

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	26-1441
Introduction Date	6/3/2026
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

**Memo**

**To** Board of Education

**From** Tara Gard, Deputy Superintendent, Business & Operations  
Jeff Dillon, Chief Talent Officer  
Jenine Lindsey, General Counsel

**Board Meeting Date** June 3, 2026

**Subject** Classified Confidential Administrators and Executive Cabinet Salary Schedules – Talent/Human Resources Department

**Action** Adoption by the Board of Education of Resolution No. 2526-0220 Approving District Salary Schedules for Classified Confidential Administrators and the Executive Cabinet.

**Background** To ensure District salary schedules comply with applicable California laws and regulations, including California Code of Regulations, title 2, section 570.5(a), and Government Code section 20636(b)(1).

Specifically, OUSD is required to maintain Board-approved salary schedules each time there is a salary increase. The PAR review required that:

- All classification salary schedules adhere to California Code of Regulations section 570.5; and
- All classification salary schedules include effective dates, time base, revisions, positions, and Board approval.

**Discussion** Pursuant to CCR section 570.5, a salary schedule, among other requirements, must:

- Be duly approved and adopted by the employer’s governing body in accordance with applicable public meeting laws;
- Identify the position title for every employee position;
- Show the pay rate as a single amount or multiple amounts within a range for each identified position;
- Indicate the applicable time base, including hourly, daily, bi-weekly, monthly, bi-monthly, or annual compensation;
- Be publicly accessible and available for review;

- Include an effective date and dates of revision;
- Be retained and available for public inspection for at least five years; and
- Not reference another document in lieu of disclosing the pay rate.
- Additionally, all job descriptions must reference the salary schedule and range even if the position is paid on an employment contract.

The updated confidential and executive salary schedules attached to this item incorporate the previous compensation increases and are being presented for Board approval to ensure continued compliance with CalPERS reporting requirements, CCR section 570.5, and the Tentative Agreement approved between the District and SEIU Local 1021. The attached job descriptions are being updated to accurately reflect the salary schedule range as these job descriptions previously stated "contract" instead of the salary range it was tied to.

**Recommendation**

Adoption by the Board of Education of Resolution No. 2026-xxxx Approving District Salary Schedules for Classified Confidential Administrators and Executive Cabinet.

**Fiscal Impact**

This board item carries no new or additional cost to the District. The action corrects the affected classification salary schedules to ensure accurate PERS reporting and aligns the job description salary placement with the position's established compensation. This is a corrective measure that brings the schedules and placement into accurate alignment with past practice.

**Attachment**

EXEC and CONFID Salary Schedules  
Select EXEC and CONFID Job Descriptions



**RESOLUTION OF THE  
BOARD OF EDUCATION OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2526-0220**

**- Classified Confidential Administrators and Executive Cabinet Salary Schedules – Talent/Human Resources Department -**

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency, and accountability in support of student achievement; and

**WHEREAS**, the Oakland Unified School District is required to maintain Board-approved salary schedules in compliance with applicable California laws and regulations, including California Code of Regulations, title 2, section 570.5(a), and Government Code section 20636(b)(1); and

**WHEREAS**, the Public Employees' Retirement System (CalPERS) review requires that all classification salary schedules adhere to California Code of Regulations section 570.5 and include effective dates, time base, revisions, position titles, and evidence of Board approval; and

**WHEREAS**, pursuant to California Code of Regulations section 570.5, salary schedules must be duly approved and adopted by the governing body in accordance with applicable public meeting laws; identify position titles for all employee classifications; display pay rates as a single rate or salary range for each position; indicate applicable time bases (including hourly, daily, bi-weekly, monthly, bi-monthly, or annual compensation); include effective dates and dates of revision; be publicly accessible and available for review; be retained for public inspection for at least five years; and not reference another document in lieu of disclosing the pay rate; and

**WHEREAS**, all job descriptions must accurately reference the applicable salary schedule and range, even when positions are compensated through an employment contract; and

**WHEREAS**, the updated Classified Confidential Administrators and Executive Cabinet salary schedules incorporate previously approved compensation increases and are presented for Board approval to ensure continued compliance with CalPERS reporting requirements, California Code of Regulations section 570.5, and applicable collective bargaining agreements, including the Tentative Agreement with SEIU Local 1021; and

**WHEREAS**, the associated job descriptions are being updated to accurately reflect the applicable salary ranges, replacing prior references to "contract" compensation language with the correct salary schedule placement;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Oakland Unified School District hereby approves the updated District Salary Schedules for Classified Confidential Administrators and the Executive Cabinet, as well as the corresponding updated job descriptions, to ensure compliance with applicable law and accurate reporting and classification alignment.



Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

### **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 3, 2026.

<b>Legislative File</b>	
File ID Number:	26-1441
Introduction Date:	06/03/2026
Enactment Number:	
Enactment Date:	
By:	

### **OAKLAND UNIFIED SCHOOL DISTRICT**

---

Jennifer Brouhard  
President, Board of Education

---

Denise G. Saddler, EdD, Interim Superintendent and  
Secretary, Board of Education

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2020/2021 CONF EXECUTIV Salary Schedule

