

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

September 23, 2020

Legislative File	
File ID Number:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er

TO: Board of Education

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

SUBJECT: Revision of Job Description - Director, Office of Ombudsperson; Deputy Director, Office of Charter Schools; Director, Payroll; Director, Budget and Finance; Coordinator, Pre-K Systems and Operations and Creation of Job Description - Accounts Payable Technician III.

Revisions:

1. Director, Office of Ombudsperson
2. Deputy Director, Office of Charter Schools
3. Director, Payroll
4. Director, Budget and Finance
5. Coordinator, Pre-K Systems and Operations

Creation:

1. Accounts Payable Technician III

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 2021-0058 - Revision of Job Description - Director, Office of Ombudsperson; Deputy Director, Office of Charter Schools; Director, Payroll; Director, Budget and Finance; Coordinator, Pre-K Systems and Operations and Creation of Job Description - Accounts Payable Technician III.

DISCUSSION

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

Revision:

Job Description/Position/Title/FTE

Director, Office of Ombudsperson

(As Assigned) (1.0 FTE)

This position formalizes the work of the current Ombudsperson and is replacing an existing job description.

Salary Schedule/Range

Salary Schedule: CFCA 22

Range: \$107,508.87 – 137,198.73

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Revision:

Job Description/Position/Title/FTE

Deputy Director, Office of Charter Schools

(As Assigned) (1.0 FTE)

This role has been vacant. Revision to duties as assigned.

Salary Schedule/Range

Salary Schedule: CFCA 20

Range: \$97,514.53 – 124,440.60

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to the current year budget.

Revision:

Job Description/Position/Title/FTE

Director, Payroll

(As Assigned) (1.0 FTE)

This position is revised to include increased duties and align compensation.

Salary Schedule/Range

Salary Schedule: CFCA 26

Range: \$124,457.23– \$158,835.17

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget. When the position is hired it will replace the existing Executive Leader Transitioning position which will yield a salary savings.

Revision:

Job Description/Position/Title/FTE

Director, Budget and Finance

(As Assigned) (1.0 FTE)

Revision to duties and aligning compensation.

Salary Schedule/Range

Salary Schedule: CFCA 27

Range: \$130,652.16 – \$166,771.62

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Revision:

Job Description/Position/Title/FTE

Coordinator, PreK-12 Systems and Operations

(As Assigned) (1.0 FTE)

This position is revised for compensation alignment purposes.

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.31– \$120,356.03

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Creation:

Job Description/Position/Title/FTE

Accounts Payable Technician, III

(As Assigned) (1.0 FTE)

This position is revised for compensation alignment purposes.

Salary Schedule/Range

Salary Schedule: WTCL 53

Range: \$69,553.89– \$88,694.33

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 2021-0058 - Revision of Job Description - Director, Office of Ombudsperson; Deputy Director, Office of Charter Schools; Director, Payroll; Director, Budget and Finance; Coordinator, Pre-K Systems and Operations and Creation of Job Description - Accounts Payable Technician III.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0058**

Revision of Job Description - Director, Office of Ombudsperson; Deputy Director, Office of Charter Schools; Director, Payroll; Director, Budget and Finance; Coordinator, Pre-K Systems and Operations and Creation of Job Description - Accounts Payable Technician III

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 and job descriptions are revised or created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., September 23, 2020, as follows:

Revision:

Job Description/Position/Title/FTE

Director, Office of Ombudsperson

(As Assigned) (1.0 FTE)

This position formalizes the work of the current Ombudsperson and is replacing an existing job description.

Salary Schedule/Range

Salary Schedule: CFCA 22

Range: \$107,508.87 – 137,198.73

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Revision:

Job Description/Position/Title/FTE

Deputy Director, Office of Charter Schools

(As Assigned) (1.0 FTE)

This role has been vacant. Revision to duties as assigned.

Salary Schedule/Range

Salary Schedule: CFCA 20

Range: \$97,514.53 – 124,440.60

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to the current year budget.

Revision:

Job Description/Position/Title/FTE

Director, Payroll

(As Assigned) (1.0 FTE)

This position is revised to include increased duties and align compensation.

