

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 13, 2016

Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	16-0509
Enactment Date:	4/13/16
By:	AW

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Aaron Townsend, Deputy Chief Talent Management, Talent Division

SUBJECT: Creation/Revision of Positions – Risk Management, Office of the Superintendent, Operations, Office of Accountability Partners, Talent Division, and Departments, As Assigned

1. Assistant, Risk Management Department
2. Chief of Staff
3. Deputy Chief, Communications and Public Affairs
4. Deputy Chief, Continuous Improvement
5. Deputy Chief, Equity
6. Deputy Chief, Talent Officer
7. Director, Central Office Accounting
8. Director Transportation and Logistics
9. General Counsel
10. Officer, Accountability Partners

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1516-0187 for the creation/revision of job descriptions: Assistant, Risk Management Department; Chief of Staff; Deputy Chief, Communications and Public Affairs; Deputy Chief, Continuous Improvement; Deputy Chief, Equity; Director, Central Office Accounting; Director, Transportation and Logistics; General Counsel; and Officer, Accountability Partners for Risk Management, Office of the Superintendent, Operations, Office of Accountability Partners, and Departments, As Assigned.

BACKGROUND:

The Talent Division recommends approval of these job descriptions 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.

BUDGET IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1516-0187 for the creation/revision of job descriptions: Assistant, Risk Management Department; Chief of Staff; Deputy Chief, Communications and Public Affairs; Deputy Chief, Continuous Improvement; Deputy Chief, Equity; Director, Central Office Accounting; Director, Transportation and Logistics; General Counsel; and Officer, Accountability Partners for Risk Management, Office of the Superintendent, Operations, Office of Accountability Partners, and Departments, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0187**

- Risk Management, Office of the Superintendent, Operations, Office of Accountability Partners, Talent Division, and Departments, As Assigned -

Create/Revise Job Descriptions

- Assistant, Risk Management Department; Chief of Staff; Deputy Chief, Communications and Public Affairs; Deputy Chief, Continuous Improvement; Deputy Chief, Equity; Deputy Chief, Talent Officer; Director, Central Office Accounting; Director, Transportation and Logistics; General Counsel; and Officer, Accountability Partners -

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 descriptions align 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 approves the creation/revision of the attached job descriptions:

1. Assistant, Risk Management Department
2. Chief of Staff
3. Deputy Chief, Communications and Public Affairs
4. Deputy Chief, Continuous Improvement
5. Deputy Chief, Equity
6. Deputy Chief, Talent Officer
7. Director, Central Office Accounting
8. Director Transportation and Logistics
9. General Counsel
10. Officer, Accountability Partners

Passed by the following vote:

AYES: Jumoke Hinton Hodge, Aimee Eng, Jody London, Roseann Torres, Vice President Nina Senn, President James Harris

NOES: None

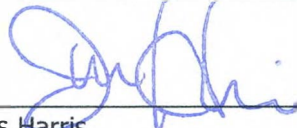
ABSTAINED: None

ABSENT: Shanthi Gonzales

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Special Meeting I of the Board of Education of the Oakland Unified School District held April 13, 2016.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

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Introduction Date:	04/13/2016
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By:	OR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant, Risk Management Department	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: April 2016	SALARY GRADE:	ADCL 44

BASIC FUNCTION: Under general supervision the Risk Management Department Assistant provides logistical, analytical, technical, and administrative support to the Oakland Unified School District's (OUSD) Risk Management programs and operations. The duties of this position are divided between supporting the management of capital assets and inventories, environmental health and safety, workers' compensation, and risk management general operations.

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:

Capital Assets and Inventories:

- Assist with conducting the District's periodic inventory (i.e. physical count and inspection) of real and personal property for accounting, compliance, and insurance purposes.
- Assist with the ongoing reconciliation of property records for land, land improvements, buildings, building improvements, machinery and equipment for general accounting, state and federal compliance, and insurance.
- Coordinate administrative and clerical tasks—including receiving and responding to communication—associated with reporting losses of real and personal property owned by the District—and, when appropriate, District employees—and their timely replacement.
- Assist with cross training for school site and central office staff for periodic and ongoing management and control of District property.
- Support central office and school site personnel in performing inventory observation, reconciliation, and the maintenance of an accurate identification tag system for moveable equipment.
- Coordinate administrative and clerical tasks during periodic and ongoing inventorying of District assets including maintaining schedules for temporary staff.
- Assist with the documentation, maintenance of records, and coordinating of the receipt, accounting, and distribution of assets donated to the District.
- Assist with the collection of surplus property and in facilitating the process of preparing surplus resolutions for consideration by the Governing Board.
- Assist in the maintenance of the District's fleet of vehicles including the regular inventorying of all vehicles and mobile grounds equipment, and maintaining real time data on their whereabouts and condition.
- Assist with the collection and verification of driver records for personnel authorized to drive District vehicles.

Environmental Health and Safety:

- Assist with the implementation of the District's Environmental Health and Safety Program, policies, and procedures.
- Assist with the planning and execution of annual health and safety inspections throughout the district.
- Assist with ongoing health and safety investigations including but not limited to indoor air quality investigations and accident investigations.
- Assist with regulatory compliance.
- Assist with ongoing job site safety inspections.
- Assist with implementation of hazardous materials program including the identification, evaluation, and control of hazardous materials, wastes, and other health and safety hazards throughout the District.

Workers' Compensation / Reasonable Accommodation:

- Assist with the development, implementation, and monitoring of risk management information systems to effectively track all aspects of the District's workers' compensation program, including both physical and electronic filing systems.
- Assist with consultation and technical assistance regarding workers' compensation to employees and administrators.
- Assist with conducting workshops for administrators, department managers/supervisors and union leadership regarding reporting procedures for work related injuries, supervisor investigations of departmental injuries, and early return-to-work.
- Assist with investigations of employee injuries and early return-to-work.
- Assist with the development, implementation, and evaluation, and reporting for the early return-to-work program.
- Assist with the preparation of reports on the District's fraud prosecutions, restitution, subrogation and excess insurance recoveries in District workers' compensation claims.
- Assist with the monitoring, analyzing, and preparation of regular reports on the various costs associated with the District's workers' compensation program, including utilization review, medical bill review, administrative fees, claim defense costs and prescription utilization review.
- Assist with communicating procedures as needed regarding workers' compensation claims.

Risk Management General Operations:

- Provide technical, logistic, administrative, clerical, and analytical support to general risk management programs and operations.

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:

Computerized financial systems, preferably the Integrated Financial and Administrative Solution (IFAS)

Excellent oral, written, and digital English communication skills

Microsoft Office Suite (Word, PowerPoint, Excel, Access)

Basic standards of customer service

Good record keeping techniques

Telephone techniques, systems, and etiquette

Interpersonal skills using tact, patience, and courtesy

Good communication skills and techniques

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

Correct use of the English language including grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITIES TO:

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

Effectively resolve complex customer service complaints and problems, including the ability to professionally interact with difficult customers

Communicate clearly, understand and interpret district and other rules, policies, and procedures

Handle and defuse difficult situations while maintaining a calm and level-headed composure at all times

Work under pressure

Multi-task

Utilized a multi-screen computer system, mouse, phone system, and headset while receiving calls from district employees and the public

Maintain the confidentiality of information

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

Work cooperatively with others and meet District standards of professional conduct

Work independently, with little direction

Use a personal computer including word processing and spreadsheet programs

Perform job responsibilities in a timely manner in order to meet scheduled deadlines

PREREQUISITES

Associate of Arts Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the AA Degree requirement; however, the work experience years used to qualify for the AA Degree requirement cannot be used to meet the work requirement.