Board approved 5% increase 8/1/20 effective 7/1/20

<b>EXECUTIV (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days					
			1	2	3	4	
2	Staff Attorney	261	A	138,561.60	142,718.45	147,000.00	151,410.00
			M	11,546.80	11,893.20	12,250.00	12,617.50
			H	70.78	72.91	75.10	77.35
3	Exec Director, Community Schools Network Superintendent, HS Network Superintendent, Middle Network Superintendent, Pre-K5	261	A	153,300.00	157,899.00	162,635.97	167,515.05
			M	12,775.00	13,158.25	13,553.00	13,959.59
			H	78.31	80.66	83.08	85.58
4	Assistant General Counsel Deputy General Counsel	261	A	157,500.00	162,225.00	167,091.75	172,104.50
			M	13,125.00	13,518.75	13,924.31	14,342.04
			H	80.46	82.87	85.36	87.92
5	Dep Chief, Equity	261	A	161,745.93	166,598.30	171,596.25	176,744.14
			M	13,478.83	13,883.19	14,299.69	14,728.68
			H	82.63	85.11	87.66	90.29
6	Dep Chief, Student Services	261	A	165,374.93	170,336.18	175,446.26	180,709.65
			M	13,781.24	14,194.68	14,620.52	15,059.14
			H	84.48	87.02	89.63	92.32
8	Dep Chief, Post Secondary Readiness	261	A	165,375.00	170,336.25	175,446.34	180,709.73
			M	13,781.25	14,194.69	14,620.53	15,059.14
			H	84.48	87.02	89.63	92.32
9	Dep Chief, Continuous Improvement Dep Chief, Information Technology Dep Chief, Innovation Dep Chief, Schools CSI Dep Chief, Teaching and Learning Technology Information Officer	261	A	165,655.34	170,625.00	175,743.75	181,016.06
			M	13,804.61	14,218.75	14,645.31	15,084.67
			H	84.63	87.16	89.78	92.47
11	Dep Chief, Business and Operations Dep Chief, Talent Management	261	A	168,253.37	173,300.97	178,500.00	183,855.00
			M	14,021.11	14,441.75	14,875.00	15,321.25
			H	85.95	88.53	91.19	93.92
12	Chief of Police	261	A	178,150.62	183,495.25	189,000.00	194,670.00
			M	14,845.89	15,291.27	15,750.00	16,222.50
			H	91.01	93.74	96.55	99.45
13	Chief Financial Officer	261	A	179,140.35	184,514.57	190,050.00	195,751.50
			M	14,928.36	15,376.21	15,837.50	16,312.63
			H	91.51	94.26	97.09	100.00
14	Dep Chief, Facilities	261	A	183,495.14	189,000.00	194,670.00	200,510.10
			M	15,291.26	15,750.00	16,222.50	16,709.18
			H	93.74	96.55	99.45	102.43
15	Chief Governance Officer Chief of Staff Chief Partnerships Officer Chief Systems & Services Officer Chief Talent Officer	261	A	192,996.51	198,786.41	204,750.00	210,892.50
			M	16,083.04	16,565.53	17,062.50	17,574.38
			H	98.59	101.55	104.60	107.74
16	General Counsel	261	A	195,965.69	201,844.66	207,900.00	214,137.00
			M	16,330.47	16,820.39	17,325.00	17,844.75
			H	100.11	103.11	106.21	109.39
18	Chief Academic Officer Chief Business Officer	261	A	237,534.17	244,659.46	252,000.00	259,560.00
			M	19,794.51	20,388.29	21,000.00	21,630.00
			H	121.35	124.99	128.74	132.60

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent: \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
\$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

**Additional Compensation:** 10% for duties performed above and beyond job description

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2022/2023 CONF EXECUTIV Salary Schedule

Board approved 6% increase 4/18/22 effective 7/1/22

<b>EXECUTIV (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days		1	2	3	4
2	Staff Attorney	261	A	146,875.30	151,281.56	155,820.00	160,494.60
			M	12,239.61	12,606.80	12,985.00	13,374.55
			H	75.03	77.28	79.60	81.99
3	Exec Director, Community Schools Network Superintendent, HS Network Superintendent, Middle Network Superintendent, Pre-K5	261	A	162,498.00	167,372.94	172,394.13	177,565.95
			M	13,541.50	13,947.75	14,366.18	14,797.16
			H	83.01	85.50	88.07	90.71
4	Assistant General Counsel Deputy General Counsel	261	A	166,950.00	171,958.50	177,117.26	182,430.77
			M	13,912.50	14,329.88	14,759.77	15,202.56
			H	85.29	87.85	90.48	93.20
5	Dep Chief, Equity	261	A	171,450.69	176,594.20	181,892.03	187,348.79
			M	14,287.56	14,716.18	15,157.67	15,612.40
			H	87.59	90.21	92.92	95.71
6	Dep Chief, Student Services	261	A	175,297.43	180,556.35	185,973.04	191,552.23
			M	14,608.12	15,046.36	15,497.75	15,962.69
			H	89.55	92.24	95.01	97.86
8	Dep Chief, Post Secondary Readiness	261	A	175,297.50	180,556.43	185,973.12	191,552.31
			M	14,608.13	15,046.37	15,497.76	15,962.69
			H	89.55	92.24	95.01	97.86
9	Dep Chief, Continuous Improvement Dep Chief, Information Technology Dep Chief, Innovation Dep Chief, Schools CSI Dep Chief, Teaching and Learning Technology Information Officer	261	A	175,594.66	180,862.50	186,288.38	191,877.02
			M	14,632.89	15,071.88	15,524.03	15,989.75
			H	89.70	92.39	95.17	98.02
11	Dep Chief, Business and Operations Dep Chief, Talent Management	261	A	178,348.57	183,699.03	189,210.00	194,886.30
			M	14,862.38	15,308.25	15,767.50	16,240.53
			H	91.11	93.84	96.66	99.56
12	Chief of Police	261	A	188,839.66	194,504.97	200,340.00	206,350.20
			M	15,736.64	16,208.75	16,695.00	17,195.85
			H	96.47	99.36	102.34	105.42
13	Chief Financial Officer	261	A	189,888.77	195,585.44	201,453.00	207,496.59
			M	15,824.06	16,298.79	16,787.75	17,291.38
			H	97.01	99.92	102.91	106.00
14	Dep Chief, Facilities	261	A	194,504.85	200,340.00	206,350.20	212,540.71
			M	16,208.74	16,695.00	17,195.85	17,711.73
			H	99.36	102.34	105.42	108.58
15	Chief Governance Officer Chief of Staff Chief Partnerships Officer Chief Systems & Services Officer Chief Talent Officer	261	A	204,576.30	210,713.59	217,035.00	223,546.05
			M	17,048.03	17,559.47	18,086.25	18,628.84
			H	104.51	107.64	110.87	114.20
16	General Counsel	261	A	207,723.63	213,955.34	220,374.00	226,985.22
			M	17,310.30	17,829.61	18,364.50	18,915.44
			H	106.12	109.30	112.58	115.96
18	Chief Academic Officer Chief Business Officer	261	A	251,786.22	259,339.03	267,120.00	275,133.60
			M	20,982.19	21,611.59	22,260.00	22,927.80
			H	128.63	132.48	136.46	140.55

