linguistically relevant and relationship based strategies for family engagement

ABILITY TO:

Travel to and from locations

Express complex ideas with clarity and precision in written documents

Maintain strong interpersonal and organizational skills

Handle multiple tasks simultaneously

Make effective public presentations of program information

Identify and relate effectively to individual and family cultural and sociological differences as they exist in the local population through a strength-based asset lens

Prepare clear, sound, accurate and informative reports

Maintain needed records and files

Communicate successfully with teachers, families, administrators, and students

Schedule parenting events and support meetings

Assist with conducting parent satisfaction surveys

Attend ECE activities including periodic evening and weekend events

To write and speak clearly

Computer literate in excel, PowerPoint, word, google voice, zoom, and relevant applications

PREREQUISITES:

Bachelor Degree or its equivalent required (2 years of similar and relevant work level experience = 1 year of college) with coursework in social services or 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.

Two (2) years of work experience in the areas of social services or education

2-4 years of experience working in parent education, parent advocacy programs involvement programs

Second language ability preferred

Experience in collaborative leadership

Valid First Aid and CPR certificates or must be obtained within sixty (60) days from date of hire

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Indoor office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions

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, walk over uneven ground.

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.

Legislative File	
File ID Number:	21-1653
Introduction Date:	6/23/21
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	OS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Analyst, Payroll	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:	Created: June 2021	SALARY GRADE:	WTCL 53

BASIC FUNCTION: Under general supervision, coordinate and perform complex technical and diversified tasks related to preparation and processing of certificated and classified payrolls, personnel transaction documents, interpretation and application of salary schedules, maintenance of payroll records; performs related duties as required.

REPRESENTATIVE DUTIES: Incumbent 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 accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Process contracts, new hires, terminations, verify retirement set up, validate appropriate screens are set up and accurate information is populated on the screens.

Provide technical direction to Payroll Technicians to ensure correct application of regulations, laws, guidelines and collective bargaining contracts.

Verify monthly retirement reconciles and balances with monthly payrolls.

Work with the Director of Payroll and Technology Department to ensure any payroll related setup items not coming across accurately through the payroll or reports are corrected.

Coordinate the running of payrolls; run and verify all of payroll edits to ensure no problems occur when payroll is actually runs; audit trial payroll reports.

Run payroll and distribute reports.

Coordinate issuance of voluntary deductions warrants sent to outside agencies.

Coordinate and submit tax documentation once approved by the Director of Payroll; request the necessary ACH transfers to ensure the taxes are paid timely and accurately.

Audit payroll pre-lists; provide edits/corrections to Payroll Technicians for processing.

Work with various departments on providing data needed to ensure deductions and contributions are timely and accurate.

Liaison between Technology and Talent Departments regarding data processing system enhancements, revisions and updates.

Calculate, request and clear revolving cash checks for the Payroll Department.

Work with Director of Payroll and employees on salary overpayment adjustments and repayment schedules.

Coordinate and run any special payrolls such as Retro payments or settlements.

Develop computer-generated reports; provide statistical analysis of payroll data.

Analyze and interpret County, State and Federal regulations and procedures in addition to other laws, and regulations to ensure Payroll meets legal, federal, state and county auditing requirements.

Attend District and County meetings and stay updated on relevant and pertinent information to keep current on Payroll laws, regulations and requirements.

Perform 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:

Accounting principles, procedures and terminology

General office practices and procedures

English usage, grammar, punctuation and composition

Automated human resources/payroll computer systems

PERS/STRS rules and regulations

Federal and state income tax laws and regulations

Personal computer literate

ABILITY TO:

Learn, interpret and apply personnel and payroll policies, laws, regulations, state education code and collective bargaining contracts

Follow complex verbal and written instructions with a minimum of direction

Explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion

Learn data processing procedures and their application to human resources and payroll functions

Review and revise the automated human resources and payroll systems under the direction of the Director of Payroll

Analyze problems and develop effective solutions

Establish and maintain effective working relationships with administrators, staff and other agencies

PREREQUISITES:

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) plus courses in accounting, business procedures, algebra, math, statistics or related subjects. 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 relevant experience in a high volume Payroll Department in a medium to large organization

School District experience preferred, but not required

Valid California Driver's License, if applicable

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 50 pounds, occasionally 50+ 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.

