

# **OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

June 12, 2019

<b>Legislative File</b>	
File ID Number:	19-1390
Introduction Date:	06/12/2019
Enactment Number:	19-0936
Enactment Date:	6/12/19 If
By:	

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Creation/Revision of Job Descriptions – Multiple Departments, As Assigned

## **Creations:**

1. Specialist, Strategic Resource Planning;
2. Coordinator, Nutrition Services;
3. Senior Procurement Analyst;
4. Procurement Analyst;
5. Business Intelligence Data Architect;
6. Network Attendance Liaison; and
7. Systems Analyst, HRIS Internal Audit

## **Revisions:**

8. Coordinator, Instructional and Assessment Technology;
9. Field Supervisor, Nutrition Services;
10. Nutrition Services Manager; and
11. Truck Driver.

## **ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1819-0161, approving the creation and/or revision of the following job descriptions: Specialist, Strategic Resource Planning; Coordinator, Nutrition Services; Senior Procurement Analyst; Procurement Analyst; Business Intelligence Data Architect; Network Attendance Liaison; Systems Analyst, HRIS Internal Audit; Coordinator, Instructional and Assessment Technology; Field Supervisor, Nutrition Services; Nutrition Services Manager; Truck Driver.

## **DISCUSSION**

The Talent Division recommends approval of these job descriptions pending unit determination 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.

**Creation:**

Job Description/Position/Title/FTE  
Specialist, Strategic Resource Planning  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 57: \$74,824 to \$100,230  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Local State and Federal Programs.

**Creation:**

Job Description/Position/Title/FTE  
Coordinator, Nutrition Services  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
Range: 17: \$89,826 to \$114,624  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

No fiscal impact, this role is funded as part of the restructuring within Nutrition Services.

**Creation:**

Job Description/Position/Title/FTE  
Senior Procurement Analyst  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 53: \$63,064 to \$84,428  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of current procurement operations department.

**Creation:**

Job Description/Position/Title/FTE  
Procurement Analyst  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 45: \$49,333 to \$66,134  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Procurement Department.

**Creation:**

Job Description/Position/Title/FTE  
Business Intelligence Data Architect  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 64: \$89,949 to \$119,200  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Research, Assessment and Data department.

**Creation:**

Job Description/Position/Title/FTE  
Network Attendance Liaison  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 46: \$53,065 to \$71,106  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies will be funded through categorical funds designated for this role.

**Creation:**

Job Description/Position/Title/FTE  
Systems Analyst, HRIS  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: CFCA  
Range: 16: \$73,964 to \$94,399  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Talent/Human Resources Department.

**Revision:**

Job Description/Position/Title/FTE  
Coordinator, Instructional and Assessment Technology  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
Range: 17: \$89,826 to \$114,624  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Technology Department.

**Revision:**

Job Description/Position/Title/FTE  
Field Supervisor, Nutrition Services  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
Range: 13: \$73,900.60 to \$94,304.94  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

No fiscal impact, this role is currently funded. Revision to duties only.

**Revision:**

Job Description/Position/Title/FTE  
Nutrition Services Manager  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: FSMG  
Range: 1-8: \$18,391 to \$38,040 – No Salary Change  
205 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies have already been reflected in the budget development process.

**Revision:**

Job Description/Position/Title/FTE  
Truck Driver  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: TRKDR  
Range: 1: \$51,523 – No Salary Change  
12 months, 261 days, 8 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies have already been reflected in the budget development process.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1819-0161, approving the creation and/or revision of the following job descriptions: Specialist, Strategic Resource Planning; Coordinator, Nutrition Services; Senior Procurement Analyst; Procurement Analyst; Business Intelligence Data Architect; Network Attendance Liaison; Systems Analyst, HRIS Internal Audit; Coordinator, Instructional and Assessment Technology; Field Supervisor, Nutrition Services; Nutrition Services Manager; Truck Driver.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1819-0161**

- Approval of Creation/Revision of Job Descriptions - Multiple Departments, As Assigned -

**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 description aligns 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 determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 12, 2019, as follows:

**Creation:**

Job Description/Position/Title/FTE  
Specialist, Strategic Resource Planning  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 57: \$74,824 to \$100,230  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Local State and Federal Programs.

**Creation:**

Job Description/Position/Title/FTE  
Coordinator, Nutrition Services  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
Range: 17: \$89,826 to \$114,624  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

No fiscal impact, this role is funded as part of the restructuring within Nutrition Services.

**Creation:**

Job Description/Position/Title/FTE  
Senior Procurement Analyst  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 53: \$63,064 to \$84,428  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of current procurement operations department.

**Creation:**

Job Description/Position/Title/FTE  
Procurement Analyst  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 45: \$49,333 to \$66,134  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Procurement Department.

**Creation:**

Job Description/Position/Title/FTE  
Business Intelligence Data Architect  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL  
Range: 64: \$89,949 to \$119,200  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Research, Assessment and Data department.

**Creation:**

Job Description/Position/Title/FTE  
Network Attendance Liaison  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

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Range: 46: \$53,065 to \$71,106  
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Job Description/Position/Title/FTE  
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(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: CFCA  
Range: 16: \$73,964 to \$94,399  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Talent/Human Resources Department.

**Revision:**

Job Description/Position/Title/FTE  
Coordinator, Instructional and Assessment Technology  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
Range: 17: \$89,826 to \$114,624  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this role is funded through the reorganization of roles in the Technology Department.



**Revision:**

Job Description/Position/Title/FTE  
Field Supervisor, Nutrition Services  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL  
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12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

No fiscal impact, this role is currently funded. Revision to duties only.

**Revision:**

Job Description/Position/Title/FTE  
Nutrition Services Manager  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: FSMG  
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**FISCAL IMPACT**

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**Revision:**

Job Description/Position/Title/FTE  
Truck Driver  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: TRKDR  
Range: 1: \$51,523 – No Salary Change  
12 months, 261 days, 8 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies have already been reflected in the budget development process.

**BE IT FURTHER RESOLVED,** that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Jumoke Hinton Hodge, Gary Yee, Roseann Torres, James Harris, Vice President Jody London and President Aimee Eng

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Shanthi Gonzales and Student Directors Yota Omosowho and Josue Chavez

### **CERTIFICATION**

We 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 on June 12, 2019.

<b>Legislative File</b>	
File ID Number:	19-1930
Introduction Date:	06/12/2019
Enactment Number:	19-0936
Enactment Date:	6/12/19 If
By:	

### **OAKLAND UNIFIED SCHOOL DISTRICT**



Aimee Eng  
President, Board of Education



Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Specialist, Strategic Resource Planning</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2019</b>	<b>SALARY GRADE:</b>	<b>WTCL 57</b>

**BASIC FUNCTION:** Under general supervision, the Specialist, Strategic Resource Planning, will perform a variety of difficult, specialized duties requiring good communication skills, including assisting others in understanding policies related to their program areas. The Specialist will conduct data analysis and accountability monitoring duties related, but not limited to, Title I, II, III, and California's Local Control Accountability Plan (LCAP). Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Serve as support and guidance specialist in assigned areas; provide training to District personnel and community partners on spending requirements, create and maintain forms and documents in various mediums, and conduct regularly scheduled and unplanned internal audits to help ensure programs are prepared for external third party auditors throughout the year. The Specialist is the central point of contact for related data systems setup and data entry for assigned areas as well across all District programs as needed to ensure timely completion of compliance reporting requirements.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Perform a variety of difficult, specialized data collection and analysis of quantitative and qualitative data related to categorically funded programs and services.