Salary Schedule/Range

Salary Schedule: CFCA 26

Range: \$124,457.23– \$158,835.17

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget. When the position is hired it will replace the existing Executive Leader Transitioning position which will yield a salary savings.

Revision:

Job Description/Position/Title/FTE

Director, Budget and Finance

(As Assigned) (1.0 FTE)

Revision to duties and aligning compensation.

Salary Schedule/Range

Salary Schedule: CFCA 27

Range: \$130,652.16 – \$166,771.62

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Revision:

Job Description/Position/Title/FTE

Coordinator, PreK-12 Systems and Operations

(As Assigned) (1.0 FTE)

This position is revised for compensation alignment purposes.

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.31– \$120,356.03

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Creation:

Job Description/Position/Title/FTE

Accounts Payable Technician, III

(As Assigned) (1.0 FTE)

This position is revised for compensation alignment purposes.

Salary Schedule/Range

Salary Schedule: WTCL 53

Range: \$69,553.89– \$88,694.33

12 months, 261 days, 7.5 hours (FT)

Fiscal Impact:

No fiscal impact to current year budget.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NAY: None

PREFERENTIAL ABSTENTION: Jessica Ramos

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Jumoke Hinton Hodge, Gary Yee, James Harris, Vice President Shanthi Gonzales, President Jody London

NAYS: None

ABSTAINED: None

RECUSED: None

ABSENT: Roseann Torres, Smantha Pal (Student Director)

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 September 23, 2020.

Legislative File	
File ID Number:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er

OAKLAND UNIFIED SCHOOL DISTRICT



Jody London
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Office of Ombudsperson	REPORTS TO:	Assigned Supervisor
DEPARTMENT :	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2007 Revised: September 2020	SALARY GRADE:	CFCA 22

BASIC FUNCTION: The Ombudsperson serves as a resource to assist parents, students, community members and staff with resolving concerns. The Ombudsperson advocates for fairness, consistency, and a positive working relationship between parents, students, community and staff.

In a prompt and impartial manner, the Ombudsperson clarifies District policies, procedures, and regulations, and assists in the resolution of concerns and critical situations.

The work of the Ombudsperson provides the District with a source of information in answering questions and assisting in the resolution of concerns when normal procedures have failed; however, it does not address employee grievances, replace existing communication systems, or provide legal advice or representation.

Serving as a designated neutral, the Ombudsperson is not an advocate for the school District, but rather, an advocate for fairness who acts as a source of information and referral, and aids in answering an inquirer's questions, and assist in the resolution of concerns and of critical situations. An Ombudsperson should know how to proceed with issues, and help the inquirer assess who should be involved and at what stage, and ensure that appropriate steps and processes are followed.

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:

Provide impartial and confidential consultation to parents/guardians, community members and District staff who are aggrieved or concerned about an issue.

Assess situations and guide individuals toward effective problem resolutions and options.

Act as a designated neutral or impartial dispute resolution intermediary on behalf of parents, guardians, and community members at the site level to resolve differences, disagreements, and miscommunications between the school site administrator, teacher, and/or support staff; promote healthy discussion and dialogue; advocate for fairness in the administration of policies and procedures.

Meet with parents and/or guardians to address concerns when they are unable to resolve issues at the school site level; assist administrators and staff in assessing and resolving parental concerns and issues; share parent suggestions and concerns with administrators and staff; collaborate with school site, principal, Legal Department, and other personnel regarding necessary follow-up actions regarding parent or guardian concerns.

Work with District staff and/or community members to resolve potential conflict situations; identify specific causes of conflict to avoid magnifying conflict; apply appropriate interventions and solutions.

Meet with parents who may visit the office unannounced or schedule a meeting if not available; assist parents, guardians and community members to identify the appropriate official or office to which they should address their problem or concern.

Conduct informal fact-finding to better understand issues from all perspectives, while maintaining expected confidentiality.

Assist parents, guardians, community members, and District staff to clarify and analyze issues, focus discussions, and generate and evaluate options that are responsive to differing needs for resolution of those issues while treating people with dignity and respect; seek to resolve problems and concerns in a manner that is satisfactory to all parties involved through counseling, mediation or conflict resolution services.

