

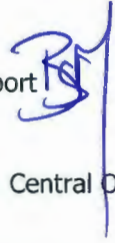


OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 28, 2014

Legislative File	
File ID Number:	14-0862
Introduction Date:	05/28/14
Enactment Number:	14-0904
Enactment Date:	5/28/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations 
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Creation of Positions – Office of the Superintendent, HRSS, Assigned School Site, Central Office

- Executive Assistant, Superintendent’s Leadership Team
- Business Manager – HRSS
- Business Manager - Assigned School Site
- Business Manager - Central Office

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1112—for the Creation of Executive Assistant, Superintendent’s Leadership Team; Business Manager-HRSS; Business Manager-Assigned School Site; and Business Manager-Central Office – Office of the Superintendent, HRSS, Assigned School Site(s), Central Office.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting new job classifications as needed for the Superintendent’s Leadership Team, HRSS, Assigned School Site(s) and Central Office to complete its assigned work.

Assigned Department

Create

Position Title/FTE

Executive Assistant, Superintendent’s Leadership Team (2.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 17: \$73,215.37 - \$93,431.65

12 months, 261 days, 7.5 hours

Funding

General Purpose,

50% Resource 0000-903

50% Resource 0000-905

Human Resources Services & Support

Create

Position Title/FTE

Business Manager, HRSS (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 16: \$69,718.70 - \$88,980.25

12 months, 261 days, 7.5 hours

Funding

General Purpose,

Resource 0000-944

Creation of Positions – Office of the Superintendent, HRSS, Assigned School Site & Central Office

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Assigned School Site

Create

Position Title/FTE

Business Manager, Assigned School Site (TBD- FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours or duty days and hours as assigned

Funding

TBD

Central Office

Create

Position Title/FTE

Business Manager, Central Office Assigned Department (TBD- FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours

Funding

TBD

BUDGET IMPACT

This position will be funded by General Purpose and TBD monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1112—for the Creation of Executive Assistant, Superintendent’s Leadership Team; Business Manager-HRSS; Business Manager-Assigned School Site; and Business Manager-Central Office – Office of the Superintendent, HRSS, Assigned School Site(s), Central Office.

Assigned School Site

Create

Position Title/FTE

Business Manager, Assigned School
Site (TBD- FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours or duty days and hours as assigned

Funding

TBD

Central Office

Create

Position Title/FTE

Business Manager, Central Office
Assigned Department (TBD- FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours

Funding

TBD

BUDGET IMPACT

This position will be funded by General Purpose and TBD monies.

BE IT FURTHER RESOLVED, that the Board authorizes 3.0 FTE for the positions as so stated above.

Passed by the following vote:


AYES: Jody London, Jumoke Hinton Hodge, Roseann Torres, Christopher Dobbins,
Vice President James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Anne Washington

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 May 28, 2014.

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OAKLAND UNIFIED SCHOOL DISTRICT



David Kakishiba
President, Board of Education



Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Assistant, Superintendent's Leadership Team	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 Days/7.5 Hours
ISSUED:	Created: May 2014	SALARY GRADE:	CFCA 17

BASIC FUNCTION: Under general direction and minimal supervision, serve as confidential executive assistant in the Superintendent's Office, performing a wide variety of highly independent, difficult, and complex administrative support services in the office of the Superintendent.

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:

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

Assist in editing written communications; create multimedia presentations; independently compose, prepare, and assemble materials such as communication updates and summary reports; research topics; collect and compile statistics, financial, legislative, and other diverse and specialized data; compose correspondence on own initiative on matters not requiring personal response by supervisor.

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

Coordinate Leadership Team meeting schedule, prepare agendas, keep abreast of Leadership Team business and follow up after meetings to ensure necessary actions are initiated on behalf of supervisor.

Attend and record proceedings from confidential and sensitive official and unofficial meetings as directed; review minutes prepared by others from proceedings to ensure accuracy, quality and proper grammar and tone; serve as a member of the Leadership Team; represent and act on behalf of supervisor as directed.

