

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 25, 2012

Legislative File	
File ID Number:	12-0244
Introduction Date:	1/25/12
Enactment Number:	12-0205
Enactment Date:	1-25-12
By:	B

TO: Board of Education

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

SUBJECT: Creation of a Classified Confidential Position in the Human Resources Services and Support Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0138 – Creation of a Classified Confidential Position in the Human Resources Services and Support Department.

DISCUSSION

Over the last several years the District has partnered with national organizations, such as The New Teacher Project (TNTP) and Teach for America (TFA). The Memorandum of Understanding (MOU) with TNTP recently sunset and the District has decided not to renew the contract. In support of the Superintendent's Strategic Plan, the District is building an internal recruitment unit to support our school sites and central office departments in the recruitment of candidates who are committed to our students and the community. The District believes an internal recruitment unit, rather than outsourcing this vital function, will have a larger impact by bringing in people who are committed to Oakland and in serving our students, families and neighborhoods. We believe that this will result in greater retention of teachers and staff.

With The New Teacher Project (TNTP) MOU at its end, it leaves the District with a large void to fill in the recruitment of teachers for the 2012-13 school year.

Human Resources Services and Support

Create

Position Title/FTE

Talent Recruiter (Up to 4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 15: \$65,098 - \$83,093

12 months, 261 days, 7.5 hours

FISCAL IMPACT

The positions will be funded by Measure G funds previously used to support the TNTP contract.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0138 – Creation of a Classified Confidential Position in the Human Resources Services and Support Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0138**

Create

- Talent Recruiter -

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, these positions align with the Superintendent's priority to enhance servicing our students, schools and community, and in recruiting and retaining highly qualified staff, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves Creation of the Classified Confidential Position -- Talent Recruiter -- attached hereto and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., January 26, 2012:

Human Resources Services and Support

Create

Position Title/FTE

Talent Recruiter (Up to 4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 15: \$65,098 - \$83,093

12 months, 261 days, 7.5 hours

Passed by the following vote:

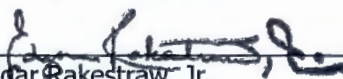
AYES: David Kakishiba, Noel Gallo, Christopher Dobbins, Vice President Jumoke Hinton Hodge,
President Jody London

NOES: None

ABSTAINED: None

ABSENT: Gary Yee, Alice Spearman

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 January 25, 2012.



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

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Talent Recruiter	REPORTS TO:	Recruitment Supervisor
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 hours
ISSUED:	Created: January 2012	SALARY GRADE:	CFCA 15

BASIC FUNCTION: Perform individualized, site-specific duties in the legal implementation of recruitment activities, application processing, interviewing and selection processes, placement, transfer, reassignment and retention of certificated personnel in accordance with credential requirements, and district need. Oversee the recruitment, selection and placement of classified hires for central office and school sites. Play an integral role in achieving the mission and goals of the district by providing excellent customer service and staffing support to a portfolio of schools and central offices. Comply with and maintain knowledge of district, local, state and federal policies and regulations concerning primary job functions. 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.)

E = Essential Functions

Plan, organize, and administer the recruitment, hiring, and placement of outstanding certificated and classified school-site and central office employees, who are committed to OUSD's strategic plan, access and equity, student achievement and accountability. **E**

Plan, organize, and administer the transfer and reassignment of certificated personnel in accordance with staffing formulas, credential requirements and district needs. **E**

Develop recruiting strategies and execute sourcing strategies that identify both active and passive job seekers including sourcing for diverse candidates. **E**

Strategically recruit utilizing on-line tools and available research methods to find contact information to build qualified applicant pools. **E**

Remain current on federal, state, and local laws applicable to recruiting standards. **E**

Plan and coordinate district teacher recruitment events and participate in the planning of regional job fairs. **E**

Represent Oakland Unified School District at selected job fairs and other recruitment opportunities. **E**

Create marketing plans for each school and central office departments to assist in the recruitment of teachers and other staff. **E**