Coordinate services to assist families in obtaining access to school programs and resources; assist in removing obstacles that might prevent a family's participation in the school and programs.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Maintain accurate records and notes; collect, analyze, and prepare monthly reports reflecting current and ongoing concerns and trends; generate records, reports, lists, and summaries; prepare a wide variety of correspondence.

Provide excellent customer service by establishing positive relationships with District personnel, parents, guardians, and community members; respond to phone calls, emails, letters, and other communications.

Promote teamwork by sharing knowledge, cooperating with others, and supporting the goals and objectives of the District and the department.

Review periodically the patterns of issues; make appropriate recommendations for policies or practices that would reduce or eliminate recurring problems.

Identify recurring issues or patterns of complaints that would benefit from change in training, policy, and/or regulations and present corresponding recommendations for changes; participate in the development of District and departmental policies to ensure fair and equitable delivery of district services; advise on the strategic impacts resulting from policy implementation.

Research and identify best practices and approaches to proactively address and prevent potential conflict situations; collaborate with District stakeholders to develop methods to deploy conflict avoidance and resolution strategies and trainings; provide one-on-one and group consultation services to effect positive relationships between District staff, parents, students and the community.

Ensure underserved and non-English speaking constituents are afforded equal access and understanding of their rights and procedures when navigating the District assistance and complaint processes.

Ensure confidentiality of information received and gathered in compliance with board policies, state and federal laws concerning complaint investigation and resolution.

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.

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:

Objectives of assigned program and activities
Conflict resolution and mediation techniques
Individual and group behavior and effects of social and economic forces on individuals
Diverse cultures and backgrounds
Principles and techniques of interviewing
District organization
Facilitator and public speaking skills
Community resources available to students and families
District policies, procedures, rules, regulations, and Education Code related to assigned function
Record-keeping techniques
Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
Planning, organization and coordination needed for assigned program
Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students
Correct English usage, grammar, spelling, vocabulary and punctuation
Computer software, hardware, and related technology

ABILITY TO:

Perform the basic function of the position
Remain independent, neutral, and impartial; exercise good judgment
Work independently within set guidelines
Identify at-risk or high-risk students, and determine and evaluate needs
Listen with patience and understanding; maintain confidentiality
Clarify issues, develop constructive solutions to problems, and prepare appropriate resources in a timely manner
Help parents with issues and questions
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities
Coordinate services with others to meet the needs of students
Read, interpret, apply, and explain rules, regulations, policies, procedures, and Education Code. Maintain records and prepare reports
Prepare and deliver oral presentations
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with staff, parents, and community members from diverse ethnic and socioeconomic backgrounds
Analyze situations accurately, and adopt or recommend effective courses of action
Meet state and district standards of professional conduct as outlined in Board Policy
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 Communications, Human Services, Human Resources, Education or related field of study. 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 experience working with the public, social service agencies, case management, volunteer work, or customer service

Conflict resolution/mediation skills required

Fluency in Spanish preferred

Master's degree 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; Contact with dissatisfied, abusive, volatile or under the influence individuals at the District office or school sites; exposure to a variety of childhood and adult diseases and illnesses

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:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Director, Office of Charter Schools	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Charter Schools	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: May 2012 Revised: July 2018 Revised: September 2020	SALARY GRADE:	CFCA 20

BASIC FUNCTION: Under minimum supervision, facilitate the development, design and implementation of all policies and practices associated with the authorizing of charter schools by the Oakland Unified School District.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.

ESSENTIAL FUNCTIONS:

Support the Director, Office of Charter Schools in the charter petitioning, renewal/non-renewal, and material revision processes.

Assist with the daily activities of the Office of Charter Schools to ensure that directives of the Board, Superintendent, the Director, Office of Charter Schools, and outside agencies are fully carried out.

Draw on the expertise of appropriate District personnel (Instructional Services, Accountability, etc.) to ensure that decisions are made in the best interest of Oakland students.

