

Board Office Use: Legislative File Info.	
File ID Number	14-2115
Introduction Date	10/22/14
Enactment Number	14-1820
Enactment Date	10/22/14 8/2



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Superintendent Antwan Wilson  
Brigitte Marshall, Chief Talent Officer  
Jacqueline P. Minor, General Counsel

**Board Meeting Date** October 22, 2014

**Subject** **AUTHORIZATION TO THE SUPERINTENDENT TO CREATE A DISABILITY MANAGEMENT COORDINATOR POSITION AND TO ELIMINATE TWO SPECIALIST POSITIONS**

**Action Requested** **AUTHORIZATION TO THE SUPERINTENDENT TO CREATE A DISABILITY COORDINATOR POSITION AND TO ELIMINATE TWO SPECIALIST POSITIONS**

**Background** This position will enable the District to approach employee attendance, leave-related benefits, and return-to-work productivity in a coordinated and strategic manner that supports school sites. Currently, related work is fragmented across departments, sites, and third parties and is not collectively overseen and proactively managed.

**Discussion** Resolution No. 1415-0094 authorizes the Superintendent to create a full time Disability Management Coordinator to oversee all aspects of employee attendance and disability management-related work and to eliminate the current 1.0 FTE (full-time) Workers Compensation Specialist position and the 1.0 FTE EEO, Reasonable Accommodation and Leave Administration specialist position, including providing 60 days' notice of intent to eliminate these two full-time positions. The proposed resolution will result in an overall cost-savings to the District, with a positive impact to the General Fund.

**Recommendation** **AUTHORIZATION TO THE SUPERINTENDENT TO CREATE A DISABILITY COORDINATOR POSITION AND TO ELIMINATE TWO SPECIALIST POSITIONS**

**Fiscal Impact** Funding resource name: Fund 67 (Self Insurance)

**Attachment** **Resolution No. 1415-0094**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAKLAND UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 1415-0094**

**AUTHORIZATION TO THE SUPERINTENDENT TO CREATE A DISABILITY  
COORDINATOR POSITION AND TO ELIMINATE TWO SPECIALIST POSITIONS**

**WHEREAS**, it is the goal of the Oakland Unified School District to provide a comprehensive, coordinated, and strategic focus to manage the health and productivity of the District's talent resources, including minimizing lost work productivity, taking a proactive and innovative approach to absence management and leave integration, and promoting attendance and wellness initiatives;

**WHEREAS**; District sites and departments need a consistent, unified approach and consultation and advice relating to absence management and leave administration to ensure that limited public funds are used efficiently in the best service of students;

**WHEREAS**, Currently, related work is fragmented across departments, sites, and third parties and is not collectively overseen and proactively managed;

**WHEREAS**, In May 2014, the Governing Board authorized a contractual change in Third Party Administrators for the District's workers compensation claims administration and managed care which resulted in cost-savings as well as greater efficiencies for the District in overseeing the program;

**WHEREAS**, Education Code sections 45101, 45114, 45117, 45298 and 45308 require action by the Board of Education if services for classified staff are in good faith to be reduced or eliminated due to lack of funds and/or lack of work;

**WHEREAS**, in order to ensure organizational effectiveness, accountability, successful leadership and management of the health and productivity of District's talent resources, the Superintendent recommends that the Disability Coordinator position be a full time position strategically overseeing all aspects of the District's employee attendance and disability management program;

**WHEREAS**, due to continuing budget shortfalls, budget priorities, and lack of funds, the District must streamline and reorganize work to operate more efficiently and is not able to maintain the EEO, Reasonable Accommodation and Leave Administration Specialist position of 1.0 FTE and the Workers Compensation Specialist position of 1.0 FTE in addition to the Disability Coordinator position which will have greater responsibility for strategic oversight and management of all attendance and disability management work;

**WHEREAS**, the creation and elimination of these positions will result in overall cost-savings to the District and will positively impact the District's general fund;

**NOW THEREFORE, BE IT RESOLVED THAT**, the Board of Education of the Oakland Unified School District does hereby authorize the Superintendent to create a full time Disability Coordinator position and adopts the attached job description effective during the 2014-15 fiscal year;

**BE IT FURTHER RESOLVED THAT,** the Board of Education authorizes the Superintendent or his designee to send appropriate 60-day notices to any classified employee whose position is impacted by the elimination of the EEO, Reasonable Accommodation and Leave Administration Specialist position of 1.0 FTE and the Workers Compensation Specialist position of 1.0 FTE and to take all proper steps to eliminate those two full-time positions.

PASSED AND ADOPTED by the Board of Education the Oakland Unified School District, this 22nd day of October, 2014, by the following vote:

**AYES:** Anne Campbell Washington, Roseann Torres, Vice President  
James Harris, President David Kakishiba

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Jody London, Christopher Dobbins, Jumoke Hinton Hodge

#### CERTIFICATION

I, Antwan Wilson, Secretary of the Board of Education of the Oakland Unified School District, Alameda County, State of California, do hereby certify that the foregoing Resolution was duly approved and adopted by the Board of Education of said district at a meeting thereof held on the 22nd day of October, 2014, with a copy of such Resolution being on file in the Administrative Office of said District.