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent:\* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
\$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

**Additional Compensation:** 10% for duties performed above and beyond job description

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2024/2025 CONF EXECUTIV Salary Schedule

*Board approved 10.5% increase 5/22/24 effective 7/1/24*

<b>EXECUTIV (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days	1	2	3	4	
2	Staff Attorney	261	A	178,526.93	183,882.74	189,399.21	195,081.19
			M	14,877.24	15,323.56	15,783.27	16,256.77
			H	91.20	93.94	96.76	99.66
3	Exec Director, Community Schools Exec Director, PEC Network Superintendent, HS Network Superintendent, Middle Network Superintendent, Pre-K5	261	A	197,516.32	203,441.80	209,545.06	215,831.42
			M	16,459.69	16,953.48	17,462.09	17,985.95
			H	100.90	103.93	107.05	110.26
4	Assistant General Counsel Deputy General Counsel	261	A	202,927.73	209,015.56	215,286.03	221,744.60
			M	16,910.64	17,417.96	17,940.50	18,478.72
			H	103.67	106.78	109.98	113.28
5	Dep Chief, Equity	261	A	208,398.31	214,650.25	221,089.76	227,722.46
			M	17,366.53	17,887.52	18,424.15	18,976.87
			H	106.46	109.66	112.94	116.33
6	Dep Chief, Student Services	261	A	213,074.02	219,466.25	226,050.23	232,831.73
			M	17,756.17	18,288.85	18,837.52	19,402.64
			H	108.85	112.12	115.48	118.94
8	Dep Chief, Post Secondary Readiness	261	A	213,074.11	219,466.34	226,050.33	232,831.83
			M	17,756.18	18,288.86	18,837.53	19,402.65
			H	108.85	112.12	115.48	118.94
9	Dep Chief, Continuous Improvement Dep Chief, Information Technology Dep Chief, Innovation Dep Chief, Schools CSI Dep Chief, Teaching and Learning Technology Information Officer	261	A	213,435.31	219,838.37	226,433.53	233,226.52
			M	17,786.28	18,319.86	18,869.46	19,435.54
			H	109.03	112.31	115.67	119.15
10	Executive Leader Transitioning	261	A	214,604.26	221,042.39	227,673.65	234,503.86
			M	17,883.69	18,420.20	18,972.80	19,541.99
			H	109.63	112.92	116.31	119.80
11	Dep Chief, Business and Operations Dep Chief, Talent Management	261	A	216,782.69	223,286.17	229,984.76	236,884.30
			M	18,065.22	18,607.18	19,165.40	19,740.36
			H	110.74	114.07	117.49	121.01
13	Chief Financial Officer	261	A	230,809.80	237,734.10	244,866.12	252,212.11
			M	19,234.15	19,811.18	20,405.51	21,017.68
			H	117.91	121.45	125.09	128.84
14	Dep Chief, Facilities	261	A	236,420.65	243,513.27	250,818.67	258,343.23
			M	19,701.72	20,292.77	20,901.56	21,528.60
			H	120.78	124.40	128.13	131.98
15	Chief Governance Officer Chief of Staff Chief Partnerships Officer	261	A	248,662.49	256,122.37	263,806.04	271,720.23
			M	20,721.87	21,343.53	21,983.84	22,643.35
			H	127.03	130.84	134.77	138.81
16	General Counsel	261	A	252,488.07	260,062.71	267,864.60	275,900.53
			M	21,040.67	21,671.89	22,322.05	22,991.71
			H	128.98	132.85	136.84	140.95
17	Chief Systems & Services Officer Chief Talent Officer	261	A	282,745.96	291,228.34	299,965.20	308,964.15
			M	23,562.16	24,269.03	24,997.10	25,747.01
			H	144.44	148.78	153.24	157.84
18	Chief Academic Officer Chief Business Officer	261	A	306,046.15	315,226.59	324,684.36	334,424.89
			M	25,503.85	26,268.88	27,057.03	27,868.74
			H	156.35	161.04	165.87	170.84
18B	Deputy Supt, Business and Operations	261	A	331,549.99	341,496.02	351,741.39	362,293.63
			M	27,629.17	28,458.00	29,311.78	30,191.14
			H	169.37	174.46	179.69	185.08
19	Interim Superintendent	261	A	357,053.83	367,765.45	378,798.42	390,162.37
			M	29,754.49	30,647.12	31,566.54	32,513.53
			H	182.40	187.88	193.51	199.32

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent: \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs: \$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

**Additional Compensation:** 10% for duties performed above and beyond job description

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2020/2021 CONF CFAD Salary Schedule

*Board approved 5% increase 8/1/20 effective 7/1/20*

<b>CFAD (7.5 hours/day)</b>									
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/227 days/year									
Range	Classification	Days		1	2	3	4	5	6
22	Dir, Adult & Career Education	227	A	102,376.10	107,507.54	112,878.26	118,528.15	124,457.22	130,652.17
	Dir, College & Career Pathways		M	8,531.34	8,958.96	9,406.52	9,877.35	10,371.44	10,887.68
	Dir, Instruction PreK-12		D	451.00	473.60	497.26	522.15	548.27	575.56
23	Dir, New Teacher Support & Development	227	A	107,507.54	112,878.26	118,528.15	124,457.22	130,652.17	137,219.34
			M	8,958.96	9,406.52	9,877.35	10,371.44	10,887.68	11,434.95
			D	473.60	497.26	522.15	548.27	575.56	604.49
25	Deputy Network Superintendent, PreK-5	227							
	Dir, Early Childhood Education								
	Exec Director, Alternative Ed								
	Exec Director, Counseling								
	Exec Director, ELL	A	118,528.15	124,457.22	130,652.17	137,219.34	144,078.98	151,284.25	
	Exec Director, Instruction	M	9,877.35	10,371.44	10,887.68	11,434.95	12,006.58	12,607.02	
	Exec Director, PEC	D	522.15	548.27	575.56	604.49	634.71	666.45	