Four (4) years of relevant experience working in a risk management or similar environment

Coursework in accounting, finance, project management, business administration, information and decision systems.

Experience in governmental accounting and auditing; knowledge of the California School Accounting Manual (CSAM); Standardized Account Code Structure (SACS); Generally Accepted Accounting Principles (GAAP); and relevant statements of the Governmental Accounting Standards Board (GASB) preferred

Valid California Driver's License

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:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	6-0509
Enactment Date:	4/13/16
By:	ea



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Chief of Staff	REPORTS TO:	Superintendent
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days
ISSUED:	Created: April 2016	SALARY GRADE:	Employment Contract

BASIC FUNCTION: Support the Superintendent by synchronizing the Superintendent’s Leadership Team, managing the Office of the Superintendent in order to ensure quality and timeliness of information to and from the Office of the Superintendent. The Chief of Staff provides operational assistance by managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, by supporting the deliverables of the Superintendent’s Leadership Team, and by ensuring expectations and deadlines are clearly communicated to staff. The Chief of Staff serves as a key strategic planner and manages the strategic and long-range planning processes for the District; is the advisor, decision-maker and problem solver for the Superintendent, ensuring that issues needing the Superintendent’s attention are addressed in a timely manner.

The Chief of Staff supports the Superintendent by serving as the executive liaison with the Board of Education and by facilitating effective communication with the Board’s leadership team and with individual Board members.

The Chief of Staff represents the District and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with all stakeholders; and ensures the Superintendent’s office is responsive to the needs of the Board, staff and community, with attention to supporting equity and diversity.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Perform highly responsible and confidential work as principal staff support to the Superintendent; support the work of the Superintendent by responding to priority issues as they emerge, maintaining ongoing contact with the Superintendent to receive guidance on essential work, implementing the Superintendent’s directives and instructions, and providing feedback and/or advice as requested.

Support the Superintendent in dealing with a range of administrators, staff, students, Board of Education, and public affairs issue; directly handles matters of school District importance as delegated.

Serve as a liaison with the Board of Education in matters other than those handled directly by the Superintendent; coordinate the activities of the Board and the support provided to the Board from the Superintendent’s Office through the Board Secretary.

Coordinate the development and implementation of strategic initiatives throughout the District.

Manage the annual strategic planning processes and the delivery of projects and outcomes that are assigned by the Superintendent.

Participate with the Superintendent, the Leadership Team and the Board in strategic planning, policy development and problem resolution of complex issues and needs; provide integrated policy analysis, strategic consultation and oversight on progress against strategic plan; deliver and communicate progress reports to internal and external parties.

Operate strategically across the District to identify barriers that impede attainment of goals and objectives.

Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community in order to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the general community; facilitate the dissemination of information about and the utilization of services provided by the District.

Attend Board meetings and other meetings as directed by the Superintendent, and prepare reports for the Board at the direction of the Superintendent.

Serve as a member and work closely with the Superintendent's Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.

Plan and manage meetings as directed by the Superintendent to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Superintendent's Leadership Team and other executive teams; prepare agendas, develop memos, communication, correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials, initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.

Coordinate special projects on behalf of the Superintendent, frequently involving members of the Superintendent's Leadership Team.

Visit schools with the Superintendent, Network Superintendents, Chief of Schools and other District staff to assess level of District support services and provide appropriate feedback to District departments to enhance or adjust District support services.

Serve as strategic liaison between the Superintendent and department heads, school administrators, employee organizations, other school Districts, public agencies and the public as directed.

Suggest ways to position the District with civic and business leadership and Board of Education members on issues that have a direct, strategic impact on the core initiatives.

Interact with industry, government, legislative interests group and community officials in the representation and development of the District's strategic initiatives.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Assume responsibility for the efficient and proper operation of the Office of the Superintendent.

Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed, and direct and oversee the preparation of drafts of needed policies and administrative procedures.

Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Superintendent.

Develop and maintain positive working relationships with all stakeholders, including schools.

Performs other related duties as assigned by the Superintendent.

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:

Public school administrative structures and challenges facing large, diverse, urban school districts
Strategic planning theory
Public policy, procedure and management
National, state and local educational goals and standards and operations of K-12 public education in California
School reform theories and best practices to implement change
Development and performance management methods
The goals, objectives, structure and operations of a major public employer
School District policies and procedures, regulations and bylaws, and the legal environment within which they operate
Planning, organization and coordination needed for assigned program
Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff
Correct English usage, grammar, spelling, and punctuation
Computer software, hardware, and related technology

ABILITY TO:

Lead the strategic planning process and establish objectives
Modify management strategies based on evaluation data
Demonstrate excellent team-building skills
Demonstrate excellent organizational skills and attention to detail
Exercise judgment and discretion in interpreting and applying policies and procedures
Manage financial resources
Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar and usage
Establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, outside advocacy groups, and other community members, with an expertise in consensus building
Organize and motivate high level employees to work together and achieve common goals
Perform complex tasks and to prioritize multiple projects
Interface with all levels within the organization
Work effectively in a diverse work group
Pull resources together to meet deadlines
Work under pressure and flexible in adapting and responding to changing situations
Manage multiple conflicting priorities
Delegate responsibilities effectively
Harvest a healthy, happy workplace with a real emphasis on a strong organizational culture
Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree or Higher in Education, Educational Administration, Communications, Public Relations or related field

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Superintendent's office

Ten (10) years of administration experience in a school environment, five (5) years as an executive or cabinet member in an urban public school district

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced written, verbal and listening skills; excellent organization skills

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

Valid California Driver's License

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:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	160569
Enactment Date:	4/13/16
By:	JD



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief, Communications and Public Affairs	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: August 2014 Revised: May 2015 Revised: April 2016	SALARY GRADE:	Contract

BASIC FUNCTION: Under the direction of the Superintendent or designee, the Deputy Chief of Communications and Public Affairs serves as principal advisor to the Superintendent, Board of Education and Leadership Team regarding strategic communications, intergovernmental relations, and community engagement around District-wide initiatives. Strategic communications include internal and external communications, media relations, digital presence (website and social media), translation, and marketing initiatives. Intergovernmental relations is focused primarily on state government advocacy, and includes serving as the liaison and advocate with local and regional government agencies, as well as the federal government on all legislative and grant funding advocacy matters. District-wide community engagement covers all strategic initiatives that require community-wide input and engagement. This means working collaboratively with the Leadership Team and other key stakeholders to set the vision for and lead the Communications & Public Affairs Team in ensuring a unified district brand.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Leadership

Serve as chief public affairs and communication strategist on OUSD initiatives, goals and priorities with focus on forward-looking messaging, proactive and anticipatory communications planning.