Implement systems for monitoring programs on ongoing basis; support community partners and program sites in developing and documenting site and agency-specific systems to ensure program compliance.

Conduct internal audits of attendance records to ensure accuracy, completeness, and match between written and electronic records.

Provide feedback into the District's policies on the usage of categorical funds to help ensure that contents of the handbook align with all District collective bargaining agreements and applicable local, state, and federal laws; assist with assembling the handbook as needed.

Audit all categorical revenue, budget, and expenditure requests to ensure compliance aligns with state and federal guidelines.

Collaborate with applicable District departments to ensure that all school site Single Plans for Student Achievement are compliant and aligned with state and federal mandates.

Design, implement, and maintain training protocols and materials in collaboration with supervisor and others, as applicable; train school site and central office personnel on categorical program requirements and mandates.

Implement all audits of categorically-funded employee time accounting and time certifications ensuring that time spent by employees on categorical programs are properly documented and aligned with state and federal mandates.

Collaborate with the Financial Services Department to ensure properly calculated Parts I and II of the Consolidated Application for Funding Categorical Aid Programs.

Provide input into the Consolidated Application for Funding Categorical Aid Programs (Parts I and II) to the District Advisory Committee (DAC) and District English Language Learner Sub-committee (DELLS), and other governance bodies, as needed, to obtain approval for submission to the California Department of Education.

Research and advise assigned programs of new statutory regulations and legislation and potential impact on and conflicts with existing District policies and procedures; escalate to supervisor as deemed necessary.

Escalate any areas of concern immediately to supervisor regarding the Title I, II, III, LCAP-funded, or any other assigned programs to help identify compliance issues that require follow-up or investigation.

Prepare and update compliance narratives to summarize regulatory as well state, city, and District requirements for schools and assigned District units.

Work with school level, network, and departmental management and staff to audit and coordinate established standards, procedures, and systems to maintain and improve overall state and federal operations.

Serve as a collaborative partner with various District offices, such as Research, Assessment and Data, to respond to categorical fund-related audits and reporting requirements, provide requested information, and ensure compliance with deadlines.

Assist supervisor to review federal, state, and District policies and trends, and present findings and conclusions to management or others as needed.

Participate in the development and implementation of computer systems or software applications that access categorical funding records and provide advisement on possible compliance matters.

Develop materials to support quality programs, train providers on District and state/federal requirements.

Review and analyze ad hoc reports regarding employment, recruitment, and other relevant statistics.

Collaborate with supervisor to assess, design, deliver, and monitor professional development opportunities focused on all aspects of state and federal programs compliance matters affecting the schools, Districts, and public education.

Keep abreast of the bills, laws, regulations and legislation that impact the District's assigned programs including but not limited to: Every Student Succeeds Act (ESSA) - Title I, Title II, Title III, Title IV, Title V, School Safety & Violence Prevention, Economic Impact Aid - LEP and SCE, Peer Assistance Review, Tobacco Use Prevention Education, Middle and High School Supplemental Counseling Program, Categorical Program Monitoring, and Fiscal Crisis and Management Assistance Team (FCMAT).

Serve as liaison between State & Federal Compliance and assigned units to ensure compliance with program and bell schedules and fulfill audit requests.

Conduct site visits to review categorical related activities and ensure compliance and provide technical assistance as needed.

Develop expertise in relevant programs and systems and provide trainings and technical assistance to assigned programs and program partners, as needed.

Provide input into the content and design of the State and Federal Programs' office and other online systems as a useful resource and communication tool for external agency partners, school communities, and general public.

Ensure site and central budgets are spent appropriately and in alignment with funding requirements/restrictions.

Monitor assigned budgets to assure alignment with program, identify and rectify discrepancies, respond to questions, and provide detailed instructions.

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications.

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases.

Provide cross-training to other staff members within the department.

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:**

California State Education Codes requiring District accountability

Mandated state and federal laws and regulations pertaining to compliance of state and federal education programs

District education initiatives, programs, and policies

California State Education Codes and federal education regulations pertaining to student achievement, standardized assessment, student promotion and retention, adopted curriculum

Methods and processes of statistical analysis and data reporting

Diversity, sensitivity, and competence with regard to issues of race and gender (and their intersections), learning or other ability, ethnicity, culture, religion, socio-economic group, sexuality or other orientations or cultural markers

Command of English language, including proper usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience, and courtesy

Excellent written communication and organizational efficiency skills

Data management techniques

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, explain and apply rules, regulations, policies and procedures regarding educational compliance

Maintain current knowledge of applicable provision of applicable state, federal, and District laws regarding educational compliance

Manage databases; develop charts, tables, and graphs

Manage multiple, on-going and complex caseload of state and federal categorical programs and projects

Guide, advise, and support the training and learning process with respect to Title I, II, III, and LCAP compliance and manage the response protocols to audit findings

Build relationships and collaborative partnerships across the District and state and federal agencies

Work independently as well as collaboratively within a team environment

Use appropriate interpersonal styles

Maintain confidentiality related to student, personnel, budget and other program information

Communicate effectively, both orally and in writing, with a broad and diverse range of leaders and employees within and external to the District

Be diplomatic, approachable, solutions-oriented, flexible and assertive

Establish and maintain cooperative and effective working relationships with others

Respond quickly to routine and ad hoc requests for information

Operate computer, related software, and other office equipment

### **PREREQUISITES**

Bachelor Degree or its equivalency (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 Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement. Degree in Public Policy, Public Administration, Finance or Accounting preferred.

Four (4) years progressively responsible experience to program planning, development, coordination, monitoring, and compliance is required

Teaching credential preferred, but not required

Excellent analytical skills, problem-solving skills and organizational skills with attention to detail

Demonstrated strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies

Demonstrated record of meeting deadlines for educational funding compliance operations

Demonstrated experience with conducting investigations or compliance audits

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 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.

Legislative File	
File ID Number:	19-1390
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By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Coordinator, Nutrition Services</b>	<b>REPORTS TO:</b>	<b>Executive Director, Nutrition Services</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2019</b>	<b>SALARY GRADE:</b>	<b>ADCL 17</b>

**BASIC FUNCTION:** Under direction from the Executive Director, plan, organize and supervise the nutrition services and warehouse operations of the District; supervise and evaluate assigned staff either in the central kitchen or at school sites and other district buildings; is responsible for the smooth operation either of the activities in the central kitchen or of the nutrition services activities at the school sites and other district buildings.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Serve as the manager of the central kitchen operation or as the manager of field operations, including: food production, food preparation, food presentation, customer service, distribution, warehousing and operations, catering department, support with menu development and/or contract food service administration.

Participate in the development and implementation of goals, objectives, policies and procedures related to the Nutrition Services Department.

Assist with the management of the business support functions of the Nutrition Services Department such as financial planning, reporting and record keeping; budget development and administration; procurement planning and control.

Participate in the development of bid specifications.

Develop standards of performance for each position supervised, advise staff of performance standards, observe and document performance and prepare periodic and/or special evaluations of performance.

Collaborate with the appropriate District staff to process employee complaints and grievances in accordance with District policies and Collective Bargaining Agreements.

