

Board Office Use: Legislative File Info.	
File ID Number	21-2073
Introduction Date	09/22/2021
Enactment Number	21-1495
Enactment Date	09/22/2021 CJH



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date September 22, 2021

Subject **Creation of Job Description – Supervisor, Warehouse and Distribution - Talent/Human Resources Department**

Action Requested Adoption by the Board of Education of Resolution No. 2122-0058 – Creation of Job Description – Supervisor, Warehouse and Distribution.

Discussion The Talent Division recommends approval of this job description 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

Supervisor, Warehouse and Distribution

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 14

Range: \$81,454.72 - \$103,958.63

261 days, 7.5 hours (FT) or duty days and hours as assigned

FISCAL IMPACT:

This position will be funded with General Funds. Department is requesting to hire a Supervisor to manage drivers, stock clerks with PPE equipment and furniture. This is in alignment with the Districts Strategic Plan or operational need, e.g. emergency management, internal audit, etc.

Recommendation Adoption by the Board of Education of Resolution No. 2122-0058 – Creation of Job Description – Supervisor, Warehouse and Distribution.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2122-0058**

- Creation of Job Description – Supervisor, Warehouse and Distribution - Talent/Human Resources Department -

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 position is created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., September 23, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

Supervisor, Warehouse and Distribution

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 14

Range: \$81,454.72 - \$103,958.63

261 days, 7.5 hours (FT) or duty days and hours as assigned

FISCAL IMPACT:

This position will be funded with General Funds. Department is requesting to hire a Supervisor to manage drivers, stock clerks with PPE equipment and furniture. This is in alignment with the Districts Strategic Plan or operational need, e.g. emergency management, internal audit, etc.

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

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, VanCedric Williams, Gary Yee, Mike Hutchinson, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Samantha Pal, Student Director Natalie Gallegos 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 September 22, 2021.

OAKLAND UNIFIED SCHOOL DISTRICT

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09/23/2021

Shanthi Gonzales
President, Board of Education



09/23/2021

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Supervisor, Warehouse and Distribution	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: September 2021	SALARY GRADE:	ADCL 14

BASIC FUNCTION: To ensure that the benefits derived from the expenditure of public funds for the distribution and inventory of school supplies, materials, and equipment are maximized; to operate a warehousing/distribution system that achieves efficiency and economy in resource management; to maintain the school system property records database for quick response in locating and taking inventory of school property; to maximize risk management, to minimize costs and potential losses for the District.

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:

Administer the warehousing, distribution and mail operations system through policies and procedures designed to provide a well-ordered and efficient receiving, marketing, storage and distribution system of supplies, materials, equipment and food commodities to the schools and other departments; analyze operations and recommend improvements for an efficient work environment.

Lead, coordinate, provide work direction and guidance to designated personnel; assign employee tasks and review completed work for accuracy, completeness and compliance with established procedures; work collaboratively with designated programs and administrators to coordinate shared employee duties.

Prepare documentation, records and other information relating to receiving, distribution, inventories, capital projects and risk management matters.

Supervise, and evaluate the performance of assigned employees.

Supervise and participate in receiving of supplies and equipment and the inspection of shipments for damage and conformity to purchase order specifications and packing slips; label and tag District assets according to established procedures.

Plan, schedule and assign routing and special deliveries of supplies and equipment including intra-District and U.S. mail.

Operate a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminal, postage machine, copy machine, scale, hand trucks and others.

Participate in the evaluation of the efficiency of existing equipment and make recommendations regarding the repair or replacement of equipment and the design and layout of warehouse facilities in order to maximize material handling efficiency and meet future technological warehouse needs.

Evaluate and make recommendations regarding the development, implementation, and enhancement of computerized inventory tracking systems and recommend technological modifications as needed.

Maintain a working knowledge of the latest developments in warehousing and distribution center techniques and related technology and advises supervisor of these trends.

Participate in the development and implementation of security control procedures for warehouse operations.

Coordinate the investigation of stock shortages, deviations from specifications, damages to shipments, delivery of partial shipments and resolve discrepancies by following-up with vendors and freight companies and submitting appropriate reports.

Implement procedures to monitor the receipt, handling, and distribution of donated materials.

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility.

Train assigned staff in the proper operation of computer and inventory related software applications and manage safety training for warehouse personnel.

Process surplus stock, equipment and furniture for auction as necessary.

Provide cross training to department personnel.

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:

Modern warehousing and storekeeping procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization and stock inventory procedures

Materials, equipment, and supplies used in a school district

Computerized and manual warehouse record-keeping methods

Computer systems, applications and programs related to warehousing, distribution and inventorying

Principles and practices of training and supervision

District organization, operations, policies, and objectives

Applicable sections of State Education Code and other applicable laws, rules, procedures and practices pertaining to procurement, warehousing, inventory control, and materials distribution

Interpersonal skills using tact, patience and courtesy

Proper lifting techniques

ABILITY TO:

Use technology in the maintenance of an effective warehouse and distribution facility

Plan, organize, coordinate, and supervise the District warehouse operations

Establish and maintain effective storekeeping procedures

Meet schedules and timelines

Operate a computer terminal to enter data, maintain records, prepare and generate reports

Make mathematical calculations quickly and accurately

Train, supervise, and evaluate personnel

Establish and maintain cooperative and effective working relationships with others

Communicate effectively in English, orally and in writing

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

Operate warehouse and office equipment including forklift, computer, calculator, business equipment, and copier

Observe legal and defensive driving practices

PREREQUISITES:

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) preferably supplemented by courses in supervision, organization, management, communications, statistics, and accounting. 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 experience in overseeing a variety of warehouse operations including the receiving, storing, and distribution of stock items for a large warehouse and distribution environment, including two years in a supervisory capacity.

Considerable experience in the use of job related computer programs and technology in the operation and maintenance of a centralized warehouse and distribution facility.

Valid California Driver's License (Class B and C)

Ability to be bonded

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 50 pounds, occasionally 50+ 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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SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, martin.mitchell@ousd.org or 510.879.8841.

	Today's Date _____	
Classification Title _____	Draft _____	Final _____
Final Working Job Title (if different) _____	Time Type _____	
Hiring Department/Sponsor _____	Full-time _____	
Hiring Manager's Name _____	Part-time _____	
Hiring Manager's Title _____	Temporary _____	
	Student or Intern _____	
Bargaining Unit _____	Default Hours _____/wk	
Final Salary Range _____	Amounts _____ to _____	
Final Date of Job Description _____	Exempt _____	Non-Exempt _____
Proposed Board Meeting Date _____	FLSA Exemption _____	
Board Agenda Deadline _____	(Attach applicable Exemption Checklist)	
	Classification _____	
	If classification supervises others, indicate which type(s) of employees are supervised:	
	Certificated _____	Classified _____
	Does not supervise others _____	

Steps Completed

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager	_____	_____
2.	Justification for JD received from Hiring Manager – see Section 2	_____	_____
3.	Meet and Confer session Union feedback: Approved _____ Not approved _____	_____	(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager	_____	_____
5.	Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____	_____	(Board Meeting Date)
6.	Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.)	_____	_____
7.	Escape Job Class _____	_____	_____
8.	Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change	_____	_____

Other Comments:

Last Updated 10.26.18