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
 Doctoral Equivalent:\* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
 \$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Additional Compensation:** 10% for duties performed above and beyond job description

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2020/2021 CONF CFA Salary Schedule

Board approved 5% increase 8/1/20 effective 7/1/20

<b>CFA (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days		1	2	3	4
11	Office Manager, Labor/Legal Ombudsperson Intake Assistant, Bilingual	261	A	60,859.34	63,890.34	67,094.17	70,444.22
			M	5,071.61	5,324.20	5,591.18	5,870.35
			H	31.09	32.64	34.28	35.99
12	Executive Office Assistant	261	A	63,890.34	67,094.17	70,444.22	73,967.10
			M	5,324.20	5,591.18	5,870.35	6,163.93
			H	32.64	34.28	35.99	37.79
14	Administrative Coordinator, Board of Ed Labor Relations Analyst, III	261	A	70,444.22	73,967.10	77,662.80	81,557.90
			M	5,870.35	6,163.93	6,471.90	6,796.49
			H	35.99	37.79	39.67	41.66
15	Spec, Community Engagement	261	A	73,967.10	77,662.80	81,557.90	85,625.82
			M	6,163.93	6,471.90	6,796.49	7,135.49
			H	37.79	39.67	41.66	43.74
16	Analyst, Employee Info & Mgmt Systems Analyst, Position Control Associate, Systems Associate, Talent Development Business Manager - HRSS Mgr, Publications Spec, Employee Retention & Development Spec, Human Capital Reporting Systems Analyst, HRIS	261	A	77,662.80	81,557.90	85,625.82	89,906.45
			M	6,471.90	6,796.49	7,135.49	7,492.20
			H	39.67	41.66	43.74	45.93
17	Administrator, Risk Management Legal Assistant/Law Clerk III Mgr, Internal & Web Communications	261	A	81,557.90	85,625.82	89,906.45	94,413.07
			M	6,796.49	7,135.49	7,492.20	7,867.76
			H	41.66	43.74	45.93	48.23
18	Assistant Staffing Support Employee Support Specialist Mgr, Human Capital Strategic Initiatives Mgr, Substitute Services Program Mgr, Special Projects	261	A	85,147.24	89,401.28	93,881.32	98,574.05
			M	7,095.60	7,450.11	7,823.44	8,214.50
			H	43.50	45.67	47.96	50.36
19	Administrator, Legal Office Coordinator, Labor	261	A	88,444.12	92,870.98	97,510.54	102,389.40
			M	7,370.34	7,739.25	8,125.88	8,532.45
			H	45.18	47.44	49.81	52.31
20	Business Manager - HRSS/Sr Coord, Benefits Management Coord, Disability Management Coord, Employee Diversity & Inclusion Coord, Leave Management Dep Director, Office of Charter Schools Mgr, Fixed Assets & Insurance Solutions Residency Coordinator Sr Exec Assistant to the Superintendent Sr Financial Analyst Sr Manager Construction	261	A	92,870.98	97,510.54	102,389.40	107,507.54
			M	7,739.25	8,125.88	8,532.45	8,958.96
			H	47.44	49.81	52.31	54.92
22	Dir, Buildings & Grounds Dir, Business Analytics Dir, Central Office Accounting Dir, Communications Dir, Facilities Management Dir, Financial Svcs Budget Development Dir, Payroll Dir, Quality, Enhancement & Prof Dev Dir, HR Operations Dir, Office of Ombudsperson Dir, Talent Development Partner, Central Office Partner, School	261	A	102,389.40	107,507.54	112,878.26	118,514.86
			M	8,532.45	8,958.96	9,406.52	9,876.24
			H	52.31	54.92	57.66	60.54

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2020/2021 CONF CFA Salary Schedule

Board approved 5% increase 8/1/20 effective 7/1/20

Range	Classification	Days		1	2	3	4			
23	Dir, Office of Ombudsperson^^	261	A	107,507.54	112,878.26	118,514.86	124,457.22			
			M	8,958.96	9,406.52	9,876.24	10,371.44			
			H	54.92	57.66	60.54	63.58			
24	Sr Director, Strategic Projects	261	A	112,878.26	118,528.15	124,457.22	130,665.46			
			M	9,406.52	9,877.35	10,371.44	10,888.79			
			H	57.66	60.55	63.58	66.75			
25	Dir, Quality Diverse Providers Executive Assistant to Board Exec Director, Custodial Svcs & Grounds Exec Director, Enrollment & Reg Mgmt Exec Director, Equity Exec Director, Facilities Mgmt & Planning Exec Director, Labor Strat & Alt Dispute Res Exec Director, Nutrition Services Exec Director, RAD Exec Director, Technology Services Exec Director, Transportation & Logistics Partner, Central Office Facilities Attorney Risk Management Officer	261	A	118,528.15	124,457.22	130,652.17	137,219.34			
			M	9,877.35	10,371.44	10,887.68	11,434.95			
			H	60.55	63.58	66.74	70.10			
			26	Dir, Payroll^	261	A	124,457.22	130,652.17	136,111.52	144,078.98
						M	10,371.44	10,887.68	11,342.63	12,006.58
						H	63.58	66.74	69.53	73.60
			27	Dir, Budget and Finance^	261	A	130,652.17	137,219.34	144,078.98	151,284.25
						M	10,887.68	11,434.95	12,006.58	12,607.02
						H	66.74	70.10	73.60	77.28
			28	Controller Executive Leader Transitioning Sr Exec Director, Nutrition Services & Warehouse	261	A	137,219.34	144,078.98	151,284.25	158,835.17
M	11,434.95	12,006.58				12,607.02	13,236.26			
H	70.10	73.60				77.28	81.14			