Oversee the maintenance of payroll related information to ensure the proper reporting of time worked and absences.

Analyze and develop workplace procedures, schedules and standards.

Set and/or maintain food quality standards, recipe standardization, portion control, and food safety and sanitation standards.

Observe and regulate food quality, food serving for portion control, efficiency of operations, monetary controls and product waste.

Inspect food preparation, storage and serving areas for cleanliness and organization as well as inventory levels.

Advise supervisors on matters related to employee supervision, recognition and discipline.

Monitor purchases recommended by staff.

Review reports and documentation prepared by supervisors for accuracy and conformance to departmental standards.

Participate in product development and marketing research.

Research nutrition education techniques, materials and programs, school site and central kitchen operations, food production and preparation (centralized or site), equipment, storage and distribution, customer service and related areas.

Review and recommend new or revised policies and procedures.

Interpret and communicate departmental policies to staff, school communities and to the public.

Prioritize responsibilities and meet established timelines and deadlines, manage multiple projects simultaneously, work with frequent interruptions, work alone and/or with and around other people.

Operate a variety of kitchen equipment utilized in food processing and serving facilities.

Participate in student centered events and activities related to the Nutrition Services Department; develop, administer and evaluate the result of surveys, taste tests or other data gathering strategies.

Serve on and/or chair departmental committees and community advisory boards; serve as the departmental representative to District and professional organization committees.

Assume departmental responsibility in the absence of the Executive Director.

Review and keep current on new and revised nutrition services/food safety related laws and regulations.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to Nutritional Services to stay current with state-of-the-art methods and practices.

Participate in the selection, coordination, supervision, evaluation and discipline of departmental employees and plan and implement employee training programs.

Use personal transportation for travel to sites when attendance is required.

Provide cross-training to staff.

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:**

Planning, organization and operation of a quantity nutrition services program

Principles and methods of quantity food service preparation, serving and storage

Principles and methods of school food service budgeting

Standard kitchen equipment, utensils and measurements

Methods of computing food quantities required by weekly or monthly menus

Sanitation, health and safety practices related to preparing food

Record-keeping and report preparation techniques

Principles and practices of administration, supervision and training



Correct English usage, grammar, spelling, punctuation and vocabulary

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

Cost analysis techniques

Inventory methods

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

Effective staff management and evaluation

Computer software, hardware, and related technology

**ABILITIES TO:**

Plan, organize and supervise the operations of a quantity nutrition service program with multiple locations

Accept and carry out responsibility for direction, control, and planning

Estimate and adjust food quantities and determine proper amounts for economical food service

Operate standard cafeteria equipment and appliances

Train, supervise and evaluate personnel

Determine appropriate action within clearly defined guidelines

Observe health and safety regulations

Monitor and review record-keeping and reporting procedures

Communicate effectively both orally and in writing

Read, interpret, apply and explain applicable laws, rules, regulations, policies and procedures

Make generalizations, evaluations or decisions without immediate supervision

Maintain records and prepare reports related to assigned activities

Creatively use resources to resolve operational challenges

Build rapport and maintain working relationships with stakeholders at all levels

Prioritize responsibilities and meet established timelines and deadlines

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

Manage multiple projects simultaneously

Work with frequent interruptions

Work alone, and with and around people

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in nutrition, institutional food service management, public health or a closely related field. 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 of supervisory/managerial experience in a large-scale public or private institution engaged in food preparation, distribution and service with multiple locations

Valid Serve Safe Food Safety Certificate

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

Kitchen, food service and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate kitchen utensils and equipment and a computer keyboard; seeing to read a variety of materials, prepare food and inspect assigned cafeterias; bending at the waist, kneeling or crouching to inspect assigned cafeterias; reaching overhead, above the shoulders and horizontally to reach equipment and supplies; sitting or standing for extended periods of time; lifting and carrying moderately heavy objects of 50 lbs, occasionally 50+ pounds; hearing and speaking to exchange information.

**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.

Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Senior Procurement Analyst</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days / 7.5 Hours or Duty Days and Hours As Assigned</b>
<b>ISSUED:</b>	<b>Created: June 2019</b>	<b>SALARY GRADE:</b>	<b>WTCL 53</b>

**BASIC FUNCTION:** Under the direct supervision of the Assigned Supervisor, the Senior Procurement Analyst performs a full range of specialized and technical duties associated with the purchasing of various material, supplies, equipment and services for the District; including purchasing procedures, processing Bids/RFP (Request for Proposal), purchasing documents and materials and maintaining vendor/source information and inventories.

**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.)

**DISTINGUISHING CHARACTERISTICS:** Senior Procurement Analyst develops and manages complex formal bids and specifications, executing purchase orders for goods and services that meet the requirements of the District in accordance with established policies, guidelines, and laws at the best value, and managing suppliers and contracts to ensure performance.

### ESSENTIAL FUNCTIONS:

Receive, review and process purchase requisitions for a broad array of equipment, supplies and commodities; verify compliance with pertinent laws, regulations and codes and District policies and standards; review information to ensure it is complete, accurate and order parameters are clear and understood; approve requisitions; organize requisitions for efficient action and response.

Develop RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; draft highly technical and specialized bid specifications; confer with schools and departments to obtain all necessary information and to resolve questions regarding requirements; conduct bid openings and bidder conferences; handle and resolve bid inquiries and discrepancies; analyze and evaluate bids by performing mathematical computations and applying weighted ratings in accordance with applicable laws, policies and procedures, awards or recommends awarding of contracts; create purchase orders for major acquisitions and release purchase orders within levels of authority.

Develop and administer major contracts within level of authority; draft contract documents and interact with appropriate management and District departments to ensure District needs are met and to ensure legality, accuracy and completeness; negotiate contract provisions; as assigned, monitor and evaluate contract compliance; assess, identify and facilitate complete resolution of non-compliance issues.

Represent department in interactions with customers, senior management, other District personnel and outside government agencies in procurement and distribution matters; regularly confers with school leaders, project

directors, department heads and committees regarding needs; provide technical expertise and guidance on standardization of product orders, large purchase requests and other matters to District schools and departments.

Establish, develop and maintain positive supplier relationships.

Receive and respond to investigations and resolve customer or other procurement-related inquiries, concerns, complaints and problems, including accounts payable, invoice discrepancies, vendor relations and level-of-service issues, or non-compliance with procurement policies, practices and procedures; interpret and explain applicable laws, regulations, codes and policies; promptly respond to requests for emergency orders; confer with peers in other governmental agencies on specifications and pricing.

Research, assess and identify new or better sources of supplies for products and services within areas of assigned responsibility; interview vendors to evaluate products and services and to obtain information for use in developing proposals; educate vendors regarding District purchasing policies and procedures; obtain accurate and complete price and delivery information, product literature and samples from suppliers; monitor vendor delivery dates, identify past-due dates and contact vendors to develop a course of action to expedite orders; identify problems and issues, such as poor product quality and quantity shortages and communicate with vendors and follow through to ensure problems are addressed and resolved.

Manage and maintain warehouse inventory of assigned stock items and specified food products and supplies, as well as related databases and records; utilize various computer systems to purchase and issue products to appropriate customer; generate and review inventory and reorder reports; analyze and forecast future needs; initiate reorders as required; as necessary, research inventory or database problems or issues, including coordination and communication with warehouse staff, and identify and resolve issues to ensure availability and continuity of supplies and the integrity of the databases.