Communicate and represent the District's vision, perspective and strategic plan internally and to the general public/community, as designated by the Superintendent.

Build and maintain public support for public education and the school system in collaboration with the Superintendent, Superintendent's Senior Leadership Team, Executive Staff, Cabinet and OUSD administration.

Grow, develop, support and lead a strong, vision-focused, service-oriented team of professionals towards all aspects of public affairs, community engagement, communications strategies, stakeholder engagement and relationship management.

Manage the Senior Leadership Team's public communications and the District's brand through well-developed internal communications messaging, public affairs, community engagement and organizational positioning and branding.

Develop, direct, and evaluate the District's public relations, community engagement, communications and public affairs strategy; execute effective initiatives, events, committees, campaigns/programs on a local, state, and national basis, with major emphasis on employee communications and communications between the District and the community.

Serve as the public relations, affairs and engagement counsel and advisor to the Superintendent, and serve on the Superintendent's Executive Cabinet.

Provide professional public relations, affairs and engagement counsel and assistance to OUSD administration and the Board of Education pursuant to Board Policies and Administrative Regulations.

Identify community issues and concerns, and develop strategies for dealing effectively and proactively with community issues and concerns; interact with diverse stakeholder groups, and represent the Superintendent as needed.

Assist in problem solving between and among offices on issues involving the Superintendent's input, and represent the Superintendent on teams for large-scale projects and District-wide initiatives with major employee and community impacts.

Represent the Superintendent and OUSD administration at various community functions and on local, state, and national non-profit and professional boards.

Serve as the Superintendent's representative and liaison to community leaders and groups in collaboration with the other Chiefs and Deputy Chiefs as needed or appropriate.

Administration and Management

Plan and administer District-wide functions as designated by the Superintendent.

Develop and monitor program's annual objectives, performance measures, and budgets.

Plan, develop, and maintain effective processes and channels of communication with internal and external audiences.

Develop public affairs and communication strategies, tactics, and action plans for all major OUSD initiatives, and serve as a public relations consultant to key District committees and task forces.

Work collaboratively with administrators, staff members and OUSD employees, and community volunteers in the planning/developing public affairs, relations and engagement efforts, campaigns, initiatives and strategies for both one-way and two-way communications with diverse constituents.

Public Affairs, Relations and Engagement

Lead the development and delivery of critical District messages and messaging to appropriate stakeholders, staff and partners to increase positive press for OUSD.

Work in collaboration with the Director of Communications and Director of Community Engagement and Partnership to evaluate, refine and monitor current crisis communications plans, protocols and processes.

Organize press conferences and the release of information to the media and the public.

Develop and maintain working relationships with community leaders, organizations, and/or media and lobbying outlets.

Public Engagement

Represent OUSD publically at community, state and national meetings and functions as needed and requested by the Superintendent.

Organize and plan regular meetings of various OUSD advisory groups, essential and critical partners.

Make the community aware of OUSD needs and goals—academic and operational.

Develop processes and systems for garnering public input and support on key initiatives, issues and decision-making.

Communicate to the public the rationale for Superintendent and Board of Education decisions.

Marketing/Communications

Create and implement a marketing program that enhances OUSD's image in the eye of the public and elected officials, as well as the corporate and grant community, with a recognizable "brand" reflective of a school District on an upward trajectory.

Develop and maintain brand image, positioning, and messaging for OUSD; develop and maintain image and identity standards for OUSD.

Secure the development of public opinion polls, and solicit feedback from OUSD community members through formal and informal means regarding District initiatives, programs, and decisions.

Provide analysis of results, and recommend public relations/marketing strategies and tactics.

Develop District-wide public relations campaigns and collateral materials to market OUSD.

Manage, support, guide and inform the development and production of District marketing communications, including print and electronic publications, collateral materials, presentations, website content, social networking sites such as Twitter and Facebook, new media productions, advertising, media relations, and television broadcasts for staff and the community.

Build capacity of OUSD administrators and departments in communications by providing training on a variety of topics, including public engagement, marketing, and media.

Internal Communications

Develop comprehensive strategy and plan for District-level employee internal communications.

Maintain open lines of communication between the Superintendent and OUSD employees using a variety of tactics and techniques.

Coach and facilitate the work of Executive Staff, managers, and supervisors in communicating more effectively with employees.

Communicate to staff the rationale for Superintendent and Board of Education decisions.

Decision Making

Authority to set overall strategic direction for public affairs, relations and engagement programs, initiatives and efforts; make final decisions, and take action regarding public relations, marketing and employee communications within policies and regulations set by the Board of Education and Superintendent.

Work collaboratively with and provide communication strategy to Superintendent's Executive Cabinet and Staff on a variety of OUSD priorities, projects and initiatives.

Internal and External Audience

Communicate and collaborate with the Superintendent, Executive Cabinet, Board of Education, other administrators, and District personnel to coordinate and convene meetings, committees, task force, vetting systems and mechanisms to resolve organizational issues, conflicts, and exchange information; model District standards of ethics and professionalism—and the Superintendent's core values of Every Student Thrives, Student's First, Equity and Integrity.

Maintain professional decorum regarding matters of confidentiality.

Communicate and collaborate with the media (local, state, and national), business leaders, OUSD donors and business partners, Chamber of Commerce, elected officials, government leaders, community/faith leaders, District Advisory Committee/Parent Teachers Association/parent leaders, parents, patrons/community members, and other education leaders to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Perform related duties as directed by the Superintendent or designee.

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:

Current public education trends, issues and research

Current literature and best practices in public relations, marketing, communications, community relations and public affairs

Federal, state and local regulatory requirements applicable to OUSD communications and community outreach programs

District functions, policies, rules, regulations, goals and objectives

Marketing and communications theory, principles, practices and strategies

Public institution administration and education administration strategies

California, Alameda County and Oakland community concerns and dynamics, politics, issues, leaders and influencers

Brown Act, laws related to freedom of the press and free access to public information

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, punctuation and vocabulary

Budget development and administration

Computer software, hardware, and related technology

ABILITIES TO:

Develop and implement comprehensive public relations strategies and activities

Generate print and broadcast media coverage

Establish strong partnerships across organizations and develop powerful messages for different constituencies including parent, staff and community members

Work with stakeholders including families, governmental agencies and business community

Become conversant quickly in OUSD's work and to communicate with experts

Work on issue-based communications and/or policy advocacy through messaging, positioning, media and communications strategy, journalism, branding and constituent engagement

Manage and lead the Communications Department efficiently and effectively

Effectively plan, organize, and implement a comprehensive internal and external communications program

Assess, evaluate and enhance formal, informal, internal and external communications programs

Work as a member of a team

Maintain sensitive and confidential communications

Work independently in a variety of situations often requiring extensive contact with local public leaders, local media representatives, community members and special interest groups

Establish and maintain effective communications and working relationships with school officials, school administrators, teachers, support staff, students, parents, and the community

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

Operate personal computer, related software, and other office equipment

PREREQUISITES: Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in communications, English, public relations, journalism, marketing 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.

