

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 14, 2012

Legislative File	
File ID Number:	12-2820
Introduction Date:	11/14/11
Enactment Number:	12-2849
Enactment Date:	11-19-12
By:	H

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *VEH for T.S.*
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Correction – Effective Date of Elimination, Creation and Reclassification of Classified Positions in the Risk Management Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1213-0005 – Correction – Effective Date of Elimination, Creation and Reclassification of Classified Positions – Department of Risk Management.

DISCUSSION

The Board on August 10, 2011, as requested, approved Resolution No. 1112-0001, which eliminated, created and reclassified certain classified positions in the Risk Management Department as specified below:

Risk Management Department

Eliminate:

Position Title/FTE

Worker's Compensation

Assistant (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 34: \$32,929 - \$44,093

12 months, 261 days, 7.5 hours

Create

Position Title/FTE

Assistant, Worker's Compensation
and Reasonable Accommodation

(1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

Reclassification (with revised duties)

From:

Benefits Specialist (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 32: \$31,346 - \$42,008

12 months, 261 days, 7.5 hours

To:

Specialist, Benefits (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

During the course of performing the desk audits it was determined that the role of the incumbents was, and had been for some time, that of the newly created and reclassified job classifications, so the intent of the action on August 10, 2011 should have reflected the positions be retroactive to July 1, 2010. The department's budget is sufficient to handle the additional salary and benefits impact.

It is requested the effective date of the August 10, 2011 action be amended to July 1, 2010. The Board is requested to correct the August 10, 2011 action by adopting Resolution No. 1213-0005.

BUDGET IMPACT

Funding for all positions is Unrestricted General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1213-0005 – Correction – Effective Date of Elimination, Creation and Reclassification of Classified Positions – Department of Risk Management.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 14, 2012

Legislative File	
File ID Number:	12-2820
Introduction Date:	11/14/12
Enactment Number:	12-2849
Enactment Date:	11-14-12
By:	Y

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1213-0005**

Effective Date of Elimination, Creation, and Reclassification of Positions
in the Risk Management Department -

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

WHEREAS, the Board, on August 10, 2011, approved Resolution No. 1112-0001 (Legislative Enactment No. 11-1405), effective 12:01 a.m., August 11, 2011, which eliminated, created and reclassified certain classified positions in the Risk Management Department, as specified below:

Risk Management Department

Eliminate:

Position Title/FTE

Worker's Compensation

Assistant (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 34: \$32,929 - \$44,093

12 months, 261 days, 7.5 hours

Create

Position Title/FTE

Assistant, Worker's Compensation

and Reasonable Accommodation

(1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

Reclassification (with revised duties)

From:

Benefits Specialist (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 32: \$31,346 - \$42,008

12 months, 261 days, 7.5 hours

To:

Specialist, Benefits (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 38: \$36,278 - \$48,596

12 months, 261 days, 7.5 hours

WHEREAS, during the course of a job duties desk audit conducted by the Human Resources Department it has been determined that the Risk Management Department employees of record as of July 1, 2010 and subsequent to but prior to the Board's adoption of Resolution No. 1112-0001 on August 10, 2011 had been performing those duties and responsibilities (out of class), authorized by adoption of Resolution No. 1112-0001, since July 1, 2010; and that said employees are entitled to appropriate compensation; and

WHEREAS, the current fiscal year Risk Management Department approved budget can absorb the retroactive out of class compensation without additional appropriation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the elimination, creation and reclassification of positions stated in Resolution No. 1112-0001 (attached hereto) retroactive to 12:01 a.m., July 1, 2010 (instead of August 11, 2011).

Passed by the following vote:

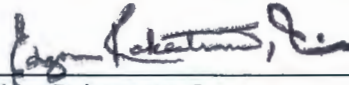
AYES: David Kakishiba, Gary Yee, Christopher Dobbins,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

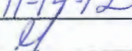
ABSENT: Noel Gallo and Alice Spearman

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held November 14, 2012.



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

Attachment: Resolution No. 1112-0001 (Legislative Enactment No. 11-1405)

Legislative File	
File ID Number:	12-2820
Introduction Date:	11/14/12
Enactment Number:	12-2849
Enactment Date:	11-14-12
By:	

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

August 10, 2011

Legislative File	
File ID Number:	11-1824
Introduction Date:	8/1/11
Enactment Number:	11-1405
Enactment Date:	8-10-11
By:	Bg

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations

SUBJECT: Elimination, Creation and Reclassification of Classified Positions in the
Risk Management Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0001 – Elimination, Creation and Reclassification of Classified Positions – Department of Risk Management.