Provide lead direction to other Procurement Analysts; mentor, educate, coach and train new and existing Procurement Analysts on an ongoing basis.

Attend and participate in job-related meetings.

Drive to sites to assist as needed.

Maintain confidentiality of sensitive and privileged information.

Perform other related duties as required.

### **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:**

Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility

Applicable business law and OSHA standards, procedures and terminology

Applicable sections of State Education Code

Accounting regulations applicable to purchasing supplies and equipment

School district organization, operations and objectives

Principles, practices, rules and regulations related to public-sector procurement, including competitive bidding procedures

Principles and practices of public administration, including contracting, purchasing and maintenance of public records

Principles, practices and techniques of drafting and administering complex purchase contracts and enforcing contract provisions

Principles and practices of sound business communication

Sources and types of products, commodities and services used by a school District

Methods of conducting research of vendors and products

Sources of supplies, commodity markets and marketing processes

Correct English usage, grammar, spelling, and punctuation

Modern office practices, procedures and equipment

Computer software applications

Record-keeping techniques

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

**ABILITIES TO:**

Understand, interpret, explain and apply applicable laws, codes and ordinances

Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents

Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies

Draft concise, comprehensive bid specifications for highly technical products and services

Efficiently conduct vendor and product research

Organize, set priorities and exercise sound independent judgment within areas of responsibility

Meet schedules and timelines

Correspond professionally and promptly with District co-workers and management, in person, verbally, and in writing

Present technical information clearly, logically and persuasively

Use tact and diplomacy in dealing with sensitive situations

Establish and maintain effective working relationships with those encountered in the course of work

Work effectively with others explaining District purchasing policies and procedures

Provide work direction and guidance to others

Operate computer and standard business software

Make arithmetic calculations quickly and accurately

**PREREQUISITES:**

Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Business Administration, Public Administration, Finance or closely related field. 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.

Four (4) years of progressively responsible experience purchasing items similar to those purchased by the District

Experience working with automated purchasing systems and Microsoft Office (Word, PowerPoint and Excel)

Experience in a public agency is preferred

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 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:**

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Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Procurement Analyst</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days / 7.5 Hours or Duty Days and Hours As Assigned</b>
<b>ISSUED:</b>	<b>Created: June 2019</b>	<b>SALARY GRADE:</b>	<b>WTCL 45</b>

**BASIC FUNCTION:** Under general supervision, perform difficult and responsible duties related to the purchase, lease, rental, delivery, and inventory and quality of supplies, including but not limited to, groceries, warehouse stock, instructional supplies, technology equipment and supplies, various types of equipment, furniture and equipment inventory, and interact with vendors; maintain files and records; prepare a variety of related reports and records. Facilitates product and service agreements, researches and obtains price quotations and bids, coordinates assigned activities with other staff, vendors, outside agencies, and the general public.

**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:

Perform a variety of technical duties involved in the purchasing of various supplies, materials and equipment for the District; assure smooth and timely delivery of goods; assist in assuring compliance with established laws, regulations, policies and procedures.

Prepare and process bid specifications and contracts; receive bids, requests for proposals and price quotes; make independent judgement on purchases up to authorized dollar limits and specifications; evaluate and analyze according to established criteria; record bid events, coordinate chronological activities and verify vendor compliance with bid requirements and restrictions.

Make recommendations for contract awards, prepare written reports as required; prepare Board agenda items for purchases as required.

Order supplies, materials and equipment in accordance with established policies and procedures; utilize internet and catalogs in researching product and pricing information; compare and evaluate quotations; select and recommend vendors according to price effectiveness and product quality.

Receive, review and process requisitions; verify accuracy and completeness of order information and compliance with established standards and regulations; inspect orders for accuracy and completeness regarding cost calculations and addresses; prepare purchase orders for approval.

Direct the maintenance of resource data for purchases by District personnel; maintain current online catalogs and other related information for access by District staff.

Provide technical advice to District staff on requests for services and supplies via various modalities, i.e., in-person, on the telephone, and presentations of all size audiences.

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, returns, and payments.

Prepare change notices, amendments and schedule changes based on project changes; assist in investigations and resolutions of contract disputes.

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment.

Contact vendors regarding prices, quotations, detailed specifications, and shipping and delivery information; interview vendors regarding new merchandise, and determine new sources of supply; update and maintain vendor lists and files.

Pre-qualify vendors based on price, service, quality and other select criteria.

Authorize stock and non-stock purchases; determine best source of supply and price; clarify shipping and payment details; trace shipments, and expedite delivery as needed; drive a vehicle to conduct work; lift light objects.

Manage and maintain warehouse inventory of assigned stock items and specified food products and supplies, as well as related databases and records; utilize various computer systems to purchase and issue products to appropriate customer; generate and review inventory and reorder reports; analyze and forecast future needs; initiate reorders as required; as necessary, research inventory or database problems or issues, including coordination and communication with warehouse staff, and identify and resolve issues to ensure availability and continuity of supplies and the integrity of the databases.

Negotiate price, specifications, conditions of delivery, and other related issues as necessary or appropriate.

Establish, develop and maintain positive supplier relationships.

Assist assigned Administrator in evaluating, revising and implementing procedures related to assigned area and participate in the short and long-range planning of the District's procurement program.

Assist with cross-training other department and District staff on procurement processes and procedures as needed.

Comply with appropriate, laws, rules, regulations and guidelines by studying existing and new legislation; enforce adherence to requirements; advise management on needed actions.

Attend and participate in job-related meetings.

Drive to sites to assist as needed.

Maintain confidentiality of sensitive and privileged information.

Perform other related duties as required.

### **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:**

Principles, practices, rules and regulations related to public-sector procurement, including competitive bidding procedures

Sources and types of products, commodities and services used by a school District

Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility

Applicable business law and OSHA standards, procedures and terminology

Principles and practices of sound business communication

Correct English usage, grammar, spelling, and punctuation



Principles and practices of public administration, including contracting, purchasing and maintenance of public records

Principles, practices and techniques of drafting and administering complex purchase contracts and enforcing contract provisions

Methods of conducting research of vendors and products

Accounting regulations applicable to purchasing supplies and equipment

Sources of supplies, commodity markets and marketing processes

Modern office practices, procedures and equipment

Record-keeping techniques

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

School District organization, operations and objectives

Applicable sections of State Education Code

Computer software applications

**ABILITIES TO:**

Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies

Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents

Efficiently conduct vendor and product research

Draft concise, comprehensive bid specifications for highly technical products and services

Communicate effectively both orally and in writing

Understand, interpret, explain and apply applicable laws, codes and ordinances

Present technical information clearly, logically and persuasively

Organize, set priorities and exercise sound independent judgment within areas of responsibility

Establish and maintain effective working relationships with those encountered in the course of work

Use tact and diplomacy in dealing with sensitive situations

Operate computer and standard business software

Make arithmetic calculations quickly and accurately

Provide work direction and guidance to others

Work effectively with others explaining District purchasing policies and procedures

Meet schedules and timelines

**PREREQUISITES**

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

Three (3) years experience working in purchasing activities preferably in the public sector

Experience working with automated purchasing systems and Microsoft Office (Word, PowerPoint and Excel)

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 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:**

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Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Business Intelligence Data Architect</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: April 2019</b>	<b>SALARY GRADE:</b>	<b>WTCL 64</b>

**BASIC FUNCTION:** Under supervision of the assigned supervisor, the Business Intelligence Data Architect builds and implements data solutions that will be the backbone of reporting and analytics overseen by the assigned department. The Data Architect will provide data solutions for various data sources; Develop and maintain data models and relevant strategies; Design and implement ETL (Extract, Transform, Load) processes; Develop and maintain metadata documentation; Support team members with needs and questions of underlying data structure for data analysis.