Maintain a variety of manual and electronic documents, files and records (e.g. minutes, policies, calendar of appointments, official records, directives, etc...) for the purpose of providing up-to-date reference and audit trail for compliance with District, local, state and federal regulations.

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

Stay abreast on a variety of District matters and advise supervisor accordingly; identify priorities and coordinate functions to meet District goals and objectives to assure student achievement.

Ensure supervisor is fully prepared for all official and unofficial proceedings with up-to-date information and background data, complete agendas and documentation, accurate schedules, including a Superintendent's priority brief for all meetings.

Review, analyze and prepare all Board items for review, including checking documents for accuracy; serve as department liaison for all personnel and public matters submitted to the Board.

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

Receive visitors and telephone calls from the public, staff, parents, and students; exercise judgment in providing information, referring to an appropriate staff member, or scheduling an appointment with supervisor.

Screen and process mail, both electronic and paper; refer to other staff members as appropriate.

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

Respond to parent and/or community inquiries; work with schools and departments to resolve concerns of parents and community of a routine nature.

Make recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services including the use of technology in compliance with laws, policies and regulations.

Arrange registration and travel arrangements for meetings, conferences, and conventions; manage calendar; schedule appointments and meetings; facilitate logistical arrangements for large scale events as needed.

Maintain approved budgets and transaction records; process requisitions, claims and requests for budget allocation changes and reassignment of funds to and from various accounts, coordinating with fiscal staff to assure compliance.

Perform general administrative support that includes filing, typing, collating, copying, answering telephones and providing information.

Identify, plan and implement office administrative procedures and policies in conjunction with office staff.

Supervise and evaluate assigned staff; provide cross-training to other staff members within the department.

Assist departments in coordination of various special recognition activities as assigned.

Perform special projects as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A combination of education, experience, and/training equivalent to an Bachelor's degree in business, communications, secretarial science, management, or organizational leadership and a minimum of five (5) years providing executive level administrative support to a leader of a public or private organization. Public school district experience is highly desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Notary Public Commission preferred

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES KNOWLEDGE OF:

Standard secretarial procedures and office management techniques

Thorough knowledge of District organization, policies and procedures

Federal and state legislation pertaining to education

Education codes applicable to the Superintendent's office

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

Correct English usage, grammar, spelling punctuation, and vocabulary

Reading and writing English communication skills

Presentation skills and techniques

Public relations practices

Interpersonal skills using tact, patience, and courtesy

Methods of statistical analysis and report writing techniques

General finance and accounting principles

Operation of a computer and standard office equipment

Computer software, including advanced Word, Power Point, Excel, Windows, and desktop publishing

ABILITY TO:

Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures

Independently perform highly complex research and special assignments

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

Communicate and articulate verbally and in writing at an exceptional level

Effectively make presentations to staff, Board members and the public

Prepare comprehensive and complex statistical and narrative reports and other documents

Perform a wide variety of specialized and technical duties

Initiate programs and activities to help meet District goals and objectives

Proofread and edit documents at a mastery level

Apply computational and statistical skills

Perform data analysis and make solid recommendations

Maintain confidentiality

Set priorities and meet schedules and timelines

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with all levels of District staff, board members, outside agencies, parents and the public

Elicit cooperation from others

Work with computer software programs at advanced levels including Word, Power Point, Excel, Windows, and the Internet

Research, prepare and maintain statistical records and prepare comprehensive, highly complex reports

Analyze situations accurately and adopt an effective course of action

Demonstrate sensitivity to, and respect for, a diverse population

Work independently with little direction

WORKING CONDITIONS

ENVIRONMENT:

Office environment; 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; hand/eye coordination; 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:	14-0862
Introduction Date:	05/28/14
Enactment Number:	14-0904
Enactment Date:	5/28/14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Business Manager – HRSS	REPORTS TO:	As Assigned
DEPARTMENT:	Human Resources Services and Support (HRSS)	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2008 Revised: May 2013 Revised: May 2014	SALARY GRADE:	CFCA 16

BASIC FUNCTION: Perform a variety of complex, diverse, technical, supervisory, and administrative duties involving access to confidential information concerning employer-employee relations; and assume primary responsibility for implementing designated activities and operations of the department. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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

ESSENTIAL FUNCTIONS

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

Maintain calendar of Human Resources Associate Superintendent; arrange meetings and conferences; attend and record minutes of meetings as required; contact and confirm appointments and meetings; ensure Associate Superintendent is on time and prepared for meetings with all appropriate materials; prior to meetings, schedule preparation sessions with Associate Superintendent.