Within the guidelines of charter law, support and monitor the instructional programs of charter schools operating in Oakland.

Manage all regulatory and compliance aspects of charter schools in collaboration with Compliance Specialist; review applicable state laws related to the administration of charter schools; provide support to charter school personnel in addressing compliance matters (e.g. governance, annual financial audit); assist with monitoring of contracts with state agencies and others to ensure that terms and conditions are fulfilled.

Support the continued operation of quality charter schools, and equitable enrollment practices at those schools, to fulfill the legislative intent of charter law and the District's Strategic Plan.

Assist charter school personnel in addressing operational issues and concerns during the school year to maintain compliant operations and a faithfulness to the terms of each school's charter.

Organize and support school-site visiting teams to provide oversight and share promising practices and effective approaches to operations.

Oversee the development of standardized processes, guidelines, templates, and forms associated with the implementation of the policies and practices of the District's charter authorizing responsibilities.

Support the establishment of goals and performance measures for the office and assist in the management of the staff of the Office of Charter Schools to meet the District's goals and objectives.

Represent the Director, as delegated, and may authorize actions on behalf of the Director.

Speak and/or act on behalf of the Director on matters as delegated based on substantive knowledge of the function and procedures of the Charter School Office.

Assist with implementing federal, state, county, and District policies, strategies, and objectives to ensure compliance.

Maintain good personal relations and serve as liaison as delegated with the California Department of Education, charter schools and staff, District schools and staff, representatives from the government, private business, community, media, advocacy groups, and the general public.

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:

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students; the District's diverse community, partners, and agencies

Correct English usage, grammar, spelling, vocabulary and punctuation Principles and practices of effective management

School design and evaluation of design School management and operations

Quality instructional practices and professional development in these practices Assessment design and analysis

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures related to work scope Set goals for the Office of Charter Schools and act strategically in achieving those goals Collaborate with charter schools and OUSD departments

Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers

Communicate effectively verbally and in writing to multiple audiences

Set up and manipulate spreadsheets

Analyze situations accurately and adopt effective courses of action amidst ambiguity

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Establish and maintain effective working relationships with others

Design project plans and meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Build trusting relationships with individuals from diverse backgrounds and perspectives

Share information with transparency Communicate and clarify routine processes

PREREQUISITES:

A Bachelor's degree in public policy, education, or a related field

Master's degree preferred

Minimum of seven (7) years of increasing responsibility as an educational leader

Experience with and detailed knowledge of charter schools, including familiarity with applicable state and federal laws

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:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Payroll	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: June 2016 Revised: Sept 2020	SALARY GRADE:	CFCA 26

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

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Executive leadership and collaboration

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

Department design

- Implement processes and procedures for payroll operations that reflect industry best practices.
- Develop new and revised payroll procedures to comply with laws, rules and regulations; ensure service to employees; improve efficiency; and coordinate activities and services with other departments.

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

Department management

- Develop, monitor, and review the all operational systems and processes within the payroll department.
- Direct, approve, or recommend the establishment of controls to assure accuracy of source documents, payroll warrants, records and statements.
- Manage, review and oversee the preparation, accuracy and timely submission of major required and requested payroll and statistical reports, procedural instructions and reports of special studies and investigations and make decisions and recommendations.
- Create, maintain and disseminate an annual calendar of all key payroll functions, timelines and deadlines from preparation to pre-production audits to production to post-production audits and reports.
- Ensure that all payroll functions are carried out at high levels of efficiency and accuracy.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts at the lowest level, exchange information, and develop policies and procedures to encourage effective and efficient management controls.
- Consult with employees and their representatives, and appropriate District staff to resolve grievances and complaints, and provide the department's position in regard to individual cases.
- Develop effective customer-friendly information that is available to all employees to ensure clarity with regard to schedules, processes, resolution of concerns and responses to questions.
- Attend interdepartmental meetings; represent payroll at District meetings.
- Extract, review and ensure payroll-related financial system reports are accurate
- Extract, review and maintain accurate payroll-related financial system reports for payroll warrant pass-through Fund 76)
- Extract, review and maintain all adjustments made to payroll records (by payroll staff)
- Review all payroll related reports subsequent to submission to stakeholders (at IRS, State, ACOE or other agencies)