DISCUSSION

A request was made of Human Resources to assess the classified support positions in the Risk Management Department. Through that assessment it was determined the following positions did not internally align with other existing District positions with similar skill sets and responsibilities. Both positions have been updated with additional duties and to reflect added responsibilities to support the operations of the department.

Risk Management Department

Eliminate:

Position Title/FTE

Worker's Compensation
Assistant (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 34: \$32,929 - \$44,093
12 months, 261 days, 7.5 hours

Create

Position Title/FTE

Assistant, Worker's Compensation
and Reasonable Accommodation
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 38: \$36,278 - \$48,596
12 months, 261 days, 7.5 hours

Reclassification (with revised duties)

From:

Benefits Specialist (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL
Range 32: \$31,346 - \$42,008
12 months, 261 days, 7.5 hours

To:

Specialist, Benefits (4.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL
Range 38: \$36,278 - \$48,596
12 months, 261 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT

Funding for all positions is Unrestricted General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0001 – Elimination, Creation and Reclassification of Classified Positions – Department of Risk Management.

Legislative File	
File ID Number:	11-1824
Introduction Date:	8/1/11
Enactment Number:	11-1405
Enactment Date:	8-10-11
By:	B9

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0001**

- Elimination, Creation, and Reclassification of Positions in the
Risk Management Department -

Eliminate

- Worker's Compensation Assistant -

Create

- Assistant, Worker's Compensation and Reasonable Accommodation -

Reclassification

- Specialist, Benefits -

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the Elimination of the Classified Positions listed below effective 12:01 a.m., August 11, 2011, and further approves the Reclassification Update, Revision and Creation of the Classified Positions attached hereto and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., August 11, 2011:

Risk Management Department

Eliminate:

Position Title/FTE

Worker's Compensation
Assistant (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 34: \$32,929 - \$44,093
12 months, 261 days, 7.5 hours

Create

Position Title/FTE

Assistant, Worker's Compensation
and Reasonable Accommodation
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 38: \$36,278 - \$48,596
12 months, 261 days, 7.5 hours

Reclassification (with revised duties)

From:

Benefits Specialist (4.0 FTE)
Salary Schedule/Range
Salary Schedule, WTCL
Range 32: \$31,346 - \$42,008
12 months, 261 days, 7.5 hours

To:

Specialist, Benefits (4.0 FTE)
Salary Schedule/Range
Salary Schedule, WTCL
Range 38: \$36,278 - \$48,596
12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Assistant, Worker's Compensation and Reasonable Accommodation and 4.0 FTE for the position of Specialist, Benefits .

Passed by the following vote:

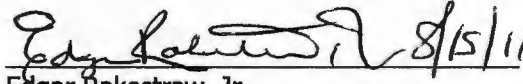
AYES: David Kakishiba, Jumoke Hodge, Noel Gallo, Christopher Dobbins, Alice Spearman,
Vice President Jody London, President Gary Yee

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held August 10, 2011.



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

Legislative File	
File ID Number:	11-1824
Introduction Date:	8/1/11
Enactment Number:	11-1824
Enactment Date:	8-10-11
By:	ER

Legislative File	
File ID Number:	11-1824
Introduction Date:	8/1/11
Enactment Number:	11-1405
Enactment Date:	8-10-11
By:	By



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant, Worker's Compensation and Reasonable Accommodation	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: August 2011	SALARY GRADE:	WTCL 38

BASIC FUNCTION: Perform a variety of difficult, specialized duties requiring good communication skills, including assisting others in the workplace; assist with the administration of the District's Worker's Compensation Program, Reasonable Accommodations, and insured Long-Term Disability Program; implement procedures to recover funds equal to those lost by the District for payment of sick leave, vacation, medical expenses, costs of substitute differential, extended sick leave, occupational leave to injured school employees caused by a third party and also to recover the cost to repair or the value of District property damaged or destroyed by a third party.

