

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

May 25, 2016

Legislative File	
File ID Number:	16-1002
Introduction Date:	05/25/2016
Enactment Number:	16-0726
Enactment Date:	5/25/16
By:	BA

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Tara Gard, Interim Deputy Chief Talent Officer, Talent Division

SUBJECT: Correction/Revision of Positions – Risk Management and Community Schools and Student Services

1. Assistant, Risk Management Department
2. Program Manager, Sexual Health Education

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1516-0212 - Correction/Revision Job Descriptions - i.e., designating the Salary Grade of Assistant, Risk Management Department as WTCL 44 (previously designated salary grade of ADCL44 does not exist; all other portions of said approved Job Description remain the same) and revising job description, as stated, for Program Manager, Sexual Health Education, Community Schools and Student Services.

BACKGROUND:

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

BUDGET IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1516-0212 - Correction/Revision Job Descriptions - i.e., designating the Salary Grade of Assistant, Risk Management Department as WTCL 44 (previously designated salary grade of ADCL44 does not exist; all other portions of said approved Job Description remain the same) and revising job description, as stated, for Program Manager, Sexual Health Education, Community Schools and Student Services.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0212**

- Risk Management and Community Schools and Student Services -

Correct/Revise Job Descriptions

- Assistant, Risk Management Department and Program Manager, Sexual Health Education -

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, the job descriptions align with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and


NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the correction/revision of the attached job descriptions:

1. Assistant, Risk Management Department
2. Program Manager, Sexual Health Education

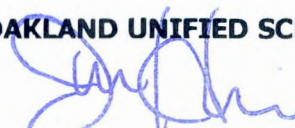
Passed by the following vote:

AYES: Shanthi Gonzales, Aimee Eng, Roseann Torres, Jody London, Jumoke Hinton Hodge, Vice President Nina Senn, President James Harris
NOES: None
ABSTAINED: None
ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Special Meeting I of the Board of Education of the Oakland Unified School District held May 25, 2016.

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OAKLAND UNIFIED SCHOOL DISTRICT


James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant, Risk Management Department	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: April 2016	SALARY GRADE:	WTCL 44

BASIC FUNCTION: Under general supervision the Risk Management Department Assistant provides logistical, analytical, technical, and administrative support to the Oakland Unified School District's (OUSD) Risk Management programs and operations. The duties of this position are divided between supporting the management of capital assets and inventories, environmental health and safety, workers' compensation, and risk management general operations.

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:

Capital Assets and Inventories:

- Assist with conducting the District's periodic inventory (i.e. physical count and inspection) of real and personal property for accounting, compliance, and insurance purposes.
- Assist with the ongoing reconciliation of property records for land, land improvements, buildings, building improvements, machinery and equipment for general accounting, state and federal compliance, and insurance.
- Coordinate administrative and clerical tasks—including receiving and responding to communication—associated with reporting losses of real and personal property owned by the District—and, when appropriate, District employees—and their timely replacement.
- Assist with cross training for school site and central office staff for periodic and ongoing management and control of District property.
- Support central office and school site personnel in performing inventory observation, reconciliation, and the maintenance of an accurate identification tag system for moveable equipment.
- Coordinate administrative and clerical tasks during periodic and ongoing inventorying of District assets including maintaining schedules for temporary staff.
- Assist with the documentation, maintenance of records, and coordinating of the receipt, accounting, and distribution of assets donated to the District.
- Assist with the collection of surplus property and in facilitating the process of preparing surplus resolutions for consideration by the Governing Board.
- Assist in the maintenance of the District's fleet of vehicles including the regular inventorying of all vehicles and mobile grounds equipment, and maintaining real time data on their whereabouts and condition.
- Assist with the collection and verification of driver records for personnel authorized to drive District vehicles.

Environmental Health and Safety:

- Assist with the implementation of the District's Environmental Health and Safety Program, policies, and procedures.
- Assist with the planning and execution of annual health and safety inspections throughout the district.
- Assist with ongoing health and safety investigations including but not limited to indoor air quality investigations and accident investigations.
- Assist with regulatory compliance.
- Assist with ongoing job site safety inspections.
- Assist with implementation of hazardous materials program including the identification, evaluation, and control of hazardous materials, wastes, and other health and safety hazards throughout the District.

Workers' Compensation / Reasonable Accommodation:

- Assist with the development, implementation, and monitoring of risk management information systems to effectively track all aspects of the District's workers' compensation program, including both physical and electronic filing systems.
- Assist with consultation and technical assistance regarding workers' compensation to employees and administrators.
- Assist with conducting workshops for administrators, department managers/supervisors and union leadership regarding reporting procedures for work related injuries, supervisor investigations of departmental injuries, and early return-to-work.
- Assist with investigations of employee injuries and early return-to-work.
- Assist with the development, implementation, and evaluation, and reporting for the early return-to-work program.
- Assist with the preparation of reports on the District's fraud prosecutions, restitution, subrogation and excess insurance recoveries in District workers' compensation claims.
- Assist with the monitoring, analyzing, and preparation of regular reports on the various costs associated with the District's workers' compensation program, including utilization review, medical bill review, administrative fees, claim defense costs and prescription utilization review.
- Assist with communicating procedures as needed regarding workers' compensation claims.

