

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

August 14, 2013

To: Board of Education

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

Subject: Correction – Salary Schedule Placement of Reclassified Classified Position, Human Resources Services and Support

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-0003 - Correction – Salary Schedule Placement of Reclassified Classified Position, Human Resources Services and Support – Assistant, Employee Information Management System (2.0 FTE).

**DISCUSSION**

The Board, on May 29, 2013, as requested, approved the below listed reclassified position, effective July 1, 2013:

Position Title/FTE

Assistant, Employee Information Management System (2.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 9: \$48,578 - \$61,998

12 months, 262 days, 7.5 hours

Funding Source: General Purpose, 0000-944

The above-stated reclassified position, inadvertently, misstated the salary schedule, higher than intended for the reclassified position.

The Board is requested to rescind the above-stated salary range approval for said position retroactive to July 1, 2013, and in lieu thereof, approve Resolution No. 1314-0003, placing said position on Salary Schedule CFST Range 15: \$41,784-\$56,010, 12 months, 261 days, 7.5 hours, retroactive to July 1, 2013, including correction of job description to reflect same.

Correction – Salary Schedule  
Resolution No. 1314-0003  
August 14, 2013  
Page 1 of 4

**LEGISLATIVE FILE**  
File #: 13-1639  
Introduced: 8/14/13  
Enacted: 13-1544  
Enacted: 8/14/13  
By: OR

**BUDGET IMPACT**

The position, at the revised salary range, will be funded, as in the original approval, by General Purpose Funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-0003 - Correction – Salary Schedule Placement of Reclassified Classified Position, Human Resources Services and Support – Assistant, Employee Information Management System (2.0 FTE).

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
No. 1314-0003**

**Correction – Salary Schedule Placement of Reclassified Classified Position, Human Resources Services and Support – Assistant, Employee Information Management System**

**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 May 29, 2013, approved Resolution No. 1213-0118 (Legislative File No. 13-0835), which, in part, approved the listed reclassified position as stated below:

Position Title/FTE

Assistant, Employee Information Management System (2.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 9: \$48,578 - \$61,998

12 months, 262 days, 7.5 hours

Funding Source: General Purpose, 0000-944

**WHEREAS**, the above-stated reclassified position, inadvertently, misstated the salary schedule, higher than intended for the reclassified position,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby rescinds the above-stated salary range approval for said position retroactive to July 1, 2013 and, in lieu thereof, approves placement of the Assistant, Employee Information Management System (2.0 FTE) position on Salary Schedule CFST Range 15: \$41,784-\$56,010, 12 months, 261 days, 7.5 hours, retroactive to July 1, 2013, including correction of job description to reflect same, with all other terms and conditions of the May 29, 2013 approval of said position remaining in full force and effect.

**LEGISLATIVE FILE**

File ID No. 13-1639  
Introduction Date 8/14/13  
Enactment No. 13-1544  
Enactment Date 8/14/13  
By OL

Passed by the following vote:

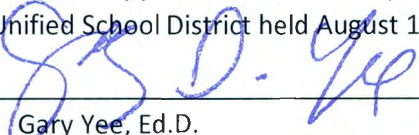
AYES: Jody London, James Harris, Christopher Dobbins, Roseann Torres, Anne Campbell Washington, Vice President Jumoke Hinton Hodge, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted at a Regular Meeting of the Board of Education of the Oakland Unified School District held August 14, 2013.

  
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Gary Yee, Ed.D.  
Secretary, Board of Education

File ID Number: 13-1639  
Introduction Date: 8/14/13  
Enactment Number: 13-1544  
Enactment Date: 8/14/13  
By: GS

Legislative File	
File ID Number:	13-1639
Introduction Date:	8/14/13
Enactment Number:	137544
Enactment Date:	8/14/13
By:	oa



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Assistant, Employee Information and Management Systems</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Human Resources Services and Support (HRSS)</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Revised: June 2007 Revised: May 2013 Revised: August 2013</b>	<b>SALARY GRADE:</b>	<b>CFST 15</b>

**BASIC FUNCTION:** Perform duties related to data input and auditing of the employee record system; create and ensure the integrity of employee records; provide information and data regarding employee records via regular and ad hoc reports.

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 rather is intended to accurately reflect the principal job elements).

### ESSENTIAL FUNCTIONS

Conduct complex data entry for various types of employee actions including but not limited to: new hires; summer school staffing; set up and update of regular employee records; set up and modification of summer school employee records.

Process employee separation and employee leave documentation for District classified and certificated employees.

Develops and administers policy guidelines, system standards and operating procedures related to new and current HR related technology as directed by supervisor.

Receive requests for District employee verification via fax, e-mail, regular mail, and phone; conduct and process employment verifications as requested for current and past District employees as requested by external agencies for matters including but not limited to proof of employment, proof of future employment, mortgage verifications.

Receive and route general information requests from District departments and external agencies to the appropriate HRSS staff as needed.

Liaise with Payroll and other District departments as necessary to problem solve and resolve issues related to employee records within employee information system.

Receive and resolve support inquiries, data requests, paperwork requests, and data entry in support of assigned HRSS staff.

Provide trouble shooting, general information, and basic training support related to the employee management system to HRSS and other District staff as requested by supervisor.



Intake data requests and generate data sets, compile statistics, and contribute to development of reports regarding employee data in support of ongoing HRSS reporting to the Board.

Support and conduct internal employee information systems audits, ensuring that employee data is accurate and current; run reports to monitor and enable data integrity for employee database system; provide data and information to contribute to resolution of employee information discrepancies, including but not limited to bargaining unit discrepancies, FTE discrepancies, pay class discrepancies, and employee status; update and correct data in the employee information system as needed.

Assist HRSS supervisor and assigned staff in scrubbing and auditing data sets for reports requested by internal and external audiences.

Attend job related meetings.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: an Associate's degree and three years of experience in a personnel or labor relations function. At least two years of experience with complex data entry, data systems integrity maintenance, and report generation.

**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:**

Employee and student record systems

Sound data management principles and approaches

Data analytics techniques and principles

Sound practices and procedures related to data collection, data analysis, and management of personnel data

**ABILITY TO:**

Finish work on timely basis

Collaborate with others and work as an integral member of a team

Prioritize work across responsibilities

Communicate effectively with a broad range of internal and external parties

Use MS Office programs (Word, Excel, PowerPoint, Access) with basic proficiency; ability to manipulate data and create spreadsheets

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; 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.