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

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

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

Complete primary assignments for the Human Resources Associate Superintendent where knowledge, excellent judgment and discretion are critical.

Resolve low level complaints and emergencies on Human Resources Associate Superintendent's behalf where appropriate; process administrative details not requiring the immediate attention of the administrator.

Independently compose correspondence on behalf of department and/or Associate Superintendent and monitor flow of department correspondence.

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

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

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

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

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

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

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

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

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Experience directly supporting executive level officer preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sound HR personnel practices and procedures

Complex, diverse, technical methods of District and Department operations

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

Employer-employee relations and bargaining unit agreements

Correct English usage, grammar, spelling and punctuation

Computer and other office equipment

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

Budget management, database management and systems applications

Public relations techniques

Financial record-keeping, procedures, policies and regulations

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

Formulation, interpretation and explanation of rules, policies and procedures

ABILITY TO:

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

Routinely gather, collate, and/or classify data

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

Work with data utilizing defined but different processes

Utilize basic, job-related equipment

Operate standard office equipment including pertinent software applications

Operate equipment using standardized methods

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

Work under limited supervision following standardized practices and/or methods

Plan and manage projects

Prepare and maintain accurate records

Track budget expenditures

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

Analyze situations to define issues and draw conclusions

Analyze issues and create action plans

Independently work with others in a wide variety of circumstances

Work with a diversity of individuals and/or groups

Establish and maintain effective working relationships

Work as part of a team

Use resources from other work units

Independently interpret guidelines

Problem solve moderately difficult issues with equipment

Communicate with diverse groups displaying tact and courtesy

Maintain confidentiality

Set priorities

Be attentive to detail

Work with frequent interruptions

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Legislative File	
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Introduction Date:	05/28/14
Enactment Number:	14-0904
Enactment Date:	5/28/14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Business Manager, School Site	REPORTS TO:	Principal or Site Leader
DEPARTMENT:	Assigned School Site	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: May 2008 Revised: May 2014	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Support the Principal(s) as instructional leader(s) by guiding and managing the operational and service functions of a school site, including management of non-instructional staff, budget, technology resources, compliance record-keeping, student records and other school service functions.

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

Work in partnership with the Principal(s) to identify optimal scope of role at the specific (shared) site.

Develop and implement a plan for the effective operational management of the site.

Create a service culture and a clean, healthy and safe environment at the school that promotes learning and parent and community engagement.

Manage all non-instructional staff, including clerical support staff, Office Managers, custodians, School Security Officers, Nutrition Services employees and others, which includes: recruitment and effective job structuring, as needed; guidance on professional development; engaging employees in meeting the goals of the school; and employee evaluations.

Ensure effective processing of all Human Resources and Payroll documentation, which includes: paperwork for new and current employees; time/absence reporting; payment for extra duties; effective paycheck distribution; and troubleshooting with relevant departments, as needed.

Ensure compliance with state and federal requirements (e.g., attendance, instructional minutes, etc.).

Working in conjunction with the Principal, develop a budget that meets the instructional and other needs of the school.

Analyze available budget resources and determine the best resources to use for expenditures, bearing in mind restrictions on certain funds, and advise the Principal, as needed.

Manage the budget and develop and keep accurate related documentation, including all documentation needed to demonstrate compliance with restricted funds.

Ensure contract development in accordance with OUSD established guidelines and manage timely invoice submission and payments to contractors.

Ensure all financial reporting, including student activities, are in compliance.

Oversee the effective ordering, receiving and management of school supplies.

Manage site facilities issues, including maintenance requests and modernization or improvement projects, as needed.

Work in partnership with the Principal on preparation and follow-up of school site councils and other forums for parent engagement.

Receive, process, facilitate, and disseminate information between the department and other District departments, and the general public; maintain the confidentiality of sensitive information; ensure timely responses as necessary.