A Master's degree or equivalent experience and professional development in communications, marketing, public policy administration or related field preferred

Ten (10) years of accomplished strategic communications experience of increasing scope required, preferably with some experience at a public agency or with a large, complex organization

Outstanding oral and written communication skills

Proven experience as a leader in communicating with a diverse community

Experience in leading and managing a team of communications professionals

Experience working proactively with media, establishing influential productive working relationships

Experience functioning successfully as a communications strategist and spokesperson in a politically charged environment

Fiscal accountability and budget management experience.

May be required to work during non-traditional hours, including evenings and weekends

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:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	160509
Enactment Date:	4/13/16
By:	82



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief, Continuous Improvement	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: April 2016	SALARY GRADE:	Per Employment Contract

BASIC FUNCTION: Under minimal supervision, the Deputy Chief of Continuous Improvement will lead Oakland Unified School District in establishing and maintaining support systems, procedures, and processes. Provide expertise through leading and coordinating improvement activities with staff; performing technical activities, e.g., root cause analytics; and providing just-in-time coaching and training to staff. The role will also lead small sub-teams within the project/program. The Deputy Chief of Continuous Improvement will ensure methodologies, frameworks, and tools are current and will participate in efforts to build process management capability in OUSD.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS

Lead and collaborate with OUSD staff to provide business solutions, and consult with OUSD Leadership and management to address a broad range of issues related to the effectiveness and efficiency of the OUSD's work systems and infrastructure. This includes, but is not limited to:

- process improvement,
- work systems,
- staff and resource utilizations and requirements,
- performance measurement and management,
- organization,
- benchmarking,
- operations research-based optimization,
- value analysis, and
- economic analysis of various resource allocation options (e.g. allocation levels, outsourcing, contracting).

Collaborate with employees at all levels of the Organization, as well as across all school sites and divisions, on functional objectives and assessing the current processes performed within and among functional areas.

Lead the review of existing policies and processes to assure adherence; seek opportunities to increase productivity, reduce costs and improve customer satisfaction by improving systems and infrastructure where necessary.

Leverage research-based process improvement tools and techniques (e.g., Six Sigma) to design, develop, document, and assist in implementing standard processes; document current processes, research best practices and analyze process gaps.

Create, document, and lead the District's workflow models, including the value creation architecture, to assist management with resource/strategic planning in a fluid operational environment.

Lead the cross-departmental participation in the Continuous Improvement process and the cross-departmental analysis and utilization of the results of the Continuous Improvement process to incorporate promising practices, to address gaps in school and central office systems and infrastructure.

Facilitate decision making sessions to develop and formalize process, policy and procedure improvements.

Provide process improvement technical expertise and training to process improvement team members.

Develop and implement continuous improvement programs to ensure programs are integrated vertically and horizontally across organization.

Quantify impact of process and policy changes in conjunction with the process improvement team and monitor results to help ensure results align with projections.

Develop productivity and cost rubric and standards to help ensure operational process improvement project results in productivity increase and decreased costs.

Analyze data and workflow to identify areas of opportunities and possible solutions for achieving increased productivity or efficiency.

Analyze planned improvement programs and potential results to assist management in making informed decisions.

Identify, assess and recommend technology related to business process improvement.

Advocate use of standard approaches to process design and improvement projects as well as advancements and apply new tools as appropriate when new processes are create or current ones are planned for improvement.

Develop a project and communications plan, including priority deliverables, milestones, decision points owners and resource/budget requirements.

Communicate to District Leadership the process improvement analysis and recommendations for decision making and resource allocation.

Manage data through coordination of new technology to help facilitate the reporting and decision-making process; prepare and present staff reports and other necessary correspondence to the Superintendent and the Leadership Team.

Direct and oversee the development and implementation of District and departmental operational policies, regulations, and procedures.

Develop presentations and other methods to explain new process recommendations.

Prepare a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District; ensure the on-time preparation and submission of all organization reports, metrics, plans, etc... in coordination with the responsible departments and process owners.

Document and update changes to processes, policies, and procedures to ensure proper documentation and/or compliance requirements have been met.

Champion the need and benefit by utilizing a structured approach to business process improvement.

Lead, promote and develop a continuous improvement culture across the District.

Challenge stakeholders to maximize opportunities from process improvement initiatives.

Develop and prepare budgets; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in support of District goals.

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and/or disciplinary action.

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 AND ABILITIES

KNOWLEDGE OF:

Process management, process design, and continuous improvement concepts, methodologies, and tools

Process improvement related methodologies, e.g., Lean, Kaizen

Enterprise Resource Planning Software (ERP)

Business process management, process improvement methods/tools and improving the human performance system

Business operations

Budgeting and forecasting techniques

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Lead and complete process design initiatives with impact on business performance (financial and operational)

Provide process leadership on multiple full cycle process improvement projects

Lead discussions with customers to gather and document business and technical requirements

Configure and test applications based on gathered business and technical requirements

Define critical performance metrics

Review proposed projects; define or refine parameters and objectives of work

Select most suitable study technique(s)/methodologies to accomplish desired objectives

Act as a change agent to instill process improvement culture (e.g., Lean Six Sigma) throughout the District

Conduct analysis of all information and data to arrive at findings and develop recommendations

Adapt to changing technologies, processes, and environments

Generate reports, and if necessary, make presentations to communicate study findings and make recommendations

Oversee collection of necessary data and execution of proper technical methodologies

Influence project sponsors and project managers in establishing priorities for process improvement roadmaps

Determine and implement appropriate metrics to monitor process performance

Create tools for staff to use in Excel or other enterprise systems

Model data, create process/workflow models

Develop algorithms to solve business problems

Create computer programs to solve/speed-up resolution of business problems

Communicate effectively in English orally and in writing

Establish and maintain effective working relationships with others

Produce high quality deliverables while maintaining schedule commitments

Present professional development programs and techniques

Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree from an accredited college or university in Business, Finance, Accounting, MIS/CIS or related fields

Five (5) years of experience in business-related and/or information systems related field, and process improvement.

Leadership experience in a large organization is a plus

Extensive experience in working with users to elicit business requirements

Experience with testing at various levels (unit, functional, integration. system, load/performance and support for user acceptance testing)

Extensive experience with change management processes

Six Sigma Black Belt certification preferred

Experience leading Six Sigma process improvement teams is preferred

Experience in data, financial, information systems or statistical analysis

Proficiency in Visio, ARIS or other process mapping tools

Database development; must be able to model data, create and manage a database (Access, MySQL, Oracle 10/11g etc...)

Advanced user of MS Office products, especially Excel

Valid California Department of Education Chief Business Officials Certificate preferred

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.

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Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	160509
Enactment Date:	4/13/16
By:	02



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief, Equity	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: April 2016	SALARY GRADE:	Per Employment Contract

BASIC FUNCTION: Under the leadership of the Superintendent, with day-to-day oversight by the Chief of the Staff in the Superintendent's Office, the Deputy Chief of Equity will promote a culture of inclusion and embracing differences as a strategic opportunity towards leading the District's efforts to build a culture of equity and inclusion for all students, families, employees and community. The position has the responsibility for guiding efforts to conceptualize, define, assess, nurture, and cultivate diversity as an institutional and educational resource. The position defines the District's mission by providing direction and coordinating leadership for promoting equity through a cross disciplinary approach District-wide.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Lead the District's efforts to implement, socialize, evaluate and operational the Equity policy.