**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:

Understand and translate raw business requirement and data reporting needs into data modelling, data strategy and data integration requirements.

Propose database solutions for different data sources.

Develop and maintain data models and data processes to support reporting.

Take the lead on migrating data from various data systems into our databases.

Implement best practices for data structures and data integration.

Develop and maintain SQL stored procedures, functions, and ad hoc queries.

Automate data processes that will feed data into our data dashboards.

Improve system performance by conducting tests, troubleshooting and integrating new elements.

Develop and maintain database design and architecture documentation.

Develop and maintain data dashboards using Tableau or other business intelligence tools.

Work closely with the data team to identify future needs and requirements.

Mentor, share and provide cross-training on database knowledge.

Collaborate with Tech Services team to define security and backup procedures, and to ensure compliance with data security.

Develop database solutions by designing proposed system.

Determine database structural requirements by analyzing client operations, applications, and programming; reviewing objectives with clients, and evaluating current systems.

Suggest areas for improvement in system performance along with possible solutions.

Resolve and/or escalate issues in a timely fashion.

Work with IT staff and District stakeholders to understand data requirements.

Update job knowledge by self-directed study, such as reading professional publications; taking online courses, and/or participating in professional organizations.

Hold status meetings, as appropriate, with interdepartmental project team.

Perform other 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:**

Advanced knowledge of relational database design and data modeling skills

Automating data migration using SSIS

Planning, organization, and procedural guidelines of the District's Research, Assessment and Data programs

Microsoft Office software including Word, Excel, Access, PowerPoint

Business Intelligence software such as Tableau, SSRS, Power BI, etc.

### **ABILITY TO:**

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

Make sound, independent decisions within established guidelines and when there are competing priorities

Communicate clearly and effectively orally and in writing

Work collaboratively and effectively with the project leader, database administrators, data analysts and management

Establish and maintain effective customer-focused working relationships with managers, customers, vendors, consultants, employees and others encountered in the course of work

Read and interpret complex data, information and documents

Analyze and solve problems

Observe and interpret situations

Use math and mathematical reasoning

### **PREREQUISITES**

Bachelor's degree required with a major in computer science or engineering, or related major preferred

6+ years of experience in data modelling

6+ years of experience in using SQL

6+ years of experience in designing and building relationship databases

6+ years of experience in data integration

6+ years of experience in data governance

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 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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Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Network Attendance Liaison</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days / 7.5 Hours or Duty Days and Hours As Assigned</b>
<b>ISSUED:</b>	<b>Created: May 2019</b>	<b>SALARY GRADE:</b>	<b>WTCL 46</b>

**BASIC FUNCTION:** Under the direction of an assigned supervisor train school site staff and other District personnel on attendance practices compliant with District, state, and federal requirements. Ensure consistent and comprehensive training and implementation of duties related to attendance and record keeping; monitor attendance and assist with various attendance procedures across all school sites; communicate with District leadership regarding attendance problems and related issues and make recommendations for changes based to ensure District compliance with state and federal guidelines on attendance.

**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:

#### Central:

Provide District-wide trainings on attendance practices and attendance team implementation (community school managers, after school staff, administrators, etc.).

Partner with clerical team to support the development of attendance practices.

Develop strategies and partnerships with community based organizations to provide resources and incentives for attendance.

#### Network:

Serve as the Network Point Person regarding attendance.

Work directly with Attendance & Discipline Office and Network Superintendents to identify, plan, support and manage schools sites within each network regarding chronic absenteeism.

Build Network capacity in reducing chronic absenteeism through Network Principal Meetings and clerical staff meetings. Provide professional development in building attendance teams and data input.

Provide technical assistance to schools prioritized by Network.

Lead sites prioritized by Network in developing and implementing a functional Attendance Team including building and implementing a Mutli-Tiered Student Support (MTSS) plan around attendance.

#### School Sites:

Lead sites in developing and implementing Multi-Tiered System of Support plans in regards to reducing Chronic Absenteeism.

Support schools to develop School Attendance Review Teams/School Attendance Review Boards (SART/SARB) systems.

Provide technical assistance to schools to develop attendance teams including use of case management tools.

Regularly track absenteeism data across sites for assigned network, build capacity at school sites to utilize data and dashboards.

Facilitate collaboration for attendance interventions across other departments (e.g., family engagement, translation, behavioral health/Coordination of Services Team (COST), Positive Behavioral Intervention and Supports (PBIS).

**General:**

Maintain knowledge of all District, state and federal laws, policies and regulations as it pertains to student attendance.

Attend trainings and collaborative sessions to coordinate activities and programs, resolve issues and conflicts, share best practices and disseminate knowledge.

Travel between school sites and central office throughout the week.

Other 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:**

Understanding of MTSS attendance framework

Communication and interpersonal skills; ability to work with different leadership styles and adapt to different systems across school sites

Knowledge of federal, state, district, and school attendance policy and practices

General knowledge of local resources relevant to working with high need students and families (housing, transportation, mental health etc.)

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Use District Databases (i.e. AERIES, Data Reports, A2A)

Provide technical assistance to a variety of individuals and teams on attendance best practices

Lead professional development with school teams

Ability to efficiently respond to emails and phone calls

Work independently and take initiative to problem solve

**PREREQUISITES**

Bachelors 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 Bachelors Degree requirement; however, the work experience years used to qualify for the BA/BS Degree requirement cannot be used to meet the work requirement.

Demonstrated experience in creating and implementation of positive attendance strategies, preferably in a large district

Experience facilitating professional development preferred

Experience working in an urban school district environment preferred

Experience developing and facilitating community partnerships preferred

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 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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<b>Legislative File</b>	
File ID Number:	19-1930
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Systems Analyst, HRIS Internal Audit</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Talent/HR</b>	<b>CLASSIFICATION:</b>	<b>Confidential Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: May 2019</b>	<b>SALARY GRADE:</b>	<b>CFCA 16</b>

**BASIC FUNCTION:** Under general supervision, plan, organize, monitor, evaluate and reconcile employee information within the Human Resources Information System (HRIS). Audit and review employee assignment reports. Oversee and direct the Human Resources portion of the position control system. Conduct regular system audits to ensure employee data integrity. This role conducts moderate complexity reviews or assists with more complex reviews of assigned information technology, organizational, compliance and activities. Evaluates the adequacy and effectiveness of the controls over the activities reviewed. Report findings to management and recommend necessary corrective action and process improvements. Operational activities include developing and executing reports from HR systems, auditing HR system transactions, tracking and troubleshooting transaction issues and seeking opportunities to automate audits. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Assist in system integration of position control related to assignments, in designing a system to detect errors, duplication and omission, ensure assignments has been properly approved, provide historical data, prepare reports, provide assignment tracking system, reconcile employee assignments and provide related training.

Assist in developing guidelines and procedures and supporting data for the management of assignments within the Human Resources Information System (HRIS).

Ensure personnel information is available for budget development in current and future fiscal years.

