



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 14, 2011

Legislative File	
File ID Number:	11-3150
Introduction Date:	12/7/11
Enactment Number:	11-2613
Enactment Date:	12-14-11
By:	

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *VENA for T.S.*
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Reclassification of a Classified Position in the Ombudsman's Office

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0088 – Reclassification of a Classified Position – Ombudsman's Office.

DISCUSSION

A request was made of Human Resources to assess the classified support position in the Ombudsman's Office. Through that assessment it was determined the following position did not internally align with other existing District positions with similar skill sets and responsibilities. To support the operations of the department and address the responsibilities of the essential functions of the office, the position of Clerk Typist III, Confidential is being recommended as a reclassification to Administrative Assistant, Confidential as follows:

Ombudsman's Office:

Reclassification

From:

Position Title/FTE

Clerk Typist III, Confidential
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFSO

Range 5: \$26,324 - \$35,252

12 months, 261 days, 7.5 hours

To:

Position Title/FTE

Administrative Assistant,
Confidential (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCO

Range 8: \$47,418 - \$60,526

12 months, 261 days, 7.5 hours

BUDGET IMPACT

Funding for all positions is Unrestricted General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0088 – Elimination and Reclassification of a Classified Position – Ombudsman's Office.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0088**

- Reclassification of a Position in the Ombudsman's Office -
Reclassification
- Clerk Typist III, Confidential - To
- Administrative Assistant, Confidential -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the District is committed to generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the Reclassification of a Position in the Ombudsman's Office attached hereto and as listed below, and further approves and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., December 15, 2011:

Ombudsman's Office:

Reclassification

From:

Position Title/FTE

Clerk Typist III, Confidential
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFSO

Range 5: \$26,324 - \$35,252

12 months, 261 days, 7.5 hours

To:

Position Title/FTE

Administrative Assistant,
Confidential (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCO

Range 8: \$47,418 - \$60,526

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Administrative Assistant, Confidential.

Passed by the following vote:

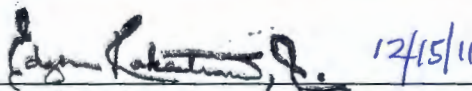
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Vice President Jumoke Hinton Hodge,
President Jody London

NOES: None

ABSTAINED: None

ABSENT: Noel Gallo, 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 December 14, 2011.


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

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OAKLAND UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Legislative File
 File ID No. 07-0718
 Introduction Date: 06-27-07
 Enactment No. 07-0718
 Enactment Date: 06-27-07
 By: _____

TITLE:	Administrative Assistant Confidential	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Confidential
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours.
ISSUED:	Revised June 27, 2007	SALARY GRADE:	CFCO 8

BASIC FUNCTION: Perform a variety of complex, technical administrative assistant duties requiring good communication skills involving access to information concerning employer-employee relations in all bargaining units throughout the District; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; analyze and interpret data; plan, organize and coordinate office activities and communications to relieve the administrator of routine duties; coordinate activities among managers, staff and outside organizations; work independently to assist in the smooth and efficient operation of assigned department; provide for accurate and timely entry of a variety data into various computer software programs.

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).

E = Essential Functions

Perform a variety of complex, technical administrative assistant duties requiring good communication skills involving access to information concerning employer-employee relations in all bargaining units throughout the District; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; analyze and interpret data; plan, organize and coordinate office activities and communications to relieve the administrator of routine duties; coordinate activities among managers, staff and outside organizations; work independently to assist in the smooth and efficient operation of assigned department; provide for accurate and timely entry of a variety of data into various computer software programs. **E**

Work independently receiving minimum supervision and guidance to assist the assigned manager in the daily operation of assigned department. **E**

Interpret and apply rules and regulations as appropriate; coordinate communications; obtain and provide information; coordinate activities and resolve issues. **E**

Research, analyze, review, correct, and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures. **E**

Schedule meetings, conferences and appointments; maintain calendar; arrange travel. *E*

Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various telephone systems and other office equipment. *E*

Independently respond to requests for information regarding district programs, policies, procedures, and regulations; receive complaints and respond according to district procedures and guidelines. *E*

Independently compose correspondence; process administrative details not requiring the immediate attention of the administrator. *E*

Attend meetings and prepare minutes and summaries of action taken; maintain confidential records and files. *E*

Research and compile information and compute statistical data for Federal, State and district reports and special projects as assigned. *E*

Prepare and maintain a variety of records, logs and files, including information of a confidential nature involving employer-employee relations and other issues; maintain confidentiality of information and records. *E*

Assign and direct the work of other employees as required. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: an Associate's Degree plus related courses, and four years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Complex, technical office procedures, computers and other office equipment

Oral and written English communication skills

Bargaining unit agreements

Complex, technical record-keeping techniques; correct English usage, grammar, spelling and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

District policies, applicable sections of the State Education Code and other laws and regulations

ABILITY TO:

Perform a variety of complex, technical administrative assistant duties in an assigned area involving specialized knowledge and independent judgment

Work effectively and confidentially with bargaining units/negotiations team members

Communicate clearly; understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions

Operate a computer and other office equipment; meet schedules and time lines

Maintain records; analyze situations and data accurately and take appropriate action

Work cooperatively with others and meet District standards of professional attitude

Organize and coordinate office activities

Assign and review the work of others

Understand and work within scope of authority

Work independently with little direction

Work confidentially with discretion

Compose correspondence and other written documents independently

Complete work accurately and as directed with many interruptions

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone; seeing to file a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist to retrieve or store records or files; dexterity of hands and fingers to operate standard office equipment; lifting light objects.