Plan, guide and advise OUSD leaders on matters related to diversity and equity for students, parents, communities and employees; collaborate with OUSD management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.

Supervise the African American Male Achievement Program and work with the team to expand the programs reach to support increased achievement for all African American male students in OUSD

Build and nurture strategic partnerships with organizations focused on uplifting achievement of diverse groups of students, e.g., Latino Men and Boys, Asian Pacific Islander, Indigenous, LBGTQ, etc....

Partner with the Chief of Staff to engage community stakeholders in the development and implementation of a program focused on improving the outcomes of girls (targeting additional support to African American and Latino Female achievement).

Collaborate with other academic leaders to support inclusion of equity work throughout core District processes related to the hiring and induction of educators, the training of staff, and community engagement; training may include online tools, LEAD Academy Diversity Training and ad-hoc presentations.

Build relationships with other Districts, state organizations, and national efforts and agencies focused on equity related issues and initiatives focused on improving outcomes for students furthest away from opportunity.

Promote OUSD's commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the District including the Board of Education, Executive Staff, supervisory staff, employees, students, public, community leaders from all ethno-cultural groups, civic and grass-root organizations, attorneys, political figures, and Federal, State and local government enforcing authorities.

Represent and serve as the OUSD content expert on diversity-related matters.

Interact and provide reports to the Board of Education as directed by the Superintendent.

Assist the District and schools in resolving educational and diversity issues affecting educators, students, parents, and the community.

Assist educators in creating culturally supportive learning environments that ensures high expectations for the academic achievement of all students.

Support school administrators on equity related issues for effective administration of all aspects of school programs; work cross-functionally with members of the school support teams and leadership development teams.

Provide analysis of legislation and regulations related to equity and affirmative action.

Manage the department budget, including developing budget proposals, justifying expenses and monitoring accounts.

Represent the District in regional and local associations, civic organizations, ethnic and non-profit organizations' Boards.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

Represent and serve as the OUSD content expert on diversity-related matters.

Perform related duties as directed by the Superintendent and Chief of Staff.

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:

Issues relating to diversity, cultural proficiency, recruitment, and equity affairs

Local, state and federal laws related to schools, employment and protected classes

Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities

Long-term strategic planning, organizational design and effectiveness, management development, curriculum design, and group facilitation

Workforce planning systems management, annual and strategic business planning, needs assessment, solution designs, delivery, cost benefit analysis, change management and communications

Employee performance standards, organizational design, project management, quality improvement principles, business process reengineering and computer applications

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Content and best practice

District policies and procedures

Accurate budget preparation and control

Computer software, hardware, and related technology

ABILITY TO:

Follow protocol where applicable but also to operate where there is no protocol and help develop policies and procedures

Manage thoughtfully the personal, political and organizational dynamics related to equity issues within OUSD

Effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job

Analyze facts and present recommendations effectively in oral and written form

Handle confidential matter with discretion, integrity, and ethics

Develop sensitive working relationships with students, potential employees, and faculty, staff, and members of the community

Function on an independent basis in a fast-paced environment with low to moderate supervision

Handle high volume of work and multi-task a variety of assignments, as well as recognize priorities and manage time effectively to meet deadlines

Design trainings from curriculum to execution

Communicate organizational goals with urgency to both internal and external stakeholders in a manner of confidence and credibility

Work with diverse populations within the District and the community

Develop, plan, and implement short- and long-range goals, establish priorities, and organize resources

Multi-task and deliver on-time projects

Work under pressure and maintain effective working relationships with coworkers and others

Work harmoniously with others

Inspire a shared vision by working collaboratively and inclusively

Be pliable with regards to organization change and priority shifts that bring others along and build trust

Operate personal computer, related software, and other office equipment

PREREQUISITES

Bachelors Degree from an accredited college or university in Public Administration, Human Resources Management, Organizational Development, Organization Behavior, Industrial/Organizational Psychology or related discipline

Master's Degree from an accredited college or university in Public Administration, Human Resources Management, Organizational Development, Organization Behavior, Industrial/Organizational Psychology or related discipline preferred

Eight plus (8+) years of professional, demonstrated track record of leading equity and diversity work for large organizations

Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class and perceptions around these topics

Personal interest and commitment to diversity, multiculturalism, and issues of equity

Thorough understanding of organizational change management theories and practices

Excellent interpersonal, analytical, critical thinking, problem-solving, and organizational skills

Superior and savvy meeting facilitation skills and training skills

Case management related to offering coaching for departments and school leaders

Experience in effectively resolving process blocks & conflicts

Demonstrated experience in successfully delivering large initiatives while utilizing project management methodologies, best practices, techniques, and tools

Inspired, visionary who can foster employee excitement and understanding

High degree of integrity in handling confidential information

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, Outlook and PowerPoint)

Valid California Driver's License

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:

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Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	16-0509
Enactment Date:	4/13/16
By:	oe



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief, Talent Officer	REPORTS TO:	Senior Business Officer
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days
ISSUED:	Created: April 2016	SALARY GRADE:	Contract

BASIC FUNCTION: Provide leadership to the Oakland Unified School District Human Resources and Talent Management functions and optimize the District's ability to find, keep and grow top talent. Foster an environment to not only attract, retain, and motivate the District workforce to promote student learning and achievement, but also to create a broad and balanced culture of celebration and performance accountability that positively influences student performance. Develop and implement the strategy, staffing and infrastructure to direct all aspects of Human Resources and Talent Management, including Talent Recruitment, Strategic School Support, Operations and Services and Employee Benefits.

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

Champion the strategic direction of programs, policies, and services that are responsive to the Human Capital needs of the District and that are integrated with the District strategic goals.

Provide leadership and accountability over all human resources functions: recruitment, retention, compensation and employee benefits, performance management; diversity, regulatory compliance, teacher and principal performance management initiatives.

Develop, monitor and manage annual operating budgets for the Human Resources department; establish and monitor cost containment initiatives throughout the department without sacrificing quality or service levels oversee on-going analysis of budget expenditures and resource allocation.

Plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department to ensure smooth and efficient delivery of high quality services that comply with laws, policies, and regulations to meet the needs of the District.

Collaborate with other departmental management to provide ongoing review of organizational structure, staffing, and division-wide policies and procedures to ensure efficient operations and best practices; resolve issues and conflicts and exchange information.

Establish a working environment for all District employees which promotes fairness and equity in HR practices and ensures compliance with all Federal and State employment laws and district policies.

Assist with the long-range strategic planning of human resources and talent management goals and objectives and the development of measures of achievement and effectiveness.

Manage internal operations including supervision and evaluation of assigned staff, communication, technology, records, workflow, and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; participate in the selection of personnel; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff in support of professional learning.

Provide and expand functionality of the Human Resources Information System (HRIS) for use in departmental and organizational decision-making which lead to increased efficiency in district practices.

Assist with reviewing board policies, administrative regulations, proposed legislative and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations.

Collaborate with Legal to minimize legal adversity, oversee HR audits and perform risk analysis on District HR policy and programs to proactively reduce adverse exposure.