Oversee and direct the Human resources portion of the employee assignments related to the position control system, ensuring that all additions and changes meet OUSDs guidelines and are accounted for and coordinated with the budget and Payroll department.

Plan, organize, monitor, evaluate and reconcile the employee assignments. Audit and review position assignment reports and make changes as needed.

Coordinate communications and information between departments and others to assure smooth and efficient Human Resources reporting activities.

Establish Human Resources procedures as needed including, but not limited to job codes, job categories, work locations, work calendars, and stipend codes.

Perform daily Human resource operations in various areas of employee assignments related to the position control maintenance.

Insure the integrity, compliance and accuracy of information by maintaining knowledge of OUSD policies, procedures, Certificated and Classified union contracts, and federal and state requirements.

Provides liaison with the Budget and Information Technology department for the purpose of complying with Budget requirements and transactions.

Work with information technology personnel in the development of programs and modification of existing programs to facilitate the preparation, presentation, documentation and reporting of the linking of budget, employee assignments and payroll processes.

Perform year-end closing functions involving employee assignments related to position control as required.

Perform complex analysis of Human Resources data for employee assignments, salary, re-employment and classification studies.

Organize and implement the activities and operation of employee assignments as it relates to position control to assure records are maintained in an accurate and timely manner.

Manage the auditing, maintenance and completion of employee assignment reports and related documents.

Upload and download data and build computerized spreadsheets to analyze data; utilize a computer to extract data, manipulate information, and develop spreadsheets and templates.

Input and update employee assignment information into an assigned HRIS computer system; establish and maintain related automated records; add staff as needed; audit employee assignment data and records to assure position control information is current and accurate.

Participate in layoff procedures to monitor affected classes for administrative placement; observes procedures for reinstatement and reemployment from layoff; analyzes data; participates in special projects as assigned.

Research and analyze personnel records to resolve problems and respond to inquiries related to assigned personnel.

Maintains confidentiality of highly sensitive and privileged information.

Operate a variety of office equipment, including microcomputers and related financial spreadsheets and software. Documents position control procedures and transactions and explains them to auditors, as required. Provide Position control trainings as needed.

## **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.

Five years successful experience in a personnel or information technology function.

## **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:**

Preparation, review and evaluation of employee assignment information related to Position Control data. Operation of computers and related HRIS software.

Applicable sections of the State Education Code and other laws, rules and regulations regarding assigned activities related to Human Resources.

Preparation of comprehensive, clear and concise reports. Express difficult concepts clearly in oral and written communications.

Exercise initiative and work independently on assigned projects.

Work cooperatively with other employees

**ABILITY TO:**

Perform technical and complex work in preparation, maintenance and review of records and reports.

Assure compliance with applicable policies, procedures and governmental regulations.

Interpret, explain and apply legal and administrative policies, procedures and other requirements and restrictions.

Operate computer equipment to input and manipulate data and to generate records and reports.

Establish and maintain cooperative and effective course of action. Work independently with little direct supervision.

Work confidentially with discretion.

Plan and organize work.

Communicate both orally and in written correspondence at a highly professional level.

Interpret, apply and explain applicable procedures, rules and regulations. Meet schedules and timelines.

**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.

Legislative File	
File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



## OAKLAND UNIFIED SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Coordinator, Instructional and Assessment Technology</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor(s)</b>
<b>DEPARTMENT:</b>	<b>Teaching and Learning and IT</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2007 Revised: April 2016 Revised: May 2019</b>	<b>SALARY GRADE:</b>	<b>ADCL 17</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor(s), provide leadership and guidance in the implementation of District-wide instructional and assessment technologies. Provide technical assistance and support to all schools in all instructional technology programs and functions. The Coordinator of Instructional and Assessment Technology is responsible for leading the use of the assessment system, and working closely with the Academics and Instructional Innovation, Research Assessment and Data (RAD), and Technology departments to implement assessment training within and across District Regional Networks.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

#### **ESSENTIAL FUNCTIONS:**

Coordinate integration of technology into the learning process.

Manage and implement instructional technology programs, projects, grants and related resources.

Collaborate with a variety of partners including regional, state and national agencies, private industry, community-based organizations and institutes of higher education.

Coordinate and promote participation in organizations, events and conferences concerning instructional technology and assessments.

#### **Curriculum**

Support and coach all content leaders and teacher leaders in the implementation of technology in the classroom within each content area.

Contribute to the leadership and direction in District and site instructional technology planning, training, assessment programs, equipment acquisition, applications development and establishment of standards for digital learning using a technology scope and sequence.

Serve as a liaison to the Network Team, Research, Data and Assessment, site administrators and other OUSD departments to review, adopt, and implement curriculum; develop, implement, and assess technology supported training programs; and identify best practices.

Collaborate with teachers, as needed, to develop and rewrite middle and high school technology-based courses to align with the International Society for Technology in Education (ISTE) standards. .

Preview hardware, software, and other electronic products to identify appropriate resources for instruction in partnership with Technology Services.

Collaborate with teachers to review and adopt technology textbooks and resources for use in the technology classrooms.

Organize and lead curriculum writing projects to integrate technology as well as teach digital citizenship and cyber safety in the classroom.

Hold regular meetings with school technology representatives for dissemination of technology related information.

Work with various departments to support District technology initiatives.

Assist with the communication of District policies and procedures, which address instructional technology.

Manage and update the District's staff learning management system.

### **Assessment**

Manage and coordinate the strategic direction for the data and reporting systems at schools (currently Illuminate).

Assist the Assessment Team with District assessment oversight including 3rd party assessment data transfer, assessment business rules, custom report development, and help desk support.

Establish, manage and deliver training plans including webinars, online courses, in person training, documentation, etc.

### **Professional Development**

Provide multi-modal (face-to-face and online) professional development to operationalize the District-created Technology Scope and Sequence.

Provide professional development for teacher leaders to guide them in the redesign of performance tasks for formative and interim assessments that require the use of technology aligned to the Smarter Balanced standards.

Provide coaching support to sites that have procured new technologies (tablets, Chromebooks, etc.) and software to support students' acquisition of current technology skills.

Disseminate information on research-based instructional and assessment strategies to assist teachers and administrators in the classrooms and schools.

Attend local, state and national conferences deemed beneficial to strengthening the district's view of electronic and digital tools in the classroom.

### **Grants**

Apply for Federal, State or private technology related grants to support the use of technology/digital tools and programs in the district.

Implement, coordinate activities and budgets as well as monitor funded technology grants.

Assist in the completion of Federal and State mandated and District level technology surveys and reports.

## **Other**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Participate in development and implementation of departmental goals, objectives, policy priorities, standards, and procedures.

Manage permissions and accounts and other help desk support functions specific to educational technology and assessments.

Provide cross-training to department and site staff.

Perform other 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:**

California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Principles and techniques used in organizing and administering large-scale school assessment systems; strong preference for experience with the Illuminate Assessment System

Applications commonly used in Oakland USD elementary and secondary settings including but not limited to: Google Apps (e.g., Classrooms, Docs, Drive, Forms, Sheets), Clever (onboarding and authentication) and Illuminate (assessments).