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

E = Essential Functions

Prepare and accurately maintain a variety of reports, records and files relating to staff, operations and activities including those of a confidential nature. **E**

Maintain diary review system to follow-up on workers' compensation cases and claims. **E**

Compute workers' compensation disability benefits. **E**

Process and prepare disability payments for lost-time cases. **E**

Issue authorizations for benefit payments and follow-up on continuing cases. **E**

Execute forms required by the Division of Industrial Accidents. **E**

Monitor the claimant files for estimated return to work and actual return. **E**

Request disability authorizations and status reports from treating physicians. **E**

Issue payment authorizations for medical bills and ancillary expenses related to claims. **E**

Maintain records on each file regarding payments, dates and other information. **E**

Maintain daily records of occurrences and initiate a file that will detail the circumstances of the injury or damage. **E**

Audit payouts from payroll records for individual cases. **E**

Confer with employees to discuss various possible entitlements including workers' compensation benefits and long-term disability benefits. **E**

Assist department staff in processing reasonable accommodation claims for District employees. **E**

Provide information to administrators, staff and others regarding workers' compensation policies and procedures. **E**

Perform data entry into various computer software programs. **E**

Perform clerical assignments related to workscope. **E**

Operate a computer and related technology efficiently. **E**

Attend and participate in required District meetings. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: an associate's of arts degree plus related courses and four years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope
Procedures, methods, techniques, and strategies utilized related to Workers' Compensation, Reasonable Accommodations, and Long-Term Disability programs
Correct English usage, grammar, spelling, and punctuation
Record-keeping techniques and systems
Telephone techniques, systems and etiquette
Computer software, hardware, and related technology

ABILITY TO:

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing workscope
Ensure compliance of District policies and regulations
Perform a variety of difficult, specialized duties related to District Workers' Compensation and Long-Term Disability activities
Provide information regarding District Worker's Compensation, Reasonable Accommodations, and Long-Term Disability procedures, activities, rules, and regulations
Analyze situations accurately and adopt effective course of action
Communicate effectively in English orally and in writing
Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Plan, organize, and complete work to meet internal and customer established timelines and deadlines
Maintain accurate and confidential records and reports
Operate personal computer, related software, and other office equipment
Complete work accurately and as directed despite frequent interruptions
Work confidentially and with discretion

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL DEMANDS:

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.

Legislative File	
File ID Number:	11-1824
Introduction Date:	8/1/11
Enactment Number:	11-1465
Enactment Date:	8-10-11
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Specialist, Benefits	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Revised: June 2007 Revised: August 2011	SALARY GRADE:	WTCL 38

BASIC FUNCTION: Under general supervision provide administrative support in the administration and communication of all District health and welfare benefit plans.

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

E = Essential Functions

Assist with administration of medical, dental, vision, life, and annuity benefits for District employees. **E**

Provide information and counsel District employees regarding benefits policies and procedures. **E**

Enroll, terminate, and determine employee eligibility for all benefit programs in accordance to union contracts and District policies and practices. **E**

Determine District supplemental annuity plan eligibility for benefits for new hires, rehires and active employees; analyze employee data systems to determine approach effective date and/or benefit contribution amounts. **E**

Ensure regulatory compliance with federal and state laws, such as the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Accountability Portability Act (HIPAA), and Family Separation Act (FSA). **E**

Maintain and audit employee benefits files to ensure required documentation is on file for all eligible dependents. **E**

Assist with the health and welfare renewal process by identifying and obtaining required data, analyzing proposals, and providing feedback and recommendations. **E**

Communicate with appropriate District personnel, third party administrators and healthcare vendors to ensure accurate and timely processing of employee benefits. **E**

Research, analyze, and reconcile monthly audit report received from healthcare vendors. **E**

Collaborate with healthcare vendors to develop and implement benefits programs including data gathering, proposal coordination, and process analysis. **E**

Maintain department customer service performance standards. **E**

Prepare and accurately maintain a variety of reports, records and files relating to staff, operations and activities including those of a confidential nature. **E**

Complete secretarial assignments related to workscope. **E**

Perform data entry into various computer software programs. **E**

Operate a computer to access a variety of records in the District's software programs; operate various telephone systems and other office equipment. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: an associate's of arts degree and four years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures governing workscope

Procedures, methods, techniques, and strategies utilized in addressing benefits issues

District benefits programs and procedures

Correct English usage, grammar, spelling, and punctuation

Strategies and techniques for customer service

Telephone techniques, systems and etiquette

Computer software, hardware, and related technology

ABILITY TO:

Perform a variety of duties involving District benefits activities

Provide information regarding district benefits procedures, activities, rules, and regulations

Interpret, apply and explain rules, regulations, policies and procedures related to workscope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to workscope

Ensure compliance with school and District policies and regulations

Perform a variety of specialized duties involving District Worker's Compensation and Long-Term Disability activities

Provide information regarding District Worker's Compensation and Long-Term Disability procedures, activities, rules, and regulations

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Work cooperatively

Meet schedules and timelines

Work confidentially and with discretion

Maintain accurate and confidential records

Complete work as directed despite frequent interruptions

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment; 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.