^effective 9/23/2020

^^effective 5/12/2022

### CFST (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6	7
4	HR File Clerk Classified Clerk Confidential	261	A	27,796.38	29,181.15	30,618.00	32,167.84	33,750.92	35,450.32	37,215.08
			M	2,316.37	2,431.76	2,551.50	2,680.65	2,812.58	2,954.19	3,101.26
			H	14.20	14.91	15.64	16.43	17.24	18.11	19.01

### CFCO (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6
9	Office Manager II Confidential	261	A	56,576.06	59,396.68	62,380.83	65,490.86	68,771.52	72,205.33
			M	4,714.67	4,949.72	5,198.40	5,457.57	263.49	276.65
			H	28.90	30.34	31.87	33.46	35.13	36.89
16	Ombudsperson	261	A	79,604.36	83,596.85	87,766.47	92,154.11	96,773.40	101,597.08
			M	6,633.70	6,966.40	7,313.87	7,679.51	8,064.45	8,466.42
			H	40.67	42.71	44.84	47.08	49.44	51.90

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

#### All stipends are annual rates, paid monthly

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent:\* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs: \$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

**Additional Compensation:** 10% for duties performed above and beyond job description

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2022/2023 CONF CFAD Salary Schedule

Board approved 6% increase 4/18/22 effective 7/1/22

<b>CFAD (7.5 hours/day)</b>									
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/227 days/year									
Range	Classification	Days		1	2	3	4	5	6
22	Dir, College & Career Pathways Dir, Instruction PreK-12	227	A	108,518.67	113,957.99	119,650.96	125,639.84	131,924.65	138,491.30
			M	9,043.22	9,496.50	9,970.91	10,469.99	10,993.72	11,540.94
			D	478.06	502.02	527.10	553.48	581.17	610.09
23	Dir, New Teacher Support & Development	227	A	113,957.99	119,650.96	125,639.84	131,924.65	138,491.30	145,452.50
			M	9,496.50	9,970.91	10,469.99	10,993.72	11,540.94	12,121.04
			D	502.02	527.10	553.48	581.17	610.09	640.76
25	Deputy Network Superintendent, PreK-5 Dir, Early Childhood Education Exec Director, Alternative Ed Exec Director, Counseling Exec Director, Early Learning Exec Director, ELL Exec Director, Instruction Exec Director, PEC	227	A	125,639.84	131,924.65	138,491.30	145,452.50	152,723.72	160,361.31
			M	10,469.99	10,993.72	11,540.94	12,121.04	12,726.98	13,363.44
			D	553.48	581.17	610.09	640.76	672.79	706.44

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent: \* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
\$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation  
and performance as indicated by supervisor.

**Additional Compensation:** 10% for duties  
performed above and beyond job description

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2022/2023 CONF CFA Salary Schedule

Board approved 6% increase 4/18/22 effective 7/1/22

<b>CFA (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days		1	2	3	4
11	Office Manager, Labor/Legal Ombudsperson Intake Assistant, Bilingual	261	A	64,510.90	67,723.76	71,119.82	74,670.87
			M	5,375.91	5,643.65	5,926.65	6,222.57
			H	32.96	34.60	36.33	38.15
12	Executive Office Assistant	261	A	67,723.76	71,119.82	74,670.87	78,405.13
			M	5,643.65	5,926.65	6,222.57	6,533.76
			H	34.60	36.33	38.15	40.05
14	Administrative Coordinator, Board of Ed Labor Relations Analyst, III	261	A	74,670.87	78,405.13	82,322.57	86,451.37
			M	6,222.57	6,533.76	6,860.21	7,204.28
			H	38.15	40.05	42.05	44.16
15	Spec, Community Engagement	261	A	78,405.13	82,322.57	86,451.37	90,763.37
			M	6,533.76	6,860.21	7,204.28	7,563.61
			H	40.05	42.05	44.16	46.37
16	Analyst, Employee Info & Mgmt Systems Analyst, Position Control Associate, Credentials Associate, Systems Associate, Talent Development Mgr, Publications Spec, Employee Retention & Development Systems Analyst, HRIS	261	A	82,322.57	86,451.37	90,763.37	95,300.84
			M	6,860.21	7,204.28	7,563.61	7,941.74
			H	42.05	44.16	46.37	48.68
17	Administrator, Risk Management Legal Assistant/Law Clerk III Mgr, Internal & Web Communications	261	A	86,451.37	90,763.37	95,300.84	100,077.85
			M	7,204.28	7,563.61	7,941.74	8,339.82
			H	44.16	46.37	48.68	51.13
18	Assistant Staffing Support Employee Support Specialist Mgr, Human Capital Strategic Initiatives Mgr, Substitute Services Program Mgr, Special Projects	261	A	90,256.07	94,765.36	99,514.20	104,488.49
			M	7,521.34	7,897.11	8,292.85	8,707.37
			H	46.11	48.41	50.84	53.38
19	Administrator, Legal Office Director, Tech Support & Customer Service Coordinator, Labor	261	A	93,750.77	98,443.24	103,361.17	108,532.76
			M	7,812.56	8,203.60	8,613.43	9,044.40
			H	47.89	50.29	52.80	55.44
20	Business Manager - HRSS/Sr Coord, Benefits Management Coord, Disability Management Coord, Employee Diversity & Inclusion Coord, Leave Management Dep Director, Office of Charter Schools Mgr, Fixed Assets & Insurance Solutions Residency Coordinator Sr Exec Assistant to the Superintendent Sr Financial Analyst	261	A	98,443.24	103,361.17	108,532.76	113,957.99
			M	8,203.60	8,613.43	9,044.40	9,496.50
			H	50.29	52.80	55.44	58.22
21	Dir, Tech Support & Customer Service	261	A	103,361.17	108,526.89	113,955.64	119,650.96
			M	8,613.43	9,043.91	9,496.30	9,970.91
			H	52.80	55.44	58.21	61.12
22	Dir, Buildings & Grounds Dir, Communications Dir, Facilities Management Dir, HR Operations Dir, Quality, Enhancement & Prof Dev Partner, Central Office Partner, School Title IX Coordinator & Investigator	261	A	108,532.76	113,957.99	119,650.96	125,625.75
			M	9,044.40	9,496.50	9,970.91	10,468.81
			H	55.44	58.22	61.12	64.18