Adult learning theory, change process and best practices in the field of leadership development, training and education

Current K-12 instructional practices, principles, tools and techniques of instructional technology

Principles and techniques for project planning scheduling and control

Public sector business practices

Emerging trends in instructional technology

The use of technology to support instruction in K-12 curriculum content areas

Urban school system environment and commitment to improving student achievement

Cultural competence and a deep understanding of and empathy for issues facing urban families

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

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Management, budgeting and contract administration principles and practices

Effective supervisory techniques

Problem solving processes and techniques

**ABILITIES TO:**

Define specific goals and develop sound strategies to accomplish instructional objectives

Understand and implement complex oral and written directions given in English

Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling

Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds and a willingness to contribute to cultural diversity for educational enrichment

Work effectively with diverse groups of stakeholders including certificated, classified, parents, students, managers, and external entities

Work independently or within a team

Coach and facilitate effectively

Learn new platforms and applications

Work with advisory groups in establishing and implementing District technology goals and objectives

Supervise and work effectively with departmental personnel

Maintain confidentiality in all aspects of the job

Manage multiple tasks and priorities with frequent interruptions

Manage a variety of tasks in many settings on a daily basis

Plan and coordinate projects

Develop project timelines and schedules

Track progress

Analyze bids and proposals for hardware educational learning resources acquisitions

**PREREQUISITES:**

Bachelor's degree

Three (3) years of directly related instructional technology and assessments experience in K-12 institutions

Master's degree preferred

Postgraduate instructional technology and assessments coursework preferred

Some experience in providing professional development and/or recent mentoring or support experience desirable

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 Requirement:**

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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File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
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OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Field Supervisor, Nutrition Services</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 27, 2007 Revised: May 2014 Revised: May 2019</b>	<b>SALARY GRADE:</b>	<b>ADCL 13</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor, supervise the nutrition service operations of an assigned group of schools; analyze kitchen and food serving area operations; prepare a variety of records and reports related to assigned activities.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Visit, inspect and audit assigned District kitchens, cafeterias and Child Development Centers on a regular basis (once bi-monthly at minimum) to monitor food product, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, operations methodologies, etc...; provide staff training, perform Federal and State mandated monitoring as required; prepare reports related to the general condition of each cafeteria and any pertinent issues.

Consult with District staff as well as Nutrition Services Coordinators concerning compliance with instructions issued, food quality, food preparation and production, sanitation and general conditions; make recommendations to Executive Director for each program for the purpose of providing nutritional meal choices.

Supervise and evaluate the work of nutrition services staff and resolve personnel issues and other concerns.

Analyze kitchen and nutrition services area operations recommending the implementation of improvements in service, equipment, food preparation, personnel assignments, and facilities; work with staff to eliminate safety hazards and improve conditions; review accident reports.

Analyze information on food sales and costs; work with District staff and administrators to implement functional changes in cafeterias with irregular operational costs.

Serve as a liaison between school administrators and the nutrition services department; explain food service programs to principals, parents, students and community groups.

Prepare a variety of records and reports related to assigned activities including mileage records, employee time sheets, maintenance requests, accident reports, employee evaluations, site reviews and others; utilize automated record keeping software and computers to monitor and maintain records and to generate reports.

Operate a variety of office equipment including a computer; operate a variety of cafeteria equipment and machines as needed.

Participate in the nutrition services operation, production and preparation at assigned cafeterias as needed.

Train and supervise the work of nutrition services personnel in assigned area(s), make modifications to assignments and set priorities.

Apply departmental standards of performance to each position supervised, advise assigned staff of performance standards; observe and document performance and prepare periodic and special evaluations of performance for supervisorial review and approval.

Analyze and compare food orders from school units with available historical data, identify questionable orders, and take appropriate action to reconcile potential discrepancies.

Consult with department/site managers and/or vendors, when appropriate, to resolve ordering, supply, distribution, and serving problems.

Report operations problems to assigned supervisor.

Attend meetings related to food service operations and activities; conduct and participate in a variety of in-service trainings.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to nutrition services and institutional sustainability to stay current with state-of-the-art methods, practices, food quality issues and compliance regulations.

Provide cross-training to staff.

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:**

Operation of a quantity food preparation serving cafeteria

Principles and methods of quantity food service preparation, serving and storage

Standard kitchen equipment, utensils and measurements

Methods of computing food quantities required by weekly or monthly menus

Sanitation, health and safety practices related to preparing food

Record-keeping and report preparation techniques

Principles and practices of supervision and training

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Operation of standard office equipment including a computer

Cost analysis techniques

Computer software, hardware, and related technology

#### **ABILITIES TO:**

Supervise the nutrition services operations at assigned District cafeterias and other food service sites

Estimate and adjust food quantities and determine proper amounts for economical food service

Operate standard cafeteria equipment and appliances

Train, supervise and evaluate personnel

Determine appropriate action within clearly defined guidelines

Observe health and safety regulations

Read, interpret, apply and explain applicable laws, rules, regulations, policies and procedures

Make generalizations, evaluations or decisions without immediate supervision

Maintain records and prepare reports related to assigned activities

Add, subtract, multiply and divide quickly and accurately

Understand and follow oral and written instructions

Work independently with little direction

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Operate standard office equipment including a computer

**PREREQUISITES:**

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in nutrition, dietetics, institutional food service or a closely related field. 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.

Three (3) years of responsible experience in supervising quantity food service operations

Valid Food Safety Certificate

Valid California Driver's License and an operable and reliable vehicle

**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

Nutrition services and office environment; heat from ovens and cold from refrigerators and freezers; driving/riding a vehicle to conduct work

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate kitchen utensils and equipment and a computer keyboard; seeing to read a variety of materials, prepare food and inspect assigned cafeterias; bending at the waist, kneeling or crouching to inspect assigned cafeterias; reaching overhead, above the shoulders and horizontally to reach equipment and supplies; sitting or standing for extended periods of time; lifting and carrying moderately heavy objects of 50 lbs, occasionally 50+ pounds; hearing and speaking to exchange information.

**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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Introduction Date:	6/12/2019
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OAKLAND UNIFIED  
SCHOOL DISTRICT

### Position Description

<b>TITLE:</b>	<b>Nutrition Services Manager</b>	<b>REPORTS TO:</b>	<b>Nutrition Services Field Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>205 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Revised: June 27, 2007 Revised: May 2019</b>	<b>SALARY GRADE:</b>	<b>FSMG 1, 2,3,4,5,6,7,8</b>

**BASIC FUNCTION:** The Nutrition Services Manager provides support to the Nutrition Services Field Supervisor and is responsible for organizing, leading and participating in the food service operation at assigned food service cafeterias; review and/or prepare and maintain a variety of food production and related reports; assure compliance with food quality, quantity, health and sanitation requirements; train, assign and provide work direction to assigned personnel.

**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.)

### 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.

### DISTINGUISHING CHARACTERISTICS:

Nutrition Services Manager I - incumbents lead food services operations with an average daily participation of less than 150.

Nutrition Services Manager II - incumbents lead nutrition services operations and activities with an average daily participation of 150-299.

Nutrition Service Manager III - incumbents provide lead nutrition services operations and activities with an average daily participation of 300-599.

Nutrition Services Manager IV - incumbents provide lead nutrition services operations and activities with an average daily participation of 600-999.

Nutrition Services Manager V – incumbents provide lead nutrition services operations and activities with an average daily participation of 1000-1499.

Nutrition Services Manager VI - incumbents provide lead nutrition services operations and activities with an average daily participation of 1500-1999.