Ensure high-quality data entry and maintenance of student records in the student information system and student cumulative files.

Oversee the creation and/or updating of a site-specific emergency plan and manage ongoing drills and effective disaster preparation.

Market site to parents and community members and promote the school as appropriate.

As needed, research and apply for possible sources of grant funds for school projects, in accordance with OUSD grant policies.

Assist Principal with various projects as needed.

Participate in meetings, workshops, seminars and conferences to enhance awareness of new concepts and changes, and for conveying and/or gathering information required to perform functions.

Respond to inquiries from a wide variety of internal and external parties to provide information, facilitate communication among parties and/or providing direction.

Attend Board and other meetings as required.

Assist clerical staff as needed.

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

Conduct relevant analyses and develop and manage solutions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree in public or business administration, or a related field, and at least five years experience in staff management and school administration or business/ nonprofit operations.

Fluency in Spanish desired

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:

Effective staff management and evaluation

Complex, diverse, technical methods of District and Department operations

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

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

Employer-employee relations and bargaining unit agreements

Correct English usage, grammar, spelling and punctuation

Computer and other office equipment

Budget management, database management and systems applications

Public relations techniques

Financial record-keeping, procedures, policies and regulations

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

Formulation, interpretation and explanation of rules, policies and procedures

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

Effective staff management and evaluation

Basic math including calculations using fractions, percents and/or ratios

Operation of standard office equipment, including computers, and work effectively with software applications, including Word, Power Point, Excel, and other technology solutions.

ABILITY TO:

Maintain confidentiality in all phases of position

Work with frequent interruptions

Effectively present information, communicate positively and respond to questions from administration, Board, staff, students and the general public in a pleasant manner

Proactively and independently analyze problems and develop and implement solutions

Prioritize responsibilities and meet established timelines and deadlines

Learn new software applications and train school staff, as needed, on a broad range of tools and other applications

Work as an integral member of a school leadership team

Build highly-functioning relationships with the Principal(s) and school support staff

Creatively use resources to resolve operational challenges

Consistently meet and/or exceed Principal expectations

Communicate effectively both in writing and orally (one-on-one and in groups).

Manage multiple projects simultaneously.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Independently perform research, analysis and other assignments

Analyze situations accurately and adopt an effective course of action

Work under limited supervision following standardized practices and/or methods

Plan and manage projects

Prepare and maintain accurate records

Track budget expenditures

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

Work with a diversity of individuals and/or groups

Attend Board meetings when necessary

Apply concepts of change, group dynamics, interpersonal relationships, and effective problem-solving

Operate a computer and office equipment

**WORKING CONDITIONS:
ENVIRONMENT:**

Office and school environment; driving a vehicle to conduct work; flexible schedule; constant interruptions

PHYSICAL DEMANDS:

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

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Business Manager, Central Office	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2014	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Support the assigned supervisor by guiding and managing the operational and service functions of the department, including management of staff, budget, technology resources, compliance record-keeping and other department operational service functions.

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

Work in partnership with assigned supervisor to identify optimal scope of role within the department.

Act as advisor to assigned supervisor on all questions relating to the operational, business and financial affairs of the department.

Assign personnel and resources to accomplish specific goals and objectives and to utilize scheduling techniques for the coordination of tasks to maximize personnel and resource utilization; develop and implement a plan for the effective operational management of the department.

Identify and implement techniques for motivating others, delegating authority, decision-making, information processing, planning and allocating resources.

Manage all assigned staff, including clerical support staff and Office Managers, which includes: recruitment and effective job structuring, as needed; guidance on professional development; engaging employees in meeting the goals of the department; and employee evaluations.

Ensure effective processing of all Human Resources and Payroll documentation, which includes: paperwork for new and current employees; time/absence reporting; payment for extra duties; and troubleshooting with relevant departments, as needed; identify and resolve discrepancies in budgets, payroll, human resources, etc....

Ensure compliance with state, federal and legal requirements for department funds and contracts.

Working in conjunction with supervisor, develop a budget that meets the needs of the department.

Prepare budget calendar to meet the time constraints for budget preparation.