Professional development

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

Personnel management

- Plan, organize, manage, direct, supervise, and support payroll services with the goal of providing exemplary customer service, accurate pay and reports, and timely information to all employees.
- Plan, direct, assign and monitor work of personnel engaged in auditing, analyzing and implementing actions related to salary payments, deductions, payroll accounting and records maintenance.
- Select, train, supervise, and evaluate staff; hold direct reports accountable for results; create metrics to gauge performance of direct reports; direct, train and motivate assigned staff to meet organizational goals and exceed performance standards.
- Provide cross-training to other staff members within the department.

General

- 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 direction of payroll operations for a large complex organization, preferably a school district

Business principles and payroll regulations and processes

Process improvement related to systems

Correct oral and written English usage, grammar, spelling, vocabulary and punctuation

Report writing, auditing, record-keeping and record-maintenance

Presentation, communication, and public speaking skills

Principles and practices of effective management

Applicable laws, codes, regulations, policies, collective bargaining agreements and procedures

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize and administer payroll for a large, complex organization

Provide leadership and direction to the District's payroll staff

Understand systems

Be able to analyze information and data to drive system and process improvement

Select, train, supervise, coordinate and evaluate work of others

Remain current regarding knowledge of applicable federal and state laws, rules and regulations, policies and procedures, collective bargaining agreements

Work under minimal supervision, exercise sound judgment and initiative in an environment of rapid change

Analyze situations accurately and adopt an effective course of action

Analyze District's Strategic Plan and develop processes and procedures that will implement the goals of that plan

Design, develop and deliver effective and compelling verbal and written presentations to community, peers, staff, and/or Board of Education on abstract as well as concrete subject matter relating to payroll

Prepare comprehensive narrative and statistical reports and audits

Direct the maintenance of a variety of reports and files related to payroll

Meet District standards of professional conduct as outlined in Board Policy

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, community, and external agencies

Recommend and assist in the formulation and implementation of operating procedures and policies

Manage competing priorities and time

Operate personal computer, related software, and other office equipment

PREREQUISITES

Bachelor's degree

Five (5) years of relevant and increasingly responsible experience

Supervisory experience required

Experience in managing all payroll functions for a large complex organization

Experience in a school district preferred

Experience developing and facilitating high functioning collaborations and teams

Demonstrated success in systems and payroll management

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

NON-DISCRIMINATION POLICY:

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

Legislative File	
File ID Number:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Budget and Finance	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: May 2013 Revised: January 2017 Revised: Sept 2020	SALARY GRADE:	CFCA 27

BASIC FUNCTION: Under direction of the Chief Business Officer, plan, organize and manage the daily operations of the assigned direct reports within the finance division including supervise, review and evaluate performance of direct reports. Develop and monitor budget; establish and maintain system of internal control to safeguard District assets. Recommend and implement fiscal policies which provide for adequate budgetary and staffing control. Serve as advisor to top administrators concerning all budget and finance issues.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: The primary duties of Director, Budget and Finance are to provide financial and budgetary services and assistance to District leadership in the development and the revisions of the annual budget, analyze and interpret financial and statistical data and to administer all financial systems in accordance with approved expenditures, sound accounting principles and legal requirements.

(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:

Plan, organize, and control the District-wide budget development, implementing and monitoring processes to ensure that funds are equitably allocated in support of the District's strategic priorities and that sites administration spending remains within approved levels.

Recommend and implement fiscal policies which provide for adequate budgetary and staffing control.

Manage the development, preparation and implementation of the annual general fund budget and District special fund budgets, as well as adjustments throughout the fiscal year.

Prepare and present budgetary process information to the Senior Leadership and the Board of Education. Interpret the District budget and financial position and present to special interest groups and the general public when required.

Develop and approve policies and procedures for the implementation of budgetary controls. Establish internal control system(s).

Coordinate the implementation of internal control systems for the budgeting process to support federal and

Review and participate in the analysis of laws, rules, and legal opinions that affect the use of funds by schools and implement or recommend changes to division policies, procedures, and programs.