Legislative File	
File ID Number:	21-1653
Introduction Date:	6/23/21
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	os



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Position Description

TITLE:	Business Manager – HRSS / Senior	REPORTS TO:	As Assigned
DEPARTMENT:	Human Resources Services and Support (HRSS)	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2008 Revised: May 2013 Revised: June 2021	SALARY GRADE:	CFCA 20

BASIC FUNCTION: Perform a variety of complex, diverse, technical, supervisory, and administrative duties involving access to confidential information concerning employer-employee relations; and assume primary responsibility for implementing designated activities and operations of the department. 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 accurately reflect the principal job elements).

ESSENTIAL FUNCTIONS

Perform highly responsible and complex administrative and office functions requiring an advanced level of proficiency, initiative, organizational skills, technical and problem solving skills, and independent judgment; assume primary responsibility for implementing designated activities and operations of the department.

Support and/or plan Departmental staff meetings arranging meetings and conferences; attend and record minutes of meetings as required

Manage email, flagging items which need immediate attention; provide responses on behalf of the team to routine inquiries and non-sensitive issues, route emails for follow up action to relevant HRSS staff.

Serve as department liaison for all personnel matters submitted to the Board of Education, maintain Board submission calendar and ensure Board items are submitted on time; inform Human Resources Executive Officer of Board submission delays and concerns.

Identify, plan and implement office administrative procedures and policies in conjunction with the Chief Talent Officer to ensure smooth operation of the HRSS office.

Complete primary assignments for the Human Resources Chief Talent Officer where knowledge, excellent judgment and discretion are critical.

Support and respond to complaints and emergencies on behalf of the Talent team where appropriate; process administrative details not requiring the immediate attention of the administrator. Independently compose correspondence on behalf of department and/or Chief Talent Officer and monitor flow of department correspondence.

Research and facilitate routine inquiries and refer inquiries to appropriate sources and/or department for consideration and action; maintain the confidentiality of sensitive information; ensure timely responses as necessary.

Utilize personal and network computers for advanced word processing, departmental budget management, database management and systems applications.

Participate as part of the leadership team in coordinating, analyzing and organizing office administrative operations and activities such as word processing, bookkeeping, monitoring Department budgets, and processing invoices for payment, preparation of timesheets, supplies requisition and purchasing, filing, and other clerical activities; bear primary responsibility for administering department petty cash.

Research, gather, compile, summarize, prepare, and distribute information and materials requiring considerable interpretative judgment for reports, Board agenda items, legal documents, and other administrative matters.

Produce promotional materials profiling and summarizing the work of HRSS and its various component departments.

Interact regularly with employees, District candidates, community members and representatives of external and internal organizations.

Represent the District in a positive manner, and maintain positive and level-headed composure at all times.

Work collaboratively with other District staff and departments to achieve the goals and objectives of HRSS and the District.

Disseminate training information from outside agencies to ensure staff is aware of professional development opportunities on a continual basis.

Coordinate, manage and produce agendas and materials for regularly scheduled department meetings.

Perform related duties as assigned.

Senior Business Manager, HRSS (CFCA 20)

The Senior Business Manager, HRSS performs duties as assigned from the Business Manager, HRSS duties above and act as the Senior Executive Assistant to the Chief Talent Officer. These duties include:

Act as confidential executive assistant to the Chief Talent Officer, relieving the Chief Talent Officer of a wide variety of technical and administrative detail by performing independent and highly responsible administrative and staff duties in activities which support the District's educational goals, programs and objectives.

