Oakland Unified School District

Board of Education
1011 Union Street, #940
Oakland, CA 94607
(510) 879-1944
boe@ousd.org E-Mail
http://www.ousd.org

Legislation Details

File #:	18-2673	**Version:**	1	**Name:**	Creation/Revision of Job Descriptions – Assistant Director, Payroll; Program Manager, Middle School Operations; Manager, Fixed Assets and Insurance Solutions; Specialist, Charter School Policy - Department, As Assigned - Talent Department
Type:	Resolution			**Status:**	Passed
File created:	12/18/2018			**In control:**	Senior Business Officer
On agenda:	1/9/2019			**Final action:**	1/9/2019
Enactment date:	1/9/2019			**Enactment #:**	19-0094

Title: Adoption by the Board of Education of Resolution No. 1819-0081 - Approving the Creation and/or Revision of the Following Job Descriptions: Assistant Director, Payroll; Program Manager, Middle School Operations; Manager, Fixed Assets and Insurance Solutions; Specialist, Charter School Policy:
Creation:
Job Description/Position/Title/FTE
Assistant Director, Payroll
(As Assigned) (1.0 FTE)

Salary Schedule/Range
Salary Schedule: CFCA
Range: 20: $88,448 to $112,871
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT
There will be minimal budget impact as this role is replacing the previous position of Manager, Payroll Customer Service, which has recently become vacant.

Creation:
Job Description/Position/Title/FTE
Program Manager, Middle School Operations
(As Assigned) (1.0 FTE)

Salary Schedule/Range
Salary Schedule: ADCL
Range: 14: $77,575 to $99,008
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT
There is no new budget impact as this role is funded through the elimination of the former executive office assistant role.

Revision:
Job Description/Position/Title/FTE
Manager, Fixed Assets and Insurance Solutions
(As Assigned) (1.0 FTE)

Salary Schedule/Range
Salary Schedule: CFCA
Range: 20: $88,448 to 112,871
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT
There is no new budget impact as this role had already been in place and this job description formalizes the duties.

Revision:
Job Description/Position/Title/FTE
Specialist, Charter School Policy
(As Assigned) (1.0 FTE)

Salary Schedule/Range
Salary Schedule: ADCL
Range: 11: $67,028 to $85,546
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT
There is no new budget impact as this role is not funded by General Fund money; oversight fees charged directly to Charter Schools in OUSD fund this role.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 18-2673 Creation/Revision of Job Descriptions – Assistant Director, Payroll; Program Manager, Middle School Operations; Manager, Fixed Assets and Insurance Solutions; Specialist, Charter School Policy - Department, As Assigned - Talent Department

Contact: tara.gard@ousd.org

Date	Ver.	Action By	Action	Result
1/9/2019	1	Board of Education	Adopted	Pass

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