Coordinate with Talent (Human Resources), Technology Services, Senior Leadership, Network Offices, and other departments to provide increased understanding of financial issues.

Oversee the development of automated, interactive, web-based data reporting to make financial data more widely accessible, timely, and useful both internally and externally.

Oversee communications regarding financial data analytic reporting, including internal and external stakeholder engagement and development and delivery of presentations to audiences with diverse levels of knowledge and understanding of quantitative data analysis and statistics.

Identify priorities for data collection, data cleanup, process improvement, reporting, and technology improvement as it relates to financial services.

Collaborate with District Leadership to develop strategic data-informed business policies and systems that support fiscal vitality.

Coordinate various projects with the CBO and/or CFO as needed.

Represent the CBO and/or CFO when needed at meetings and on committees.

Partner with other management to resolve issues associated with both revenue and cost structures.

Manage an assigned team focused on fiscal vitality, compliance and data reporting.

Oversee the management of the District's Budget Development and monitoring processes and Site-Based Budgeting practice.

Ensure the effectiveness of the internal controls in the District's financial systems.

Promote the establishment and maintenance of a partnership between instructional programs and business services.

Coordinate the development of communications materials (presentations, memos, guides) to distribute to various users of these new systems; coordinate, organize, lead, and participate in training sessions where appropriate to ensure that users are able to use these new systems.

Supervise, train, evaluate and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

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

Perform other 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:

Laws, policies, regulations and procedures governing California public school finance

Appropriate accounting and budgeting practices and procedures

Principles and procedures of accounting, auditing and finance, administration and control

California School Accounting Manual, California Education Code, and Board of Education policies

Legal bases and sources of finance for California public education

Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls

Information systems capabilities and methods used in budget development and administration and fiscal controls
Federal and state funded categorical programs and pertinent rules and regulations
California student attendance and enrollment reporting
Research and data analysis
Economic and financial forecasting techniques
Principles of program budgeting and school-level finance
Principles of public administration and personnel management
Organization and policies of the Oakland Unified School District
Provisions of labor agreements relative to employer/employee relations
Correct English usage, grammar, spelling, vocabulary and punctuation
Computer software, hardware, and related technology

ABILITY TO:

Supervise and evaluate staff
Attract, develop, train and inspire Financial Services team members
Plan and direct a variety of activities through direct supervisors
Understand and monitor California Education Code and Federal and State Compliance Requirements
Manage, develop and monitor a large budget in a complex organization
Perform complex financial analysis and calculations for Senior Management and/or Strategy Group
Evaluate procedures and problems and develop and install improvements
Present clear and effective oral and written reports
Make, support, and explain recommendations and decisions
Use and implement complex technological systems
Consistently meet and/or exceed client expectations
Build highly-functioning relationships with managers both inside and outside of the Financial Services Division
Communicate and present effectively orally and in writing
Effectively use Financial Services analytical tools

PREREQUISITES

A Bachelor's degree in accounting, business administration or economics, or related field plus a minimum of seven years experience with budget and financial management preferably in school finance.

Two (2) years of leadership or management experience

Master's degree in business administration and/or certified public accountant license 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:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; kneeling and bending at the waist, 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:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/2020
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, PreK-12 Systems and Operations	REPORTS TO:	Assigned Supervisor
DEPARTMENT :	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2013 Revised: Sept 2020	SALARY GRADE:	ADCL 17

BASIC FUNCTION: To offer support management of the non-academic functions of OUSD schools, in a way that is completely interwoven with the academic program of the school, so that the academic vision of the school can be fulfilled and that operations support that vision. To build the capacity of school site leaders and classified support staff to meet the customer service goals, implement and design school site plans, and improve service to students and families.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

E = Essential Functions

Analyze the organizational design of assigned schools and recommend alternatives based on the current school structure and other factors (demographics, student-to-teacher ratio, community involvement, parent involvement, volunteers, budget, etc...) to achieve increased time spent on direct instruction to students; document school infrastructure needs.