Assist Chief Talent Officer in editing written communications; create multimedia presentations; independently compose, prepare, and assemble materials such as communication updates and summary reports, including the Talent goals; research topics; collect and compile statistics, financial, legislative, and other diverse and specialized data.

Conduct research, analyze data, and prepare and maintain a variety of complex confidential and non-confidential statistical reports, records, and files for accurate and comprehensive data necessary for effective decision-making by the Chief Talent Officer and other senior management within the Division.

Coordinate the Superintendent's Senior Executive Office Assistant; schedule appointments and meetings; facilitate logistical arrangements for large scale events as needed.

Attend and record proceedings from confidential and sensitive official and unofficial meetings as directed by the Chief Talent Officer; including Administrative Leave, disciplinary actions and other confidential actions that are handled by the Chief Talent Officer, or designee.

Advise the Chief Talent Officer on District policies, procedures and regulations including implications and issues; articulate District policy and procedures and convey information regarding District programs and functions; make decisions on procedural matters within the scope of the position's responsibility.

Ensure the Chief Talent Officer is fully prepared for all official and unofficial proceedings with up-to-date information and background data, complete agendas and documentation, accurate schedules, including a Chief Talent Officer priority brief for all meetings.

Serve as liaison to senior management on policy information.

Manage and supervise the coordination of Board agendas, minutes, follow-up correspondence, reports, and memoranda of actions taken by Talent; work closely with Board office and maintain calendar of regular Board meetings and submission deadlines for the Talent Division.

Provide leadership and act as a resource person to site and District office assistants and support clerical staff; relay concerns, and initiate follow-up.

Transmit confidential, controversial, or sensitive information involving contacts with a wide variety of individuals, including the District's legislative and legal representatives, and the media.

Effectively communicate with the Superintendent, Senior Leadership Team, Board members, senior management administrators, staff, and members of the public to coordinate activities, resolve issues, and convey, gather and/or exchange information.

Respond to parent and/or community inquiries; work with schools and departments to resolve concerns of parents and community of a routine nature that are directed to the Chief Talent Officer.

Arrange registration and travel arrangements for the Chief Talent Officer for meetings, conferences, and conventions.

MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS: Any combination of education, training and/or experience equivalent to a Bachelor's degree with a major in personnel, public or business administration, or a related field, and three years experience in a personnel or labor relations function.

Experience directly supporting executive level officer preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sound HR personnel practices and procedures

Complex, diverse, technical methods of District and Department operations

Procedures, methods, techniques, and strategies utilized in managing processes and procedures for a major District Department

Employer-employee relations and bargaining unit agreements

Correct English usage, grammar, spelling and punctuation

Computer and other office equipment

District policies, State Education Codes, and other laws, rules and regulations related to assigned duties

Budget management, database management and systems applications

Public relations techniques

Financial record-keeping, procedures, policies and regulations

Composition of correspondence and reports using good English and correct grammar, punctuation and spelling

Formulation, interpretation and explanation of rules, policies and procedures

ABILITY TO:

Schedule and coordinate a number of activities, meetings, and/or events, often under pressure and requiring multi-tasking

Routinely gather, collate, and/or classify data

Produce well-written, grammatically correct, accessible and well-crafted correspondence, reports, and summaries

Work with data utilizing defined but different processes

Utilize basic, job-related equipment

Operate standard office equipment including pertinent software applications

Operate equipment using standardized methods

Perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions

Work under limited supervision following standardized practices and/or methods

Plan and manage projects

Prepare and maintain accurate records

Track budget expenditures

Read technical information, compose a variety of documents, and/or facilitate group discussions

Analyze situations to define issues and draw conclusions

Analyze issues and create action plans

Independently work with others in a wide variety of circumstances

Work with a diversity of individuals and/or groups

Establish and maintain effective working relationships

Work as part of a team

Use resources from other work units

Independently interpret guidelines

Problem solve moderately difficult issues with equipment

Communicate with diverse groups displaying tact and courtesy

Maintain confidentiality

Set priorities

Be attentive to detail

Work with frequent interruptions

**WORKING CONDITIONS:
ENVIRONMENT:**

Office environment; fast-paced work, constant interruptions, need to manage ambiguity and make decisions under demanding conditions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light 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.