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2022/2023 CONF CFA Salary Schedule

Board approved 6% increase 4/18/22 effective 7/1/22

Range	Classification	Days		1	2	3	4
23	Dir, Office of Ombudsperson	261	A	113,957.99	119,650.96	125,625.75	131,924.65
			M	9,496.50	9,970.91	10,468.81	10,993.72
			H	58.22	61.12	64.18	67.39
24	Dir, Talent Development Sr Director, Strategic Projects	261	A	119,650.96	125,639.84	131,924.65	138,505.39
			M	9,970.91	10,469.99	10,993.72	11,542.12
			H	61.12	64.18	67.39	70.76
25	Dir, Quality Diverse Providers Executive Assistant to Board Exec Director, Custodial Svcs & Grounds Exec Director, District Strategy Exec Director, Enrollment & Reg Mgmt Exec Director, Equity Exec Director, Facilities Mgmt & Planning Exec Director, Labor Strat & Alt Dispute Res Exec Director, RAD Exec Director, Syst & Svcs Improvement Exec Director, Technology Services Exec Director, Transportation & Logistics Facilities Attorney Partner, Central Office Risk Management Officer	261	A	125,639.84	131,924.65	138,491.30	145,452.50
			M	10,469.99	10,993.72	11,540.94	12,121.04
			H	64.18	67.39	70.75	74.31
			A	131,924.65	138,491.30	144,278.21	152,723.72
			M	10,993.72	11,540.94	12,023.18	12,726.98
			H	67.39	70.75	73.71	78.02
26	Dir, Payroll	261	A	131,924.65	138,491.30	144,278.21	152,723.72
			M	10,993.72	11,540.94	12,023.18	12,726.98
			H	67.39	70.75	73.71	78.02
27	Dir, Budget and Finance	261	A	138,491.30	145,452.50	152,723.72	160,361.31
			M	11,540.94	12,121.04	12,726.98	13,363.44
			H	70.75	74.31	78.02	81.92
28	Controller Sr Exec Director, Nutrition Services & Warehouse	261	A	145,452.50	152,723.72	160,361.31	168,365.28
			M	12,121.04	12,726.98	13,363.44	14,030.44
			H	74.31	78.02	81.92	86.01

### CFST (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6	7
4	HR File Clerk Classified Clerk Confidential	261	A	29,464.16	30,932.02	32,455.08	34,097.91	35,775.98	37,577.34	39,447.98
			M	2,455.35	2,577.67	2,704.59	2,841.49	2,981.33	3,131.45	3,287.33
			H	15.05	15.80	16.58	17.42	18.28	19.20	20.15

### CFCO (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6
9	Office Manager II Confidential	261	A	59,970.62	62,960.48	66,123.68	69,420.31	72,897.81	76,537.65
			M	4,997.55	5,246.71	5,510.31	5,785.03	279.30	293.25
			H	30.64	32.16	33.78	35.46	37.24	39.10

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

#### All stipends are annual rates, paid monthly

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent:\* \$2500

**Cell Phone Stipend:** \$600

**Additional Compensation:** 10% for duties performed above and beyond job description

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs: \$6000, Exec Directors: \$4800, Directors: \$3600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2023/2024 CONF CFAD Salary Schedule

*Board approved 10% increase 5/22/24 effective 7/1/23*

<b>CFAD (7.5 hours/day)</b>									
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/227 days/year									
Range	Classification	Days		1	2	3	4	5	6
22	Dir, College & Career Pathways Dir, Instruction PreK-12	227	A	119,370.54	125,353.79	131,616.06	138,203.82	145,117.12	152,340.43
			M	9,947.55	10,446.15	10,968.01	11,516.99	12,093.09	12,695.04
			D	525.86	552.22	579.81	608.83	639.28	671.10
23	Dir, New Teacher Support & Development	227	A	125,353.79	131,616.06	138,203.82	145,117.12	152,340.43	159,997.75
			M	10,446.15	10,968.01	11,516.99	12,093.09	12,695.04	13,333.15
			D	552.22	579.81	608.83	639.28	671.10	704.84
25	Deputy Network Superintendent, PreK-5 Dir, Early Childhood Education Exec Director, Alternative Ed Exec Director, Early Learning Exec Director, ELL Exec Director, Instruction Exec Director, PEC	227	A	138,203.82	145,117.12	152,340.43	159,997.75	167,996.09	176,397.44
			M	11,516.99	12,093.09	12,695.04	13,333.15	13,999.67	14,699.79
			D	608.83	639.28	671.10	704.84	740.07	777.08

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent:\* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
\$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation  
and performance as indicated by supervisor.

**Additional Compensation:** 10% for duties  
performed above and beyond job description

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2023/2024 CONF CFA Salary Schedule