Nutrition Services Manager VII - incumbents provide lead nutrition services operations and activities with an average daily participation of 2000-2999.

Nutrition Services Manager VIII - incumbents provide lead nutrition services operations and activities with an average daily participation of 3000 +.

**ESSENTIAL FUNCTIONS:**

Assist the Field Supervisor by coordinating operational activities for the Nutrition Services department as they relate to meal preparation and service at assigned school cafeterias; assure the preparation, serving and storage of breakfast and lunch foods in accordance with established guidelines and procedures.

Visit, observe and report, provide feedback, training and support for operational activities at assigned school cafeterias.

Participate in food service and operational activities; ensure the receiving, production, preparation, service and storage of foods and beverages meet established policies and procedures; ensure food safety and sanitation policies and procedures are adhered to; ensures portions of foods and beverages are followed as specified in the menu production record.

Review prior menus and site meal counts to determine that the necessary food items, equipment, utensils and staffing requirements are met for services and production requirements.

Assure food production methods utilized in baking center, salad and sandwiches, assembly area, as well as the ingredient area, are being prepared on schedule; assure that proper sanitary principles and safety rules and practices are being observed according to established safety and sanitation regulations.

Review meal counts to determine the proper quantities of menu items are ordered and received from the central kitchen and stored properly on site; train staff in related procedures.

Coordinate site reviews with the Field Supervisor for maintenance of department quality service standards; assist Director and Field Supervisor in creating menu offerings as assigned.

Report problems with vendors, personnel, equipment and other department operations to the Field Supervisor.

Complete purchase requisitions and special order food items.

Supervise storeroom operations.

Assist in merchandising and promotion of department programs.

Train and instruct school cafeteria staff on correct procedures for food service operational activities; prepare work schedules and assign duties for assigned personnel; provide input to performance evaluations, discipline and other related matters as directed by the Field Supervisor.

Assure proper cleanliness and maintenance of equipment and supplies; assure compliance with safety and sanitation regulations.

Prepare and maintain a variety of reports and records such as, but not limited to, menu production records, meal participation reports, transport logs, inventory, temperature logs, equipment service schedules and cleaning logs and cashier reports, etc....

Participate in marketing and promotion of meal programs.

Operate a variety of equipment and food service supplies.

Organize and participate in the timely loading of delivery trucks.

Attend meetings related to food service operations and activities; conduct safety and sanitation in-services as assigned.

Travel to sites as needed.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Federal, State and Local rules, regulations, policies, procedures and applicable laws pertaining to child nutrition programs

State and County regulations as they apply to food service preparation and food safety; methods and practices of sanitary food handling and storage practices

Operation of a quantity food preparation serving cafeteria

Principles and methods of quantity food service preparation, serving and storage

Kitchen equipment and proper usage

Measurements used in meal preparation

Methods of computing food quantities required by weekly or monthly menus

Sanitation and safety practices related to preparing food

Record-keeping techniques

Proper usage of the English language including written and verbal communication, grammar, spelling and punctuation; telephone etiquette; email etiquette

Principles of training and providing work direction

Interpersonal skills using tact, patience and courtesy

Operation of standard office equipment

**ABILITY TO:**

Plan, organize and oversee nutrition service operations at multiple school sites as assigned

Estimate and adjust food quantities and requisition proper amounts for economical food service

Operate standard kitchen equipment and appliances

Train and provide work direction to others

Prepare and serve meals to students

Maintain records and prepare reports

Perform basic math skills

Understand and interpret district and other rules, regulations, policies, procedures and laws

Understand and follow oral and written directions

Work cooperatively with others; work independently or as part of a team

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Communicate effectively both orally and in writing

Operate a computer, related software and other office equipment

Complete work accurately; meet schedules and timelines; work with frequent interruptions

**PREREQUISITES**

Any combination of education, training and/or experience equivalent to graduation from high school

Three (3) years of experience in large quantity food service

Valid Food Safety Certificate

Valid California Driver's License and an operable and reliable vehicle

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food services environment; heat from ovens and cold from refrigerators and freezers; exposure to cleaning chemicals and sharp knives and slicers

**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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File ID Number:	19-1390
Introduction Date:	6/12/2019
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Truck Driver</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days/8.0 hours</b>
<b>ISSUED:</b>	<b>Revised: June 27, 2007</b> <b>Revised: June 2019</b>	<b>SALARY GRADE:</b>	<b>TRKDR I</b>

**BASIC FUNCTION:** Under general supervision the Truck Driver drives and operates motorized vehicles and equipment to transport merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment. The Truck Driver provides District-wide support unloading, loading, delivering, transfer and placement of merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment; transport freight and food in a safe and efficient manner.

**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:

Pick up and deliver merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment to schools and offices and other buildings in the District.

Transport freight and food in a safe and efficient manner.

Check and inspect goods received and delivered.

Maintain records of work performed and obtain appropriate signatures as necessary.

Load and unload incoming and outgoing freight and food.

Pick up and deliver merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment to and from specified areas at various sites.

Place merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment in specified areas at various sites.

Sort and route mail to appropriate departments or schools.

Operate a variety of District vehicles and equipment including a forklift, hand truck, pallet jack and trucks of varying sizes.

Drive a District vehicle to local sites to pick up or deliver supplies and equipment as assigned; follow specified routes as assigned.

Maintain truck operation and records including documents and receipts of service and repairs; assist mechanic with servicing and performing minor repairs to trucks; perform emergency repairs and minor adjustments as necessary; wash vehicle and keep vehicle clean for safe transport of food.

Work cooperatively with all District employees, outside vendors and contractors, students and parents.



Arrive to worksite on time in accordance with the pre-assigned schedule determined by the immediate supervisor or District management.

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:**

Traffic laws, defensive driving techniques and rules of the road

Proper loading and unloading of trucks

Proper lifting techniques

Proper operation of warehouse equipment including forklifts, hand trucks and pallet jacks

General warehousing procedures

District locations

Basic record-keeping techniques

**ABILITY TO:**

Operate District delivery trucks of varying sizes

Operate a variety of warehouse equipment including forklifts, hand trucks and pallet jacks

Observe legal and safe driving practices

Learn warehousing procedures relating to the receipt, storage and issuance of mail, equipment and supplies

Maintain routine records

Perform minor repairs and adjustments to vehicles

Keep vehicles clean and sanitary for the transport of food

Work cooperatively with others

Meet schedules and time lines

Understand and follow oral and written instructions

**PREREQUISITES**

A high school diploma, general education development (GED), or other proof of equivalent level of education

One year of verifiable commercial motor vehicle or equivalent size truck driving experience, current within the past five years

Three years of related experience preferred

Valid Class C California driver's license and evidence of insurability

Possession of a safe driving record for the last five years as verified by the DMV Driving History Report, i.e., no DUI, cell phone tickets or accidents, etc...

Pass drug and/or alcohol test

Participate in Department of Transportation drug consortium and pass DOT-approved medical screening each year

Valid Forklift certification or ability to obtain within six (6) months of hire

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Outdoor and warehouse environment; driving a District vehicle to conduct work; driving a vehicle during adverse weather conditions; working around machinery having moving parts and vehicles; working on ladders; exposure to fumes from vehicle and equipment operation.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing and pulling objects; heavy physical labor; bending and twisting at the waist, climbing stairs and ladders; bending head or body forward and downward; 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.