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with District procedure, collective bargaining provisions, and legal mandates.

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals.

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations and others.

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Master's degree in Human Resources or a related field and significant experience managing Human Resources or working directly with superintendents, executive cabinet leaders, school board members, non-profits or community representatives.

Experience working in or with organizations engaged in a significant reform effort; re-engineering operations and processes; developing new strategies; and leading change initiatives

Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, Access and PowerPoint)

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

Ability to work evening and weekends when necessary

ABILITY TO:

Think strategically and systemically, and participate in long-term strategic planning

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Exercise good judgment when appraising difficult situations and execute timely decisions

Develop and report on budgets and expenditures in concert with District-wide budgeting allocations

Plan, organize, and manage a variety of human resources functions

Provide leadership, train and evaluate the performance of assigned staff

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports

Communicate effectively, understand and follow, in English, oral and written directions

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Communicate patience and courtesy in a manner that reflects positively on the organization

Analyze and resolve critical issues with significant organizational impact

Work independently and effectively with minimum direction

Manage change and design an effective system of reporting progress and monitoring results

WORKING CONDITIONS

ENVIRONMENT:

Office and off-site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; contact with dissatisfied individuals

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:

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Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	15-0509
Enactment Date:	4/13/16
By:	OR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief, Talent Officer	REPORTS TO:	Senior Business Officer
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days
ISSUED:	Created: April 2016	SALARY GRADE:	Contract

BASIC FUNCTION: Provide leadership to the Oakland Unified School District Human Resources and Talent Management functions and optimize the District's ability to find, keep and grow top talent. Foster an environment to not only attract, retain, and motivate the District workforce to promote student learning and achievement, but also to create a broad and balanced culture of celebration and performance accountability that positively influences student performance. Develop and implement the strategy, staffing and infrastructure to direct all aspects of Human Resources and Talent Management, including Talent Recruitment, Strategic School Support, Operations and Services and Employee Benefits.

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

Champion the strategic direction of programs, policies, and services that are responsive to the Human Capital needs of the District and that are integrated with the District strategic goals.

Provide leadership and accountability over all human resources functions: recruitment, retention, compensation and employee benefits, performance management; diversity, regulatory compliance, teacher and principal performance management initiatives.

Develop, monitor and manage annual operating budgets for the Human Resources department; establish and monitor cost containment initiatives throughout the department without sacrificing quality or service levels oversee on-going analysis of budget expenditures and resource allocation.

Plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department to ensure smooth and efficient delivery of high quality services that comply with laws, policies, and regulations to meet the needs of the District.

Collaborate with other departmental management to provide ongoing review of organizational structure, staffing, and division-wide policies and procedures to ensure efficient operations and best practices; resolve issues and conflicts and exchange information.

Establish a working environment for all District employees which promotes fairness and equity in HR practices and ensures compliance with all Federal and State employment laws and district policies.

Assist with the long-range strategic planning of human resources and talent management goals and objectives and the development of measures of achievement and effectiveness.

Manage internal operations including supervision and evaluation of assigned staff, communication, technology, records, workflow, and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; participate in the selection of personnel; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff in support of professional learning.

Provide and expand functionality of the Human Resources Information System (HRIS) for use in departmental and organizational decision-making which lead to increased efficiency in district practices.

Assist with reviewing board policies, administrative regulations, proposed legislative and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations.

Collaborate with Legal to minimize legal adversity, oversee HR audits and perform risk analysis on District HR policy and programs to proactively reduce adverse exposure.

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with District procedure, collective bargaining provisions, and legal mandates.

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals.

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations and others.

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Master's degree in Human Resources or a related field and significant experience managing Human Resources or working directly with superintendents, executive cabinet leaders, school board members, non-profits or community representatives.

Experience working in or with organizations engaged in a significant reform effort; re-engineering operations and processes; developing new strategies; and leading change initiatives

Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, Access and PowerPoint)

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

Ability to work evening and weekends when necessary

ABILITY TO:

Think strategically and systemically, and participate in long-term strategic planning

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Exercise good judgment when apprising difficult situations and execute timely decisions

Develop and report on budgets and expenditures in concert with District-wide budgeting allocations

Plan, organize, and manage a variety of human resources functions

Provide leadership, train and evaluate the performance of assigned staff

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports

Communicate effectively, understand and follow, in English, oral and written directions

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Communicate patience and courtesy in a manner that reflects positively on the organization

Analyze and resolve critical issues with significant organizational impact

Work independently and effectively with minimum direction

Manage change and design an effective system of reporting progress and monitoring results

WORKING CONDITIONS

ENVIRONMENT:

Office and off-site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; contact with dissatisfied individuals

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.

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Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	16-0509
Enactment Date:	4/13/16
By:	OR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Central Office Accounting	REPORTS TO:	Controller
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Revised: January 2009 Revised: June 2013 Revised: April 2016	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Provide support to the Controller on strategic, District-wide analyses and financial reporting to local, state, federal governments, and internal stakeholders to improve efficiency.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations and negotiations.

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:

Prepare or supervise the preparation of complex financial, statistical, and analytical reports and statements to support the District's financial activities.

Assist Controller to establish and implement District accounting policies and procedures as well as financial policy revisions.

Assist Controller to establish and implement processes to streamline department functions.

Direct, review, and facilitate financial and school audits, including the preparation of the Financial Report.

Plan or coordinate trainings and collaborative sessions to share best practices and disseminate knowledge and useable business tools to increase central office efficiency.

Create and maintain a directory of business tools including pivot tables, complex nested functions to perform analysis, and customized software configurations.

Create and maintain a library of video tutorials to guide professional development on the use of various business tools.

Closely monitor departmental and District-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, as well as Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standard Board (GASB), federal and state rules, regulations, policies and procedures.

Direct and administer the activities of the Financial Accounting Department, including District-wide accounting for revenues, expenditures and balance sheet accounts; preparation of financial reports, revenues and expenditure

forecasting, cash-flow management, maintenance of official accounting records and transactions, and related financial functions.

Manage projects such as preparing project plan, establishing and coordinating project teams, managing the project planning and implementation process, communicating with project teams, steering committees and management, preparing designated project reports for management.

Work with other departments to build the project methodology and update it as needed to account for improvements and best practices.

Perform difficult and responsible accounting duties such as coordination of year-end closing, reviewing and authorizing journal entries and bank reconciliations, making necessary adjustments to expenditures and encumbrances as needed, preparing or reviewing important financial statements or claims.

Create and implement departmental and inter-departmental procedures to ensure proper recording, documentation, review and approval of financial transactions.

Collaborate with the District's Labor Management and Employee Relations department to provide accurate assessment of the financial and operational impact of labor negotiations.

Provide to District's labor negotiation leads proposal projection tools using multiple inputs such as school enrollment, bargaining unit contract rules and salary schedules.

Create budget projection, allocation and summarization tools through computer programming as well as advanced methods in workflow/data flow, database theory, and process management.

Create grade span adjustment tools used for compiling/processing enrollment data from Aeries.

Calculate ratio's of instructional expenditures taking using complex California Department of Education rules.

Provide feedback to Labor Management and Employee Relations teams regarding the likely fiscal impact of various proposals in negotiations.