Train, support and empower school front office staff to efficiently and effectively run front office operations at all times and to make independent decisions in the absence of site leaders; train school-site leaders to empower front office staff to ensure effective day-to-day operations and excellent customer service to students and families.

Train classified and certificated school-site staff in school operations, data entry, operational tasks that can be supported by classified staff, mandated reporting, etc... to ensure instructional leaders are able to spend more time on classroom observation and less time on day-to-day school operations.

Coordinate with central departments to support schools in transitioning to new assessment platforms through participation in operational work sessions, differentiated labs and workshops.

Work with school management to prioritize deliverables to ensure optimal services to students and families.

Design and support the implementation of equitable structures, processes and procedures to meet the operational, social emotional and academic achievement goals, and school site plan goals aligned with the Strategic Plan.

Coordinate and lead cross-departmental teams to redesign and streamline processes and procedures to allow site leaders more time to focus on instructional programs and priorities.

Build strong and essential partnerships with school-site leaders to ensure commitment in achieving shared goals and successful implementation of recommended processes and procedures.

Assist school-site leaders in creating a school operations plan and auditing system to maintain and address compliance standards and to lower school related audit findings.

Adhere to all policies, regulations, and compliance standards; maintain all school related documents on mandated trainings.

Create, manage and monitor processes and procedures for school site leaders to support effective preparation of professional service contracts which are aligned to the strategic goals and the student-based outcomes.

Co-construct and facilitate trainings, workshops, and professional learning for central departments to expand their knowledge of school needs and to improve the partnerships between school sites and departments.

Assess gaps in the school operations and make recommendations for District-wide operations improvements.

Maintain and share accurate data on the operational health of school sites; support the creation of an operation dashboard.

Ensure documentation of all developed processes, systems and procedures.

Attend regular meetings with departments, District administrators, and school personnel.

Articulate the District's Balanced Scorecard and strategic goals and objectives to school-site staff.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university and five years of experience in education with a focus of serving students and families.

Knowledge of, and experience in adult learning and training techniques.

Master's degree preferred.

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:

California Department of Education Frameworks governing work such as: Common Core Standards

Education policy

Full Service Community Schools

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

Principles and practices of operational change and leadership to align services and supports to student outcomes

Project management

Union contracts

Instructional practices

Strategic direction of the District

Adult learning and training techniques

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to work scope

Establish and maintain effective working relationships with multi-faceted school sites and District departments

Recognize, and foster a strong operational core upon which to align services

Plan, deliver and reflect on professional learning opportunities

Work successfully with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Communicate effectively in English orally and in writing

Plan and organize work

Work confidentially and with discretion

Meet schedules and timelines

Manage multiple projects simultaneously

Complete work as directed despite frequent interruptions

Write reports

Be a team player

Work independently with little direction

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

Develop and implement training and evaluation programs

Develop training procedures and manuals

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

NON-DISCRIMINATION POLICY:

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

Legislative File	
File ID Number:	20-1734
Introduction Date:	09/23/2020
Enactment Number:	20-1442
Enactment Date:	09/23/202
By:	er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Accounts Payable Technician III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Accounts Payable	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2020	SALARY GRADE:	WTCL 53

BASIC FUNCTION: Lead, plan, organize and perform the activities of accounts payable and relieves the workload of the Controller by performing assigned accounts payable projects. Independently process for payment an assigned group of liabilities, including employee reimbursements, purchase orders, contractual obligations and bids, claims from school sites for student body activities, and revolving cash fund transactions, legal settlements, field trips, and other items approved by the Board of Education via resolutions. Perform responsible accounting and fiscal record management functions utilizing manual and computerized databases and processes: to audit, verify, and monitor a variety of recordkeeping and reporting documents for accuracy and completeness; and to prepare financial statistical reports utilized in the services of assigned work unit/projects.

DISTINGUISHING CHARACTERISTICS:

The Accounts Payable Technician II position is distinguished from **the Accounts Payable Technician III** in that the latter requires more experience, performs more difficult and complex accounts payable duties, works independently, works on projects assigned by management and is required to demonstrate computer-related skills, accounting skills and accounts payable skills at a higher proficiency (see **PREREQUISITES**). An Accounts Payable Technician II performs professional accounts payable duties and works under some direction.

