

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 6, 2013

Legislative File	
File ID Number:	13-2477
Introduction Date:	11/6/2013
Enactment Number:	13-2382
Enactment Date:	11/6/13
By:	GA

TO: Board of Education

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

SUBJECT: Reclassification of Job Description from Site Team Generalist to Regional Staffing Analyst I/II,
Human Resources

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-0046, Reclassification of Job Description from Site Team Generalist to Regional Staffing Analyst I/II, Human Resources Services and Support.

DISCUSSION

During the reorganization of HRSS in spring of 2013, the position description for Site Team Generalist HR was significantly revised and updated. The title, however, was not changed to reflect the realigned job duties, nor was the intended implementation of a Level I and II designation put in place. The revision presented here corrects that oversight and reflects additional minor modifications to the description of the job duties.

Current Classification:

Position Title/FTE

Site Team Generalist
(HRSS) (4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 15: \$65,098.80 - \$83,093.40

12 months, 261 days, 7.5 hours (FT), or as assigned

Funding

General Purpose 0000-944

Reclassification:

Position Title/FTE

Regional Staffing Analyst I/II
(HRSS) (4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

I - Range 15: \$65,098.80 - \$83,093.40

II - Range 16: \$68,351.40 - \$87,235.20

12 months, 261 days, 7.5 hours (FT), or as assigned

Funding

General Purpose 0000-944

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-0046, Reclassification of Job Description from Site Team Generalist to Regional Staffing Analyst I/II, Human Resources Services and Support.

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By:	RK

RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-0046

- Reclassification of Job Description from Site Team Generalist to Regional Staffing Analyst I/II,
Human Resources Services and Support -

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 reclassification of these positions align with the District's Strategic Plan for a Full Service Community School District; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are reclassified as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., November 7, 2013, as follows:

Current Classification:

Position Title/FTE

Site Team Generalist

(HRSS) (4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 15: \$65,098.80 - \$83,093.40

12 months, 261 days, 7.5 hours (FT), or as assigned

Funding

General Purpose 0000-944

Reclassification:

Position Title/FTE

Regional Staffing Analyst I/II

(HRSS) (4.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

I - Range 15: \$65,098.80 - \$83,093.40

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12 months, 261 days, 7.5 hours (FT), or as assigned

Funding

General Purpose 0000-944

and,

BE IT FURTHER RESOLVED, that the Board authorizes the new job reclassification as so stated above.

Passed by the following vote:


AYES: Jody London, James Harris, Christopher Dobbins, Anne Campbell
Washington, Vice President Jumoke Hinton Hodge, President David
Kakishiba
NOES: None
ABSTAINED: None
ABSENT: Roseann Torres

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 6, 2013.

Legislative File	
File ID Number:	13-2477
Introduction Date:	11/6/13
Enactment Number:	13-2362
Enactment Date:	11/6/13
By:	DK


OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba


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

Legislative File	
File ID Number:	13-2477
Introduction Date:	11/6/13
Enactment Number:	13-2382
Enactment Date:	11/6/13
By:	af



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Regional Staffing Analyst I/II, Human Resources	REPORTS TO:	As Assigned
DEPARTMENT:	Human Resources Services	CLASSIFICATION:	Classified Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: May 2013 Revised: November 2013	SALARY GRADE:	I: CFCA 15 II: CFCA 16

BASIC FUNCTION: Implement a broad range of human resources programs for an assigned major segment of the district (i.e., regional sites) including recruitment, selection by appropriate qualifications and credentials, wage and salary administration, staffing, assignment, and other assigned areas for both certificated and classified personnel. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

DISTINGUISHING CHARACTERISTICS:

The Regional Staffing Analyst I is distinguished from **the Regional Staffing Analyst II** in that the higher Level II position requires more experience, performs more difficult and complex duties, and is required to demonstrate performance and analysis at higher proficiency (see Minimum Qualifications: Training, Education and Experience). The Staffing Analyst I performs proficient, specialized duties. The Staffing Analyst II performs more diverse and highly technical duties.