Risk Management General Operations:

- Provide technical, logistic, administrative, clerical, and analytical support to general risk management programs and operations.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Computerized financial systems, preferably the Integrated Financial and Administrative Solution (IFAS)

Excellent oral, written, and digital English communication skills

Microsoft Office Suite (Word, PowerPoint, Excel, Access)

Basic standards of customer service

Good record keeping techniques

Telephone techniques, systems, and etiquette

Interpersonal skills using tact, patience, and courtesy

Good communication skills and techniques

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

Correct use of the English language including grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITIES TO:

Perform a variety of complex, technical duties in an assigned area including specialized knowledge and independent judgment

Effectively resolve complex customer service complaints and problems, including the ability to professionally interact with difficult customers

Communicate clearly, understand and interpret district and other rules, policies, and procedures

Handle and defuse difficult situations while maintaining a calm and level-headed composure at all times

Work under pressure

Multi-task

Utilized a multi-screen computer system, mouse, phone system, and headset while receiving calls from district employees and the public

Maintain the confidentiality of information

Maintain records, analyze situations and data accurately, and take appropriate action

Work cooperatively with others and meet District standards of professional conduct

Work independently, with little direction

Use a personal computer including word processing and spreadsheet programs

Perform job responsibilities in a timely manner in order to meet scheduled deadlines

PREREQUISITES

Associate of Arts Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the AA Degree requirement; however, the work experience years used to qualify for the AA Degree requirement cannot be used to meet the work requirement.

Four (4) years of relevant experience working in a risk management or similar environment

Coursework in accounting, finance, project management, business administration, information and decision systems.

Experience in governmental accounting and auditing; knowledge of the California School Accounting Manual (CSAM); Standardized Account Code Structure (SACS); Generally Accepted Accounting Principles (GAAP); and relevant statements of the Governmental Accounting Standards Board (GASB) preferred

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

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.

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Position Description

TITLE:	Program Manager, Sexual Health Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Community Schools and Student Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: June 2013 Revised: May 2016	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Manage and lead HIV/STD prevention activities that will: 1) Decrease sexual risk behaviors among adolescents; 2) Increase use of condoms and highly effective contraception methods among sexually active adolescents; and 3) Increase adolescents' access to key sexual health services.

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 implementation of Years 1 through 5 Work Plan activities in the CDC's HIV/STD Prevention Grant.

Collaborate with staff in the Leadership, Curriculum and Instruction Department to ensure delivery of Comprehensive Sexuality Education at all secondary schools in OUSD.

Collaborate with staff in Research, Assessment and Data Department to ensure that the YRBS and School Health Profiles are implemented at school sites in the identified sampling frame.

Collaborate with staff in Behavioral Health Unit to ensure implementation of activities that support safe school environments.

Lead implementation of activities that increase access to sexual health services and improve policy implementation.

Convene and lead HIV Materials Review Panel to oversee selection of Comprehensive Sexuality Education curricula and other school-based activities.

Participate in the OUSD School Wellness Council, OUSD Sexually Exploited Minors Task Force, Alameda County Comprehensive Sexuality Education Network, Alameda County HIV/AIDS Collaborative Community Planning Council and other groups as appropriate.

Provide education, orientation, and consensus building around HIV/STD prevention activities among key stakeholders and District leaders, including the school board, departmental leaders, principals, parents, and community partners.

Establish and manage partnerships with public agencies and non-profit organizations in support of HIV/STD prevention.

Facilitate integration and coordination of HIV/STD prevention activities with other OUSD services and departments including School Nursing, School-Based Health Centers and Behavioral Health.

Manage all contracts and invoicing related to the grant in accordance with OUSD and federal guidelines.

Manage financial tracking and reporting in accordance with grant requirements.

Update annual work plans within prescribed timeframe for submission to the CDC.

Develop a sustainability plan to ensure the grant activities will continue after the grant expires.

Manage and ensure the implementation evaluation plan in partnership with University of California San Francisco.

Develop training and communication materials for parents, students, school staff and District leaders.

Remain current regarding HIV/AIDS prevention best practices and research.

Assure compliance with grant stipulations and applicable laws, rules and regulations.

Provide cross-training around HIV/STD prevention to other staff members within the department and across the District.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Workforce development and training

Collaboration and coalition building

Strategic direction of the District

Social, emotional, health and economic issues faced by Oakland youth and their families

Diverse groups across race, ethnicity, religion, gender, class, and sexuality

Research-based programs and practices that support health and wellness of the whole child

Local community-based organizations providing health and wellness services

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Applicable laws, codes, regulations, policies, and procedures governing health and safety

Budget preparation and management to ensure fiscal responsibility

Strategies, funding opportunities, and community contacts for multiple health and wellness programs

Correct English usage, grammar, spelling, and punctuation

Research methods, report writing and record-keeping techniques

Communication (e.g. telephone and e-mail techniques) systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Computer software, hardware, and related technology

ABILITY TO:

Plan, organize, and direct programs and assigned personnel

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

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English both orally and in writing

Plan and organize work

Meet schedules and timelines

Work independently

Develop and document short and long term plans

Implement plans and evaluate their outcomes

Prepare and deliver clear and concise presentations to a variety of audiences

Perform duties with awareness of all District requirements and policies

Coordinate and enhance communications among students, parents, District staff, and community representative

Establish and maintain effective working relationships with District personnel and the public

Use all Microsoft applications efficiently

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

Operate personal computer, related software, and other office equipment

PREREQUISITES

Bachelor's degree required in public health, public policy, social work, nursing or related field

Three (3) years experience building and coordinating successful school-based initiative, experience in adolescent HIV/STD prevention

Ability to meet the Essential Functions listed above

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

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.

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