Legislative File	
File ID Number:	21-1653
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Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	os



OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Director of Good Food Manufacturing and Production	REPORTS TO:	Executive Director of Nutrition Services
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days or hours as assigned
ISSUED:	Created: June 2021	SALARY GRADE:	ADCL 19

BASIC FUNCTION: Build and maintain a high-performance team, manage operations, and staff at the Food Production Facility at the Center. The Director of Good Food Manufacturing will lead the operation and development of the manufacturing facility and ensure business targets are met or exceeded. The Director of Good Food Manufacturing will also ensure best practices are followed in all areas of the business - finance, employee safety, food safety and health.

REPRESENTATIVE DUTIES: Incumbent 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 accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Develop, plan and implement strategic long term and short term plans and activities; monitor and evaluate the efficiency and effectiveness of operations and procedures; identify opportunities for improvement and make changes appropriate to ensure smooth and effective operations of the manufacturing facility.

Create and execute business plans to grow production outside of OUSD and make the manufacturing facility self-sustaining financially by growing business and developing contracts with outside organizations.

Lead the warehouse, production, facilities, and sanitation teams at the manufacturing facility on West Street to execute menus and deliver production commitments of prepared food to satellite and hybrid kitchens in OUSD.

Collaborate with OUSD Transportation Department and school site staff to ensure safe and timely delivery of meals to OUSD satellite, hybrid and cooking kitchens at school sites.

Plan and manage food preparation tasks, review and approve planned production menus and schedule; ensure all cooked food, prepared or from scratch for student nutrition programs meet the mandated nutritional needs, quality standards and food safety requirements.

Operate and train staff on high volume cook chill systems including kettles, sous vide, rotary ovens, pump fill machines, tilt skillets, convection ovens, standard ranges, mixers, blast chillers, and other commercial kitchen equipment, and be able to understand the operation of large heating and cooling equipment to maintain efficiency of large scale cooking operations.

Select, train, supervise and evaluate staff; hold direct reports accountable for results; create metrics to gauge performance of direct reports; direct, train and motivate assigned staff to meet organizational goals and exceed performance standards.

Ensure personal safety, food safety, and quality protocols are followed.

Lead the team to acquire and maintain safety certifications including but not limited to HACCP, Occupational Safety, and Material Safety Usage.

Provide leadership, supervision, training, guidance, and support for a manufacturing operation.

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplish stated goals.

Provide cross-training to other staff members and within the department.

Provide monthly key performance indicator reports on manufacturing and safety metrics.

Remain current on legislation and policies affecting food preparation and state/federal meal programming.

Ensure lean manufacturing best practices are understood and followed in operations, maintenance, warehousing, and facilities.

Ensure systematic planning and control of all operational management activities.

Monitor key performance indicators against goals to ensure that progress is being made, and that corrective action is taken if necessary.

Control and minimize manufacturing inventory, maintenance, distribution, and other overheads.

Develop and use cost controls with an emphasis on measurement, the achievement of budget and continued cost effectiveness.

Create and maintain key business processes which drive efficient execution: scheduling, schedule attainment, and inventory management.

Support other areas of central production kitchen activity during heavy demand.

Ensure an effective communication system is in place, which should include team briefings and weekly management meetings.

Report and manage equipment needs and malfunctions to ensure timely repair and maintenance schedules are followed.

Follow established standard operating procedures (SOPs), maintain all food quality standards, adhere to recipes, portion control, and food safety and sanitation standards and Hazard Analysis Critical Control Point (HACCP) procedures.

Ensure compliance with all OUSD, U.S. Department of Agriculture, State of California Departments of Education and Health, Child Nutrition program, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.