Board approved 10% increase 5/22/24 effective 7/1/23

<b>CFA (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days		1	2	3	4
11	Office Manager, Labor/Legal Ombudsperson Intake Assistant, Bilingual	261	A	70,961.99	74,496.14	78,231.80	82,137.96
			M	5,913.50	6,208.01	6,519.32	6,844.83
			H	36.25	38.06	39.97	41.96
12	Executive Office Assistant	261	A	74,496.14	78,231.80	82,137.96	86,245.64
			M	6,208.01	6,519.32	6,844.83	7,187.14
			H	38.06	39.97	41.96	44.06
14	Administrative Coordinator, Board of Ed Labor Relations Analyst, III	261	A	82,137.96	86,245.64	90,554.83	95,096.51
			M	6,844.83	7,187.14	7,546.24	7,924.71
			H	41.96	44.06	46.26	48.58
15	Spec, Community Engagement	261	A	86,245.64	90,554.83	95,096.51	99,839.71
			M	7,187.14	7,546.24	7,924.71	8,319.98
			H	44.06	46.26	48.58	51.00
16	Analyst, Employee Info & Mgmt Systems Analyst, Position Control Associate, Credentials Associate, Systems Associate, Talent Development Mgr, Publications Spec, Employee Retention & Development Systems Analyst, HRIS	261	A	90,554.83	95,096.51	99,839.71	104,830.92
			M	7,546.24	7,924.71	8,319.98	8,735.91
			H	46.26	48.58	51.00	53.55
17	Administrator, Risk Management Legal Assistant/Law Clerk III Mgr, Internal & Web Communications	261	A	95,096.51	99,839.71	104,830.92	110,085.64
			M	7,924.71	8,319.98	8,735.91	9,173.80
			H	48.58	51.00	53.55	56.24
18	Assistant Staffing Support Employee Support Specialist Mgr, Human Capital Strategic Initiatives Mgr, Substitute Services Program Mgr, Special Projects	261	A	99,281.68	104,241.90	109,465.62	114,937.34
			M	8,273.47	8,686.83	9,122.14	9,578.11
			H	50.72	53.25	55.92	58.72
19	Administrator, Legal Office Coordinator, Labor	261	A	103,125.85	108,287.56	113,697.29	119,386.04
			M	8,593.82	9,023.96	9,474.77	9,948.84
			H	52.68	55.32	58.08	60.99
20	Business Manager - HRSS/Sr Coord, Benefits Management Coord, Disability Management Coord, Employee Diversity & Inclusion Coord, Leave Management Dep Director, Office of Charter Schools Mgr, Fixed Assets & Insurance Solutions Sr Exec Assistant to the Superintendent Sr Financial Analyst	261	A	108,287.56	113,697.29	119,386.04	125,353.79
			M	9,023.96	9,474.77	9,948.84	10,446.15
			H	55.32	58.08	60.99	64.04
21	Dir, Tech Support & Customer Service	261	A	113,697.29	119,379.58	125,351.20	131,616.06
			M	9,474.77	9,948.30	10,445.93	10,968.01
			H	58.08	60.99	64.04	67.24
22	Dir, Buildings & Grounds Dir, Communications Dir, Facilities Management Dir, Quality, Enhancement & Prof Dev Partner, Central Office Partner, School Title IX Coordinator & Investigator	261	A	119,386.04	125,353.79	131,616.06	138,188.33
			M	9,948.84	10,446.15	10,968.01	11,515.69
			H	60.99	64.04	67.24	70.59

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2023/2024 CONF CFA Salary Schedule

Board approved 10% increase 5/22/24 effective 7/1/23

Range	Classification	Days		1	2	3	4			
23	Dir, Office of Ombudsperson	261	A	125,353.79	131,616.06	138,188.33	145,117.12			
			M	10,446.15	10,968.01	11,515.69	12,093.09			
			H	64.04	67.24	70.59	74.13			
24	Dir, Talent Development Sr Director, Strategic Projects	261	A	131,616.06	138,203.82	145,117.12	152,355.93			
			M	10,968.01	11,516.99	12,093.09	12,696.33			
			H	67.24	70.60	74.13	77.83			
25	Dir, Quality Diverse Providers Executive Assistant to Board Exec Director, Custodial Svcs & Grounds Exec Director, District Strategy Exec Director, Enrollment & Reg Mgmt Exec Director, Equity Exec Director, Facilities Mgmt & Planning Exec Director, Labor Strat & Alt Dispute Res Exec Director, RAD Exec Director, Syst & Svcs Improvement Exec Director, Technology Services Exec Director, Transportation & Logistics Facilities Attorney Partner, Central Office Risk Management Officer	261	A	138,203.82	145,117.12	152,340.43	159,997.75			
			M	11,516.99	12,093.09	12,695.04	13,333.15			
			H	70.60	74.13	77.82	81.74			
			26	Dir, Payroll	261	A	145,117.12	152,340.43	158,706.03	167,996.09
						M	12,093.09	12,695.04	13,225.50	13,999.67
						H	74.13	77.82	81.08	85.82
			27	Dir, Budget and Finance	261	A	152,340.43	159,997.75	167,996.09	176,397.44
						M	12,695.04	13,333.15	13,999.67	14,699.79
						H	77.82	81.74	85.82	90.11
			28	Controller Sr Exec Director, Nutrition Services & Warehouse	261	A	159,997.75	167,996.09	176,397.44	185,201.81
M	13,333.15	13,999.67				14,699.79	15,433.48			
H	81.74	85.82				90.11	94.61			

### CFST (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6	7
4	HR File Clerk Classified Clerk Confidential	261	A	34,387.41	34,387.41	35,700.59	37,507.70	39,353.58	41,335.07	43,392.78
			M	2,865.62	2,865.62	2,975.05	3,125.64	3,279.47	3,444.59	3,616.07
			H	17.57	17.57	18.24	19.16	20.10	21.12	22.17

### CFCO (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6
12	Office Manager II Confidential	261	A	76,358.55	80,187.59	84,191.42	88,401.79	92,818.68	97,473.93
			M	6,363.21	6,682.30	7,015.95	7,366.82	7,735.63	8,124.46
			H	39.01	40.96	43.01	45.16	47.42	49.79

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

#### All stipends are annual rates, paid monthly

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent: \* \$2500

**Cell Phone Stipend:** \$600

**Additional Compensation:** 10% for duties performed above and beyond job description

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs: \$6000, Exec Directors: \$4800, Directors: \$3600