File ID Number: 14-2115  
Introduction Date: 10/22/14  
Enactment Number: 14-1820  
Enactment Date: 10/22/14  
By: OA



\_\_\_\_\_  
Antwan Wilson, Superintendent and  
Secretary, Board of Education



Legislative File	
File ID Number:	14-2115
Introduction Date:	10/22/14
Enactment Number:	14-1820
Enactment Date:	10/22/14
By:	OA



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Disability Management</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Risk Management</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: October 2014</b>	<b>SALARY GRADE:</b>	<b>CFCA 18</b>

**BASIC FUNCTION:** Under minimal supervision, the Disability Management Coordinator provides a strategic, centralized focus to managing employee attendance issues, including directing the daily activities as well as the overall functions of the District's integrated disability management program by implementing, developing and overseeing the return-to-work/stay-at-work program, interactive process and reasonable accommodations for all industrial and non-industrial disabilities. The Coordinator will develop and implement program policies and procedures for ADA/FEHA and FMLA/CFRA. The Coordinator will review, analyze and provide advice on ongoing programs for compliance with state and federal guidelines.

Perform administrative duties involving access to confidential information concerning employer-employee relations for a major department of the District.

**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:

Oversee, direct and audit the District-wide disability management program; develop, implement and monitor District-wide transitional work program and interactive process/reasonable accommodation policies and procedures; review and analyze tracking system for program participants for efficiency and effectiveness.

Review, compile and analyze data in making recommendations for policy, procedural, legal, and rule changes in compliance with existing regulations such as worker's compensation laws, Fair Employment and Housing Act, Americans with Disabilities Act, and Family and Medical Leave Act to bring the District to compliance and protect the resources of the District.

Ensure that leaves are properly coordinated and tracked and appropriate notices provided to enable employees to make informed decisions and facilitate prompt return to work.

Lead the Reasonable Accommodation Committee meetings and ensure decisions are in compliance with applicable laws, rules and regulations.

Meet with individuals requesting reasonable accommodation and maintain detailed notes/correspondence sufficient to document the District's participation in the interactive process.

Evaluate and provide recommendations related to workers compensation claim filings: accepted, pending or denied.

Liaise with employee, supervisor, medical provider, Third Party Administrator (TPA) and attorney; conduct quarterly case reviews with TPA and attorney to implement plan of action for employees on return to modified work duties.

Oversee and coordinate accident investigations.

Promote and expedite employees' return to modified work following temporary medical restrictions for an occupational or non-occupational injury, illness or condition.

Coordinate and consult with medical provider to overcome any obstacles to the employee and to expedite prompt and appropriate return-to-work; work with various parties (i.e., District management, medical providers, union representatives and attorneys) in order to facilitate resolution of return-to-work issues.

Organize and provide complex and sensitive alternate work opportunities with temporary or permanent work restrictions to negate referral to vocational rehabilitation when feasible.

Represent the District in litigation claims, depositions and hearings relative to complex return-to-work/stay-at-work or vocational rehabilitation issues.

Review and approve all return-to-work and vocational rehabilitation plans.

Provide consultative resources and advice to District management and employees in all areas of absence management and leave administration consistent with federal and state disability laws, District policy and labor agreements.

Provide consultative, direct assistance and training to managers, supervisors and other staff District-wide in the areas of worker's compensation, occupational and non-occupational leaves of absence, and in the interpretation of laws, policies, procedures and labor agreements.

Maintain strict confidentiality at all times.

Analyze and review trend comparisons within the disability management industry and maintain a proactive approach to absence management and the cost of compromised health integrity and lost productivity; review the monthly claims report from the claims administrator for tracking injury trends.

Incorporate industry best practices in the development of policies, procedures and guidelines designed to promote full utilization of the District's human resources and to minimize costs and risks associated with employee absences and disability management.

Advise, and work closely and collaboratively with Human Resources, Legal, Labor, and other departments to integrate related areas – EEO, Employee Relations, Recruitment, Classification, etc....

Assign, train and lead staff engaged in coordinating with Third Party Administrator and outside agencies to allow the early return-to-work of injured or ill employees; ensure reasonable accommodation is arranged.

Establish methods for accurate loss analysis to provide District management with pertinent data associated with the cost of risk in the area of absence management; record and analyze statistical information to measure cost-effectiveness of disability management services and return-to-work outcomes.

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

Work collaboratively with departments and third parties on employee wellness and productivity initiatives.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in public administration, business administration, accounting, economics, industrial engineering, risk management or related coursework. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years experience in working in disability management, occupational safety and health programs, worker's compensation, casualty or employee benefit insurance, or loss control programs, preferably with a public agency and/or in a risk management program



Experience in administering and adjusting worker's compensation claims, including administration of claims since the passage of SB 899 and administering requests for reasonable accommodation under state and federal regulations

Experience working in a collective bargaining environment preferred

Demonstrated success performing analysis of complex laws and policies surrounding disability and leave management

Master's degree preferred

**LICENSES AND OTHER REQUIREMENTS:**

Associate of Risk Management Certificate (ARM) preferred

Certified Professional Disability Management (CPDM) preferred

Valid California Driver's License

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

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Principles and practices of supervision, communication and training

General personnel rules and procedures

ADA, FMLA, CFRA, HIPAA, IPM, Education Code leaves, and Worker's Compensation regulations

California Labor Codes

Legal principles of the California Worker's Compensation system

District collective bargaining law and labor agreements

Principles of supervision, employee evaluations and employee relations

Basic medical terminology

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology, including databases and spreadsheets

**ABILITY TO:**

Interpret, apply and explain rules, regulations, policies and procedures in a clear and concise manner

Analyze situations accurately and adopt an effective course of action

Prepare clear, concise and comprehensive narrative and statistical reports

Maintain confidentiality

Supervise and evaluate the performance of assigned staff

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

Think and plan long term, as well as understand and articulate how relevant complex issues relate to one another and how to best address these issues in a thorough and comprehensive way

Work independently with little direction

Plan and organize work to meet schedules and timelines

Effectively operate a computer for the purpose for the purpose of database management, data retrieval, and word processing

Establish and maintain strong and effective working relationship with other employees, managers, District staff, contractors, attorneys and the general public

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

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