Direct and coordinate the compilations and analysis of data for the District's mandated periodic reports.

Monitor and audit functions within scope, ensuring implementation of systems and practices that are efficient and effective in delivery of high quality services to District employees and contractors; implement and maintain continuous improvement process to support efficient and effective delivery of key accounting and financial services activities.

Represent the Controller when absent at meetings and committees to be the voice of Accounting.

Provide technical expertise, information and assistance to the Controller, Executive Officers, and other senior managers, and Accounting Managers to guarantee smooth operation of the department.

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.

Establish and maintain liaison with federal and state agencies on the interpretation of fiscal legislations, filing of reimbursement claims, required records, documentations, reports and the receipt of income from those sources.

Remain current on legislation affecting accounting; participate in trainings, conferences, and related activities to keep abreast of best practices in effective accounting practices for public school districts.

Respond to a wide variety of inquiries of staff, District personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines,

Serve on departmental leadership team to plan and monitor supports for accounting staff; represent Accounting at District meetings when necessary.

Participate in the Financial Services Budget and Accountant Resource Team.

Focus on customer service and provide results-oriented value to all stakeholder groups.

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

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:

Federal, state, and District compliance policies and regulations, including auditing standards

Generally accepted accounting principles and auditing standards (GAAP)

School budgeting, policies and audit procedures

Finance related provisions of various Collective Bargaining Agreements

Computer software, hardware, and related technology

Strategies and techniques for customer service

ABILITY TO:

Cross-train department personnel

Meet all deadlines despite constant demands and interruptions

Work with paperless financial services systems and prepare financial statements

Work under minimal supervision, exercise sound judgment and initiative in an environment of rapid change

Perform advanced financial analyses and prepare complex financial studies

Use and leverage computer-based accounting applications

Build highly-functioning relationships throughout the District

Effectively communicate in English, orally and in writing

Operate personal computer and related software

Utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions

Analyze situations to define issues and draw conclusions.

Communicate with diverse groups and individuals in public and/or private settings

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Accounting with an emphasis in accounting, economics or finance. 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.

Masters in economics, finance, or financial accounting preferred

Five (5) years of accounting experience, which include three years experience managing personnel

California school district accounting experience preferred

Certified Public Accountant certificate preferred

Valid California Driver's License

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:	16-0646
Introduction Date:	4/13/2016
Enactment Number:	16-0509
Enactment Date:	4/13/16
By:	JR



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Transportation and Logistics	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Operations	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: April 2016	SALARY GRADE:	CFCA 21

BASIC FUNCTION: Under the leadership of the Chief Operations Officer, provides visionary leadership and fiscal accountability for the department. Responsible for all top level decisions for the Transportation department. Approves plans and strategies that will advance the mission of the department and enhance the safety of Oakland Unified School District (OUSD) and its environment, Oversees, directs, plans and coordinates strategic activities for the Transportation Department with the help of subordinate managers, ensuring department goals are aligned with District goals.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Formulate and champion departmental policies and strategies; promote a healthy, safe, and positive work environment by ensuring policies and procedures are followed.

Execute the responsibilities according to lawful and ethical standards; use personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles.

Analyze operations to evaluate performance of department's objectives against OUSD's Plan and District policies and procedures.

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

Conduct a variety of organization studies, investigations and operational studies; recommend modifications to transportation policies and procedures as appropriate.

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

Establish and maintain internal and external communication processes to achieve a high level of satisfaction for internal and external constituents.

Work collaboratively with the Chiefs, Executive Directors, and other Directors to formulate targets and goals for productivity, cost management, quality, and providing input on system-wide policy development as it relates to Transportation.

Develop an improved customer service model that appropriately accommodates the student transportation service delivery model and ensures timely and reliable response to school personnel, parents, and community related concerns; investigate root causes of complaints to identify systemic problems that require new solutions.

Prepare or approve Transportation Department communications to the Board of Education, Superintendent, Chief Operating Officer, the public and other administrative personnel.

Direct the collaboration and coordination efforts with OUSD personnel to ensure reasonable, efficient, and timely services are provided in compliance with the Individuals' with Disabilities Education Act (IDEA) and Free and Appropriate Public Education Act (FAPE).

Lead, coordinate, update and implement efforts for annual contract transportation services with Alameda County Transit and other transportation providers for students.

Submit any transportation report in order to obtain state funding reimbursement for District.

Provide monthly key performance indicator reports for Transportation Services.

Monitor annual operating budget in order to ensure proper allocation of funds and department is providing transportation services in an effective and efficient manner.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provide appropriate research and compile reports, as needed.

Oversee management of transportation vendors; evaluate quality of services and suggest improvements to balance cost efficiency with service excellence.

Support renegotiation of contract with transportation vendors as needed; provide input to contract terms that will maximize value for the District.

Identify and recommend new processes or procedures that increase the efficiency and effectiveness of District transportation services.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within the District policy, appropriate staffing levels.

Review and analyze pupil transportation legislative proposals, laws, and public policy and provide input or recommend changes to proposals.

Ensure safe working conditions at all times and optimize success by observing employees and bus operations and adjusting scheduled activities to accommodate changing weather conditions; establish and execute contingency plans for inclement weather operations.

Supervise staff, as necessary, establishing standards and effectively select, train, motivate, delegate, monitor, and evaluate performance to ensure targets and goals are met; facilitate professional development and serves as a coach and mentor.

Plan and implement logistical solutions for the District as needed.

Provide cross-training to department staff.

Perform other related duties as assigned or directed.

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:

School transportation local, state and federal regulations (e.g., Department of Transportation, Commercial driver license, California Department of Education, school bus operators' rules, minimum standards for school bus, drug and alcohol compliance)

The Individuals' with Disabilities Education Act (IDEA) and Free and Appropriate Public Education Act (FAPE)

The locations and routes to all OUSD facilities and other locations in Oakland

Management of District transportation operations, routing, scheduling and activities

Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other students

Principles and practices of student transportation

Scheduling and coordination of transportation activities

Principles of efficient and economical bus routing techniques

Principles and practices of administration, supervision and training

Problems and concerns of students with special needs

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

Applicable laws, codes, regulations, policies and procedures

Budget preparation and control

Policies and objectives of assigned programs and activities

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, vocabulary and punctuation

Interpersonal skills using tact, patience and courtesy

Health and safety regulations

Operation of a computer and assigned software

ABILITIES TO:

Lead change and transformative practices

Improve service delivery and decrease cost

Solve problems and make decisions quickly according to guidelines with consideration of safety and health of others

Inform and collaborate with community leaders, legislators and District policy makers regarding school transportation issues; work effectively with staff at all levels, in all departments and with the community at large

Plan, organize and direct District transportation operations, routing, scheduling and activities to assure safe and timely transportation of students to and from school

Coordinate communications, information and personnel to meet student transportation needs

Supervise and evaluate the performance of assigned personnel

Develop and maintain safe, timely and efficient bus routes and schedules

Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures

Provide consultation and technical assistance regarding District transportation functions

Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities and meet student needs

Communicate effectively both orally and in writing

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive reports

Direct the maintenance of various records related to assigned activities

Operate and use general office equipment and supplies, telephones, personal computers, related software and equipment

PREREQUISITES

Bachelor's Degree in Business Administration or related field

Ten (10) years experience the transportation industry, preferably with school bus operations and fleet maintenance

Seven (7) years experience in general management, three (3) years in a senior leadership role

Experience conducting long term planning for school bus operations

Experience must include budget responsibility and oversight

Effective and diplomatic communication skills both verbally and written; experience with group presentations and public speaking.