Analyze available budget resources and determine the best resources to use for each expenditure, bearing in mind restrictions on certain funds, and advise the supervisor as needed.

Manage budget and funds for the department, and develop and keep accurate related documentation, including all documentation needed to demonstrate compliance with restricted and contract funds, providing up-to-date reference and audit trail; establish and maintain a system for budget control; conduct weekly/monthly budget meetings.

Assist in communicating the relationship between programs, revenues and appropriations of the department to stakeholders.

Ensure all financial reporting is in compliance.

Manage department contracts, grants and agreements/MOUs.

Serve as department liaison for matters submitted to the Board of Education, maintain Board submission calendar and ensure Board items are submitted on time; inform supervisor of Board submission delays and concerns; prepare documents for Board presentation.

Ensure contract development in accordance with OUSD established guidelines and manage timely invoice submission and payments to contractors.

Prepare reports and presentations using a variety of technology and programs as assigned.

Receive, process, facilitate, and disseminate information between the department and other District departments, and the general public; maintain the confidentiality of sensitive information; ensure timely responses as necessary.

Oversee the effective ordering, receiving and management of department supplies.

Manage site facilities issues, including maintenance requests and modernization or improvement projects, as needed.

Ensure high-quality data entry and maintenance of department records.

Oversee the creation and/or updating of a site-specific emergency plan and manage ongoing drills and effective disaster preparation.

Research and apply for possible sources of grant funds for projects, in accordance with OUSD grant policies as needed.

Conduct relevant analyses and develop and manage solutions.

Represent the supervisor when absent at meetings and committees as needed.

Assist supervisor with various projects as needed.

Participate in meetings, workshops, seminars and conferences to enhance awareness of new concepts and changes, and for conveying and/or gathering information required to perform functions.

Respond to inquiries from a wide variety of internal and external parties to provide information, facilitate communication among parties and/or providing direction.

Attend Board and other meetings as required.

Assist clerical staff as needed.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree in public or business administration, or a related field, and at least five years experience in staff management and department administration or business/nonprofit operations.

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:

Complex, diverse, technical methods of District and Department operations

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

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

Employer-employee relations and bargaining unit agreements

Correct English usage, grammar, spelling and punctuation

Computer and other office equipment

Budget management, database management and systems applications

Public relations techniques

Financial record-keeping, procedures, policies and regulations

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

Formulation, interpretation and explanation of rules, policies and procedures

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

Effective staff management and evaluation

Basic math including calculations using fractions, percents and/or ratios

Operation of standard office equipment, including computers, and work effectively with software applications, including Word, Power Point, Excel, and other technology solutions

ABILITY TO:

Maintain confidentiality in all phases of position

Work with frequent interruptions

Effectively present information, communicate positively and respond to questions from administration, Board, staff, students and the general public in a pleasant manner

Proactively and independently analyze problems and develop and implement solutions

Prioritize responsibilities and meet established timelines and deadlines

Learn new software applications and train staff, as needed, on a broad range of tools and other applications

Work as an integral member of the department leadership team

Build highly-functioning relationships with the leadership and support staff

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

Motivate, guide and supervise employees

Prioritize and delegate department roles

Handle stressful situations, organize and maintain numerous details and work independently

Creatively use resources to resolve operational challenges

Communicate effectively both in writing and in orally (one-on-one and in groups)

Manage multiple projects simultaneously

Work under limited supervision following standardized practices and/or methods

Plan and manage projects

Prepare and maintain accurate records

Track budget expenditures

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

Analyze situations to define issues and draw conclusions

Analyze issues and create action plans

Independently work with others in a wide variety of circumstances

Work with a diversity of individuals and/or groups

Attend Board meetings when necessary

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

Independently perform research, analysis and other assignments

Apply concepts of change, group dynamics, interpersonal relationships, and effective problem-solving

Analyze situations accurately and adopt an effective course of action

Operate a computer and office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment; driving a vehicle to conduct work; flexible schedule; constant interruptions; need to manage ambiguity and make decisions under demanding conditions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, proofread and file documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting objects up to 30 pounds, occasionally more.

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.