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 a variety of complex, technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact for recruitment, selection by appropriate qualifications and credentials, wage and salary administration, staffing, assignment with access to information concerning employer/employee relations; and other assigned areas for both certificated and classified personnel; provide for accurate and timely entry of a variety of data into various computer software programs.

Analyze issues presented by principals, teachers, school and central office staff, school partners and Regional office staff and craft appropriate responses.

Support the Talent Acquisition Team in screening and evaluating employment applications; refer qualified applicants to selecting administrative staff and support all aspects of the interview process, including interview protocols, materials preparation, candidate communication and process documentation.

Receive staffing requests, check 39-month and other rehire lists, check applicant pool, verify credentials, send appropriate applicants to sites with vacancies, communicate with sites to learn which candidates the hiring manager has selected, offer job to selected candidate, etc.

Coordinate standard Human Resources services including preparing I-9s, scheduling fingerprinting appointments, managing TB notifications, printing and delivering employment contracts, conducting orientation meetings, and sending reasonable assurance letters.

Ensure new employees complete all hiring requirements, including but not limited to, TB testing, fingerprint clearance, and certifications; process necessary paperwork.

Support the implementation of comprehensive induction and orientation experiences for certificated and classified employees.

Administer transfers.

Assign summer school and intersession staff.

Implement the procedures for certificated or classified reductions in force.

Maintain online employee records such as leaves of absence and transfers.

Verify standard credentials and qualifications.

Analyze and maintain seniority lists and respond to inquiries concerning seniority as appropriate.

Communicate with employees to address inquiries.

Contact the public, prospective employees, District administrators, and other District employees regarding general and technical personnel matters; explain personnel policies and District procedures to all levels of staff and the public.

Gather, compile and organize employment, salary and other statistical or personnel data; calculate, analyze and summarize statistical data.

Assist in composing, organizing and editing employee handbooks and personnel manuals; assist in conducting orientation or in-service training programs.

Take part in trainings for credentialing, recruiting and other services provided by HRSS.

Train, orient, and assist other Human Resources staff as necessary to accomplish the objectives of the team.

Act as backup and mentor to Regional Staffing Analyst I. **(Staffing Analyst II only)**

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 with a major in personnel, public, or business administration, or a related field.

Regional Staffing Analyst I: Three years successful experience in a personnel or a labor relations function.

Regional Staffing Analyst II: Seven years successful experience in a personnel or a labor relations function, of which four years must be at a management level.

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:

Strategic direction of the District

Applicable federal, state, and District codes, regulations, policies and procedures

Methods to interpret, apply, and explain rules, regulations, policies and procedures

Various District bargaining unit contracts related to employee evaluation

Sound personnel practices and procedures

Legal and equitable interview and selection techniques

Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Interpersonal skills using tact, patience, and courtesy

Principles and practices of effective leadership

Presentation, communication, and public speaking techniques

Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Design, develop and implement broad strategic initiatives and work plans

Explain complex problems and solutions in clear, concise and compelling ways

Facilitate discussion and learning activities towards a clear end

Interpret District collective bargaining contract language

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

Implement plans and evaluate their outcomes

Motivate and support adults to transform their practices

Serve as resource to District administrators and facilitate communication throughout the District

Set goals, work independently and drive results

Produce high quality work, including strong attention to detail

Manage multiple assignments, priorities, and projects in a demanding environment

Solve complex problems and think boldly to maximize new opportunities using a data-driven approach

Adapt to feedback and focused on continuous improvement

Communicate effectively in English orally and in writing

Finish work on timely basis

Prioritize work across responsibilities (staffing, recruiting, credential checking)

Communicate effectively with sites

Learn new software applications and assist sites in using Human Resources tools

Work as an integral member of a team

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; rapid-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; 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.