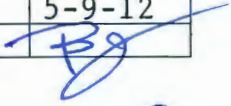
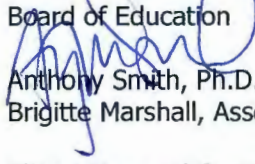



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 9, 2012

Legislative File	
File ID Number:	12-1148
Introduction Date:	5/9/12
Enactment Number:	12-1266
Enactment Date:	5-9-12
By:	

TO: Board of Education

FROM:  Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Elimination and Creation of a Classified Management Position - Payroll Department of Financial Services

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0241 – Elimination and Creation of a Classified Management Position in the Payroll Department of Financial Services.

DISCUSSION

To accurately reflect the responsibilities required and to meet the goals of the District's Strategic Plan to reform operations and finance systems policies and procedures for maximum efficiency and effectiveness in service of Full Service Community Schools, the Payroll Supervisor position is being eliminated and restructured to create an Operations Officer, Payroll position. The Payroll Supervisor position will be eliminated through attrition, with the Operations Officer, Payroll, job classification created and charged with evaluating current payroll unit structure and staffing in 2012-2013 and to make reorganization recommendations for implementation in 2013-2014.

Payroll Department

Elimination:

Position Title/FTE

Supervisor, Payroll (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

Payroll Department

Creation:

Position Title/FTE

Operations Officer, Payroll (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 20: \$81,736 - \$104,305

12 months, 261 days, 7.5 hours


BUDGET IMPACT

Funding for this position is from General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0241 – Elimination and Creation of a Classified Management Position in the Payroll Department of Financial Services.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools
May 9, 2012

Legislative File	
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By:	

RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112- 0241

Eliminate

- Supervisor, Payroll -

Create

- Operations Officer, Payroll -

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, this position aligns with the District's Strategic Plan for Full Service Community Schools and a Full Service Community District; and

WHEREAS, the current position of Supervisor, Payroll will be eliminated through attrition and the new job classification is now created to current standards and is placed on the appropriate salary schedule and range as specified, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby eliminates the position of Supervisor, Payroll on the respective salary schedule/range, as stated herein, due to attrition, effective June 30, 2012, and hereby creates the position of Operations Officer, Payroll on the respective salary schedule/range, as stated herein, effective 12:01 a.m., May 10, 2012:

Payroll Department

Elimination:

Position Title/FTE

Supervisor, Payroll (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

Payroll Department

Creation:

Position Title/FTE

Operations Officer, Payroll (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 20: \$81,736 - \$104,305

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Operations Officer, Payroll in the Payroll Department of Financial Services.

Passed by the following vote:

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

NOES: Noel Gallo

ABSTAINED: Alice Spearman

ABSENT: David Kakishiba

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 9, 2012.



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

Legislative File	
File ID Number:	12-1148
Introduction Date:	5/9/12
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Enactment Date:	5-9-12
By:	Bj

Legislative File	
File ID Number:	12-1148
Introduction Date:	5/9/12
Enactment Number:	12-1266
Enactment Date:	5-9-12
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Operations Officer, Payroll	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Financial Services	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2012	SALARY GRADE:	CFCA 20

BASIC FUNCTION: Lead and collaborate in planning, organizing, managing, auditing and supervising the complex payroll operations of a large school district carried out by a staff of professional, technical and clerical employees. Protect the District financial health through accurate and compliant administration. Effectively communicate payroll goals, operations, data, timelines and progress to employees, staff, department heads, Superintendent, and Board.

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

Executive leadership and collaboration

- Plan, organize, control and direct a variety of programs, projects and activities related to the payroll functions of the District. **E**
- Understand systems and analyze, develop, communicate and implement system and process improvement. **E**
- Collaborate with other District leaders in the review and analysis of laws, regulations, collective bargaining contracts, and published legal opinions and court decisions that affect the payroll process and makes changes as agreed upon. **E**
- Analyze changes to union and district negotiations proposals, Board of Education rules, policies and reports and Education Code provisions to determine and communicate the effect on payroll processing; recommend and assure implementation of changes in procedures, forms and records as necessary. **E**
- Participate in negotiations planning and represent District, when requested, at negotiations sessions. **E**
- Support and actively participate in the collaborative development of transparent and effective systems of communication within payroll and OUSD departments and schools. **E**
- Work collaboratively with other department leaders to ensure that integration of District services is seamless, effective and efficient. **E**
- Work collaboratively with other department leaders to ensure that employees are served at the highest level. **E**