Perform work within scope of authority and training, and in compliance with OUSD policies and quality standards.

Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and OUSD staff; act in a manner that promotes a harmonious and effective workplace environment.

Promote the Superintendent's goals and priorities in compliance with all policies and procedures.

Maintain absolute confidentiality of work-related issues, records and OUSD information.

Perform other related duties as required.

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:

Federal, state and local codes and regulations governing food handling and public nutrition services
Lean Six Sigma, complex institutional food preparation equipment, techniques, and practices
Institutional cooking methods and procedures
Safety and sanitation practices for food preparation, distribution and storage, and HACCP procedures
Methods, materials, and practices of high volume food preparation
Personal sanitation and hygiene regulations
Principles of record keeping and records management
Principles and practices of effective customer service
Environmentally responsible and resource-efficient food preparation
Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers
Correct English usage, grammar, spelling, vocabulary and punctuation

ABILITY TO:

Serve as a liaison with other functional departments such as Compliance, Human Resources, Accounting, Distribution, Purchasing, Nutrition and Wellness, Risk Management and Field Operations
Oversee and direct the training and development of managers and production team.
Operate complex food preparation equipment and all standard commercial kitchen equipment and tools safely and efficiently
Operate computerized cooking and chilling equipment utilizing standard and specialized hardware and software
Assess and prioritize multiple tasks and demands and work with frequent interruptions
Read, follow and scale recipes and follow established SOPs
Perform general math calculations, and inventory and records management tasks, ability to use back of house computerized Enterprise Resource System, proficient in use of Excel and Word Documents
Review operations, identify potential food safety hazards, and verify OUSD compliance with Local, State and Federal regulations
Follow verbal and written instructions and procedures
Establish and maintain effective working relationships with co-workers and clients
Promote and enforce safe work practices, and report unsafe work environments and practices
Communicate effectively verbally and in writing
Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds
Work independently and/or with a team of other people

PREREQUISITES:

Bachelor's Degree in Business Administration, Management, Engineering, Culinary Arts or Industrial Technology or a related field

A minimum of 3 years' experience in leadership experience in a large-scale public or private institution engaged in food preparation, distribution and service with multiple locations is required

Minimum of 5 plus years' management experience in the food manufacturing industry required

The ideal candidate will have a solid background in plant or manufacturing management in a food environment combined with strong leadership and collaboration skills and solid technical knowledge in food production and industrial safety

Lean Manufacturing/Six Sigma experience and/or certification preferred

Valid Servsafe Food Safety Certificate

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Commercial Kitchen, food service production warehouse, refrigerated prep rooms, walk-in freezers, walk-in refrigerators, heated/steamed cooking equipment, fast-paced work; constant interruptions.

PHYSICAL REQUIREMENTS:

Consistent mental alertness; standing for extended periods of time; moderate physical requirements, with risk of burns and cuts; frequent lifting, carrying, pushing and pulling up to 50 pound containers of food preparation materials and equipment; 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 a loud environment, in person or on the telephone. Able to wear personal protective equipment (PPE) as is required by the operating areas (i.e. safety glasses, protective footwear, hearing protection).

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.

Legislative File	
File ID Number:	21-1653
Introduction Date:	6/23/21
Enactment Number:	21-1081
Enactment Date:	6/23/2021
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Production Supervisor, Nutrition Services	REPORTS TO:	Director of Good Foods Manufacturing
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: May 2020 Revised: June 2021	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Under direction from the Director of Good Foods Manufacturing, plan, organize and supervise the nutrition services production team at the District’s Food Manufacturing Facility in order to prepare and deliver fresh, finished food products to all district cooking kitchens, satellite kitchens, cafeterias and contract meal sites.

REPRESENTATIVE DUTIES: Incumbent 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 accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Lead all food production and preparation, liaise with Warehouse /Logistics Manager/Field Supervisors to ensure fulfillment of school site orders.

Ensure school site production at hybrid and cooking kitchens is adequate food production chain and establishes districtwide standards at all schools.