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:

Lead, plan, organize and perform the activities of accounts payable and relieves the workload of the Controller by performing assigned accounts payable projects.

Review work of unit for accuracy, completeness, and adherence to time schedules; audit and review input; oversee the district's final point of audit and approval for all accounts payable disbursements.

Examine purchase orders, invoices and supporting records for accuracy and for compliance with related contract, Education Code, federal and state and other regulations, and district policies and procedures; disburse funds accordingly.

Process for payment an assigned group of liabilities, including employee reimbursements, purchase orders, contractual obligations and bids, claims from school sites for student body activities, and revolving cash fund transactions, legal settlements, field trips, and other items approved by the Board of Education via resolutions.

Perform responsible accounting and fiscal record management functions utilizing manual and computerized databases and processes to audit, verify, and monitor a variety of recordkeeping and reporting documents for

accuracy and completeness; and to prepare financial statistical reports utilized in the services of assigned work unit/projects.

Analyze invoices for compliance with contract language related to pricing, cash discount terms, eligible items, and freight terms and audit against purchase orders for accuracy.

Audit invoices, mileage claims, conference reimbursements, phone bills and other claims for compliance to spending mandates, correct totals including tax amounts, proper coding, signature approvals, and sufficient back-up documentation for future audits; calculate payment and code with appropriate account numbers; inspect invoices for accuracy, conformance and proper authorization; file materials as assigned.

Maintain records of check copies and support documents of payments, other records as assigned; maintain and assist in the preparation of a variety of records and reports, vendor reports, financial data input, warrants and other related matters.

Prepare checks according to established procedures; verify checks for correct amount and vendor paid.

Review and process credit card payments to financial institution.

Maintain auditable records of all financial transactions.

Input payments into computer system in accordance with vendor terms; reconcile vendor statements or claims; research and resolve discrepancies, reconcile documents and resolve discrepancies.

Enter data into the computer and generate reports.

Provide documents to affect budget transfers for school and central sites.

Explain rules, regulations, policies, and procedures related to accounts payable functions.

Participate in year-end closing and audit preparation.

Provide information and assistance to vendors, consultants, personnel and visitors as needed; research payment information for vendors or school district personnel.

Attend meetings for the purpose of conveying and/or receiving information required to perform functions.

Provide cross-training to other staff members within the department; train new staff when required.

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:

Application of accounting principles and procedures

Requirements of the Education Code, Uniform Commercial Code, and the State Accounting Manual

Principle and procedures of accounting, including governmental procedures, school district fiscal policies

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

California school district budgeting parameters and accounting practices

Year-end closing procedures and audit preparation

Procedures to generate checks

Financial and statistical record-keeping techniques

Laws, rules and regulations related to assigned accounting activities

District organization, operations, policies and objectives

Interpersonal skills using tact, patience and courtesy

Planning, organization and coordination needed for assigned task

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Lead and train other staff

Gather and analyze data, determine logical conclusions, and make appropriate recommendations

Plan and organize work.

Meet schedules and time lines

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Prepare and process financial reports and accounting documents; verify, post, balance and adjust accounts

Apply accounting principles and procedures

Develop and organize financial and statistical data

Interpret contract language

Perform mathematical calculations including addition, subtraction, multiplication, and division with speed and accuracy

Learn, interpret, apply, and explain state and federal regulations and district policies and procedures

Organize work routines, set priorities, and meet deadlines

Identify problem/issue, collect and analyze relevant data, and determine appropriate course of action within prescribed alternatives

Work effectively with computer software and hardware, including accounting, spreadsheet, and word processing applications

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with all levels of staff and the public

Maintain confidentiality of sensitive and privileged information

Maintain records

Operate a ten-key calculator by touch

Operate personal computer, related software, and other office equipment

PREREQUISITES:

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

Bachelor's Degree preferred

Seven (7) years full-time, progressively responsible experience in accounting, accounts payable or related function.

School district experience preferred.

Supplemental coursework in use of computer-based accounting applications desirable

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.