Department design

- Implement processes and procedures for payroll operations that reflect industry best practices. **E**
- Develop new and revised payroll procedures to comply with laws, rules and regulations; ensure service to employees; improve efficiency; and coordinate activities and services with other departments. **E**
- Work collaboratively with Information Technology Department to ensure most effective and efficient use of technology and take maximum advantage of state of the art technology. **E**

- Develop new and revised payroll procedures to comply with laws, rules and regulations; ensure service to employees; improve efficiency; and coordinate activities and services with other departments. **E**
- Work collaboratively with Information Technology Department to ensure most effective and efficient use of technology. **E**
- Provide technical expertise regarding payroll functions. **E**
- Organize the department and assign work to ensure efficient and accurate production of payroll warrants and maintenance of records. **E**
- Create and maintain an organizational structure within the department that provides high quality, timely service throughout the system. **E**

Department management

- Develop, monitor, and review the all operational systems and processes within the payroll department. **E**
- Direct, approve, or recommend the establishment of controls to assure accuracy of source documents, payroll warrants, records and statements. **E**
- Manage, review and oversee the preparation, accuracy and timely submission of major required and requested payroll and statistical reports, procedural instructions and reports of special studies and investigations and make decisions and recommendations. **E**
- Create, maintain and disseminate an annual calendar of all key payroll functions, timelines and deadlines from preparation to pre-production audits to production to post-production audits and reports.
- Ensure that all payroll functions are carried out at high levels of efficiency and accuracy. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts at the lowest level, exchange information, and develop policies and procedures to encourage effective and efficient management controls. **E**
- Consult with employees and their representatives, and appropriate District staff to resolve grievances and complaints, and provide the department's position in regard to individual cases. **E**
- Develop effective customer-friendly information that is available to all employees to ensure clarity with regard to schedules, processes, resolution of concerns and responses to questions. **E**
- Attend interdepartmental meetings; represent payroll at District meetings. **E**

Professional development

- Develop and implement plan to build the internal capacity of personnel within the department and across departments. **E**
- Confer with and obtain information and advice from administrative and legal personnel and from representatives of other governmental agencies in regard to payroll policies and procedures and disseminate information as appropriate. **E**
- Ensure that all staff has adequate and appropriate professional development to carry out their responsibilities at the highest level.

Personnel management

- Plan, organize, manage, direct, supervise, and support payroll services with the goal of providing exemplary customer service, accurate pay and reports, and timely information to all employees. **E**
- Plan, direct, assign and monitor work of personnel engaged in auditing, analyzing and implementing actions related to salary payments, deductions, payroll accounting and records maintenance. **E**
- Manage and evaluate assigned staff. **E**

General

- Related projects, responsibilities, duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor's degree and five years of relevant and increasingly responsible experience.
- Supervisory experience required.
- Experience in managing all payroll functions for a large complex organization.
- Experience in a school district preferred.
- Experience developing and facilitating high functioning collaborations and teams.
- Demonstrated success in systems and payroll management.

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:

- Planning, organization and direction of payroll operations for a large complex organization, preferably a school district
- Business principles and payroll regulations and processes
- Process improvement related to systems
- Correct oral and written English usage, grammar, spelling, vocabulary and punctuation
- Report writing, auditing, record-keeping and record-maintenance
- Presentation, communication, and public speaking skills
- Principles and practices of effective management
- Applicable laws, codes, regulations, policies, collective bargaining agreements and procedures
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Plan, organize and administer payroll for a large, complex organization
- Provide leadership and direction to the District's payroll staff
- Understand systems
- Be able to analyze information and data to drive system and process improvement
- Select, train, supervise, coordinate and evaluate work of others
- Remain current regarding knowledge of applicable federal and state laws, rules and regulations, policies and procedures, collective bargaining agreements
- Analyze situations accurately and adopt an effective course of action
- Analyze District's Strategic Plan and develop processes and procedures that will implement the goals of that plan
- Design, develop and deliver effective and compelling verbal and written presentations to community, peers, staff, and/or Board of Education on abstract as well as concrete subject matter relating to payroll
- Prepare comprehensive narrative and statistical reports and audits
- Direct the maintenance of a variety of reports and files related to payroll
- Meet District standards of professional conduct as outlined in Board Policy
- Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, community, and external agencies
- Recommend and assist in the formulation and implementation of operating procedures and policies
- Manage competing priorities and time
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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.