Analyze and compare food orders from school units with available historical data, identify questionable orders, and take appropriate action to reconcile potential discrepancies.

Monitor staff completion of all daily production tasks, records, time and temperature logs, and food safety records.

Write daily, weekly, and monthly production schedules using the published cycle menus.

Assure standardized recipes are followed.

Work closely with Good Food Purchasing and Inventory Specialist to order and receive all foods, beverages, and operational supplies, and complete weekly inventories.

Verify all items in their proper quantity are prepared for production lines, ensure proper portioning of all meals, sides and snacks. Monitor and investigate all overages and shortages.

Inspect food preparation, storage and serving areas for cleanliness and organization as well as inventory levels. Ensure all items are properly stored, labeled, and dated.

Practice and enforce all federal, state, and local food service regulations.

Collaborate with supervisors and team members on staff development, food quality and workplace safety.

Participate in the development and implementation of goals, objectives, policies and procedures related to the Nutrition Services Department.

Analyze and develop workplace procedures, schedules and standards.

Set and/or maintain food quality standards, portion control, and food safety and sanitation standards.

Observe and regulate food quality, efficiency of operations, monetary controls and product waste.

Operate a variety of large scale, industrial kitchen equipment utilized in food processing and serving facilities.

Prepare and maintain records related to production levels; submit reports and records of foods, beverages and related supplies and equipment as required.

Prepare a variety of records and reports related to assigned activities including mileage records, employee timesheets, maintenance requests, accident reports, employee evaluations, site reviews and others; utilize automated record keeping software and computers to monitor and maintain records and generate reports.

Prepare written instructions and forms related to production; prepare oral and written reports related to production activities.

Participate in the recruitment, selection, coordination, supervision, training, evaluation and discipline of departmental employees and plan and implement employee training programs.

Ensure District compliance with mandated state and federal regulations.

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility.

Use personal transportation for travel to sites when attendance is required.

Attend any and all required meetings.

Provide cross-training to department personnel.

Perform 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:

Principles and methods of high volume, high quality food service preparation, serving and storage

Advanced cook-chill systems, standard kitchen equipment, utensils and measurements

Methods of computing food purchasing and production quantities required by daily, weekly and monthly menus

Sanitation, health and safety practices related to preparing, storing, and delivering food and beverages

Record-keeping and report preparation techniques

Effective staff management, evaluation and supervision

Correct English usage, grammar, spelling, punctuation and vocabulary

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

Inventory methods and systems

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

Computer software, hardware, and related technology

ABILITY TO:

Plan, organize and supervise all production operations at the district's manufacturing facility

Accept and carry out responsibility for direction, control, and planning

Estimate and adjust food quantities and determine proper amounts for economical food service

Operate high volume kitchen equipment, standard cafeteria equipment and appliances

Train, supervise and evaluate personnel

Determine appropriate action within clearly defined guidelines

Observe health and safety regulations

Monitor and review record-keeping and reporting procedures

Communicate effectively both orally and in writing

Read, interpret, apply and explain applicable laws, rules, regulations, policies and procedures

Meet schedules and timelines

Make generalizations, evaluations or decisions without immediate supervision

Maintain records and prepare reports related to assigned activities

Creatively use resources to resolve operational challenges

Build rapport and maintain working relationships with stakeholders at all levels and others of diverse backgrounds, experience, and personalities

Prioritize responsibilities and meet established timelines and deadlines

Operate personal 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 child nutrition services, institutional food service management, public health or a closely 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.

Four (4) years of supervisory/managerial experience in a large-scale public or private institution directly engaged in food preparation, distribution and service with multiple locations

Culinary training preferred

Valid Servsafe Food Safety Certificate

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Large scale commissary kitchen including cold prep rooms, walk-in coolers and freezers, and dry storage rooms, state of the art cook chill systems, and diverse school site cafeterias; 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 50 pounds, occasionally 50+ 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:

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