Design and implement sound selection procedures to source the most qualified candidates. **E**

Responsible for pre-employment screening, communication to candidates and compliance responsibilities; assist principals, managers and panel members in selection process. **E**

Manage on site, day-to-day operations, including maintaining the applicant database, responding to principal and site needs and concerns, and addressing candidate communications in a timely manner. **E**

Personally build partnerships with schools sites to develop a deep knowledge and understanding of each school's programmatic needs, school vision, philosophy, and culture and school community family needs to facilitate the recruitment and selection of the best and brightest staff. **E**

Build partnerships with community organizations, especially diverse networks and groups to attract qualified and interested applicant pools. **E**

Develop and maintain active professional relationships with college and university career teacher preparation officials and placement offices, and professional societies as a course to generate qualified candidates. Maintain active partnerships with Historically Black Colleges and Universities and Hispanic Colleges and Universities. **E**

Coordinate the assignment of student teachers from university-based and educator preparation programs thus creating a student teacher pipeline. Assist in the development of training of all interns coming to OUSD. **E**

In collaboration with the Talent Development Office, develop a formalized student teacher assignment process to support and retain student teachers of promise. **E**

Effectively build retention strategies for all employment groups with special emphasis on teacher retention. **E**

Responsible for creating and updating of human resources policies and procedures pertaining to recruitment and employment. **E**

Assist in the development of an education academy to foster students interested in pursuing teaching careers. **E**

Participate in substitute teacher career events. **E**

Plan and conduct new employee orientation to foster positive attitude toward OUSD's strategic plan and organizational objectives. **E**

Conduct exit interviews and compile information on employees who voluntarily separate from the District using the District Exit Survey form to identify reasons for employee termination and write separation notices. **E**

Collect and analyze data in order to measure progress toward staffing goals. **E**

Provide principal and management training/professional development on hiring and selection best practices through workshops, materials development and training sessions. **E**

Develop and maintain marketing and recruiting materials. **E**

Maintain all databases, as necessary. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited college or university and four years of verifiable experience required in urban education or with an educational non-profit organization.

Recruitment experience preferred.

Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

Ability to travel throughout California or out of state for recruitment events

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state and local laws and ordinances governing employment including equal opportunity employment

Recruitment, selection, retention, training techniques, compensation and benefits, labor relations, and negotiation, and personnel information systems (creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques)

Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.

Educational programs, policies and staffing criteria

Correct English usage, grammar, spelling, vocabulary and punctuation

Web-based/on-line recruitment/research tools

Planning, organization and coordination needed for assigned school sites and central office departments

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

Interpersonal skills using tact, influence, patience and courtesy

Computer software, hardware, and related technology

ABILITY TO:

Maintain current knowledge of applicable provisions of applicable federal, state, local and District laws, rules and regulations

Work independently with minimum supervision and as a member of a team

Organize and coordinate district-wide recruitment programs

Form strong professional relationships with school administrators, department managers and other partners

Learn quickly in a fast-paced environment

Balance multiple priorities and deadlines in a fast paced environment

Exercise good judgment in safeguarding confidential or sensitive information

Compose written materials for all levels of readership within and outside OUSD

Effectively and clearly present written information to others

Elicit people's cooperation and network

Identify challenges and proactively work to find solutions

Recognize what needs completion and take action

Focus on what can be delivered instead of what cannot be done

Give group presentations and training sessions

Perform detailed tasks with accuracy

Plan and organize

Demonstrate sensitivity to, and respect for, a diverse population

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment and diverse school site environments; driving a vehicle or flying to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lift and carry light to moderate weight objects, occasionally more than 35 pounds; push/pull exerting force to approximately 20 pounds, occasionally 35+ pounds; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers to operate a computer keyboard and other office equipment, repetitive use of fingers; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and to make presentations.

Non-Discrimination Policy:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of age, creed, sex, race, ethnic background, marital or veteran status, national origin, disability, sexual orientation, or religion.