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint) and financial software, student information systems, routing and fleet maintenance systems software

Bilingual skills in Spanish preferred.

Copy of current Driving Record at time of hire

Valid California Driver's License

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; may occasionally work in adverse weather conditions

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to communicate. The employee occasionally is required to remain stationary, when at a desk; may sit driving a vehicle for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 20 pounds. Ability to see objects in presence of glare or bright lighting (e.g., computer screen, headlights) for extended periods of time. Close, color, depth and distance perception and ability to adjust focus to detect, analyze and drive under different driving conditions. Speech/Hearing: Frequently interact with coworkers, students and public. Speech/Hearing: Frequently interact with coworkers, students and public. Hearing must be acute to recognize and react to traffic noises and other danger sounds.

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:	16-0646
Introduction Date:	4/13/2016
Enactment Number:	160509
Enactment Date:	4/13/16
By:	JR



OAKLAND UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	General Counsel	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 General Counsel reports to the Board of Education and the Superintendent, and is the primary legal advisor and legal representative of the District. The General Counsel primary responsibilities include: 1) providing legal advice to the Board of Education on a vast array of complex governance and policy issues, including but not limited to public meeting laws, election laws, bonds and parcel taxes, and conflict of interest laws; 2) providing legal advice to the Board of Education, 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; 3) managing and supervising the District Legal Office, including the Labor Relations Department; 5) protecting and preserving the legal, ethical and financial stability of the District; and 5) as a member of the senior management team, serving as a highly visible representative of the school district and a participant in all major policy discussions.

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 & Policy

- Advises the Board of Education in open and closed session, regular and special meetings.
- Assist in the formulation and development of Board policies and procedures; advise the Board of Education and the Superintendent of unusual trends or problems and recommend appropriate corrective action.
- 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
- Support the District's five year strategic plan, "Community Schools, Thriving Students" to ensure that every student graduates from high school as a caring, competent, critical thinker, ready for college and career
- Ensure all District employees and partners comply with laws, regulations, policies and the District's strategic plan
- Advises on major policy initiatives, including the strategic plan, the balanced scorecard, the Voluntary Resolution Plan (VRP) to end disproportionate suspensions of African American male students, the CORE waiver, the implementation of the Core Curriculum standards, ensuring equal

access to educational opportunities for all students, including English Language Learners, special education students, foster students and students from at risk, low income communities.

- 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, 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
- Collaborates with 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 agreements
- Prepares and coordinates Request for Proposal's, Request for Qualification's, 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

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.

Legislative File	
File ID Number:	16-0646
Introduction Date:	04/13/2016
Enactment Number:	16-0509
Enactment Date:	4/13/16
By:	JD



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Officer, Accountability Partners	REPORTS TO:	Chief Financial Officer
DEPARTMENT:	Office of Accountability Partners	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 days
ISSUED:	Created: April 2016	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Direct, coordinate, and oversee implementation of federal, state, and district requirements and grant funding requirements related to educational planning and accountability; design, oversee, and facilitate development of a variety of data reporting tools and displays, and assist central office and school site staff to use data to inform practice.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations and negotiations.

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:

Direct, coordinate, and oversee implementation of federal, state, and district requirements related to educational planning and accountability.

Direct and monitor the coordination of the Every Student Succeeds Act (ESSA) programs and activities to ensure and document compliance with federal mandates.

Direct, monitor and control the process for the District's accounting for instructional minutes in accordance with State statutes.

Develop, implement and monitor written process and procedures for compliance, quality and fiscal accountability of the District's state and federal programs.

Collaborate with the CSI Office to ensure that all school site Single Plans for Student Achievement are compliant and aligned with state and federal mandates.

Collaborate with the Community Schools and Students Services Division to ensure that the compositions of school site councils are compliant as specified in the California Education Code.

Prepare Title I Comparability Demonstrations and Computations and report the District's status to the California Department of Education.

Coordinate and audit categorically-funded employee time accounting and time certifications ensuring that time spent by employees on categorical programs are properly documented and aligned with state and federal mandates.

Collaborate with the Financial Services Department to ensure properly calculated Parts I and II of the Consolidated Application for Funding Categorical Aid Programs.

Present the Consolidated Application for Funding Categorical Aid Programs (Parts II) to the LCAP to obtain approval for submission to the California Department of Education.

Prepare the financial reports for the District's School Accountability Report Card (SARC's).

Review budgets for various programs; analyze and review budgetary and financial data; monitor and audit expenditures in accordance with established guidelines; support the development of budget schedules and processes for sites and departments.

Build the capacity of the District's educational and site leaders to understand and apply all of the laws, rules, regulations and procedures that will insure strict compliance in the implementation of all educational and support programs.

Develop and maintain policies and detailed procedures necessary for implementation and adherence to these policies.

Respond to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the district during audits by public auditors.

Serve as a resource and liaison for district leadership, school and district staff, district advisory committees, parents and community groups, and state and federal agencies on issues related to district, state, and federal planning and accountability.

Perform systems analyses for various work processes and recommend changes for improving efficiency; design management control systems and work processes.

Contact other District and public agencies during the course of audit research to obtain or provide information.

Represent the district at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the department and division.

Plan, organize and implement long and short-term activities designed to develop and improve assigned services.

Recommend policies and procedures to assure that the District maintains a comprehensive audit program and complies with procedures and requirements related to fiscal independence.

Direct the preparation and maintenance of detailed records of department functions and activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls.

Serve as a resource and liaison in employer-employee relations to support District with Labor negotiations in how to use various restricted funds compliantly for specific employee job functions or classifications.

Serve as a resource in analyzing confidential information that will be used for the development of District-level ESSA and other federally funded positions.

Create and file audit waivers that include presenting management positions with respect to employer-employee relations as part of the process for complying with waiver requirements.

Monitor the District's compliance with various other State mandates, including assisting with filing for mandated cost reimbursement claims.

Prepare compliance reports and reviews of findings to present to District leadership.

Coordinate, supervise, and evaluate the performance and duties of assigned staff.

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:

Planning, organization and direction of the categorical programs of the District

Planning organization and direction of grant programs within the District

State Education Codes requiring District accountability

ESEA accountability requirements

Budget preparation and control

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

Principles and practices of management

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Efficient use of computer applications, including Microsoft Office Suite

ABILITIES TO:

Review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures

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

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and critical deadlines

Work independently with little direction

Plan and organize work

Direct the preparation and maintenance of a variety of reports and files related to assigned activities

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Accounting 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.

Master's Degree preferred.

Five (5) years of recent, full-time, paid, progressively responsible program auditing experience of acceptable level and quality.

Extensive knowledge of the legal and program requirements related to services for State and Federal programs

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.