**Pathways to Excellence Leadership**

**Performance Stipend:**  
\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2024/2025 CONF CFAD Salary Schedule

Board approved 10.5% increase 5/22/24 effective 7/1/24

<b>CFAD (7.5 hours/day)</b>									
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/227 days/year									
Range	Classification	Days		1	2	3	4	5	6
22	Dir, Adult Education	227	A	131,904.45	138,515.94	145,435.75	152,715.22	160,354.42	168,336.18
	Dir, College & Career Pathways		M	10,992.04	11,543.00	12,119.65	12,726.27	13,362.87	14,028.02
	Dir, Instruction PreK-12		D	581.08	610.20	640.69	672.75	706.41	741.57
23	Dir, New Teacher Support & Development	227	A	138,515.94	145,435.75	152,715.22	160,354.42	168,336.18	176,797.51
			M	11,543.00	12,119.65	12,726.27	13,362.87	14,028.02	14,733.13
			D	610.20	640.69	672.75	706.41	741.57	778.84
25	Deputy Network Superintendent, PreK-5	227							
	Dir, Early Childhood Education								
	Exec Director, Early Learning								
	Exec Director, Elementary Instruction								
	Exec Director, ELL		A	152,715.22	160,354.42	168,336.18	176,797.51	185,635.68	194,919.17
	Exec Director, Secondary Instruction		M	12,726.27	13,362.87	14,028.02	14,733.13	15,469.64	16,243.26
			D	672.75	706.41	741.57	778.84	817.78	858.67

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

**All stipends are annual rates, paid monthly**

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
 Doctoral Equivalent:\* \$2500

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs:  
 \$6000, Exec Directors: \$4800, Directors: \$3600

**Cell Phone Stipend:** \$600

**Pathways to Excellence Leadership**

**Additional Compensation:** 10% for duties performed above and beyond job description

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2024/2025 CONF CFA Salary Schedule

Board approved 10.5% increase 5/22/24 effective 7/1/24

<b>CFA (7.5 hours/day)</b>							
Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year							
Range	Classification	Days		1	2	3	4
8	Assistant, Recruitment	261	A	67,725.00	71,116.37	74,661.92	78,413.00
			M	5,643.75	5,926.36	6,221.83	6,534.42
			H	34.60	36.33	38.14	40.06
11	Office Manager, Labor/Legal Ombudsperson Intake Assistant, Bilingual	261	A	78,413.00	82,318.23	86,446.14	90,762.45
			M	6,534.42	6,859.85	7,203.85	7,563.54
			H	40.06	42.05	44.16	46.37
12	Executive Office Assistant	261	A	82,318.23	86,446.14	90,762.45	95,301.43
			M	6,859.85	7,203.85	7,563.54	7,941.79
			H	42.05	44.16	46.37	48.69
14	Administrative Coordinator, Board of Ed Labor Relations Analyst, III	261	A	90,762.45	95,301.43	100,063.09	105,081.64
			M	7,563.54	7,941.79	8,338.59	8,756.80
			H	46.37	48.69	51.12	53.68
15	External Information Services Specialist Spec, Community Engagement	261	A	95,301.43	100,063.09	105,081.64	110,322.88
			M	7,941.79	8,338.59	8,756.80	9,193.57
			H	48.69	51.12	53.68	56.36
16	Analyst, Employee Info & Mgmt Systems Analyst, Position Control Associate, Credentials Associate, Guest Teacher Associate, Systems Associate, Talent Development Mgr, Publications Spec, Employee Retention & Development Systems Analyst, HRIS	261	A	100,063.09	105,081.64	110,322.88	115,838.17
			M	8,338.59	8,756.80	9,193.57	9,653.18
			H	51.12	53.68	56.36	59.18
17	Administrator, Risk Management Legal Assistant/Law Clerk III Mgr, Internal & Web Communications	261	A	105,081.64	110,322.88	115,838.17	121,644.63
			M	8,756.80	9,193.57	9,653.18	10,137.05
			H	53.68	56.36	59.18	62.14
18	Assistant Staffing Support Employee Support Specialist Mgr, Human Capital Strategic Initiatives Mgr, Substitute Services Program Mgr, Special Projects	261	A	109,706.26	115,187.30	120,959.51	127,005.76
			M	9,142.19	9,598.94	10,079.96	10,583.81
			H	56.04	58.84	61.79	64.88
19	Administrator, Legal Office Director, Tech Support & Customer Service Coordinator, Labor	261	A	113,954.06	119,657.75	125,635.51	131,921.57
			M	9,496.17	9,971.48	10,469.63	10,993.46
			H	58.21	61.13	64.18	67.39
20	Business Manager - HRSS/Sr Coord, Benefits Management Coord, Disability Management Coord, Employee Diversity & Inclusion Coord, Leave Management Dep Director, Office of Charter Schools Mgr, Fixed Assets & Insurance Solutions Sr Exec Assistant to the Superintendent Sr Financial Analyst	261	A	119,657.75	125,635.51	131,921.57	138,515.94
			M	9,971.48	10,469.63	10,993.46	11,543.00
			H	61.13	64.18	67.39	70.76
21	Dir, Tech Support & Customer Service	261	A	125,635.51	131,914.44	138,513.08	145,435.75
			M	10,469.63	10,992.87	11,542.76	12,119.65
			H	64.18	67.39	70.76	74.30
22	Dir, Buildings & Grounds Dir, Communications Dir, Facilities Management Dir, Quality, Enhancement & Prof Dev Partner, Central Office Partner, School Title IX Coordinator & Investigator	261	A	131,921.57	138,515.94	145,435.75	152,698.10
			M	10,993.46	11,543.00	12,119.65	12,724.84
			H	67.39	70.76	74.30	78.01

# OAKLAND UNIFIED SCHOOL DISTRICT

## 2024/2025 CONF CFA Salary Schedule

Board approved 10.5% increase 5/22/24 effective 7/1/24

Range	Classification	Days		1	2	3	4			
23	Dir, Office of Ombudsperson	261	A	138,515.94	145,435.75	152,698.10	160,354.42			
			M	11,543.00	12,119.65	12,724.84	13,362.87			
			H	70.76	74.30	78.01	81.92			
24	Dir, Talent Development Sr Director, Strategic Projects	261	A	145,435.75	152,715.22	160,354.42	168,353.30			
			M	12,119.65	12,726.27	13,362.87	14,029.44			
			H	74.30	78.02	81.92	86.00			
25	Dir, Quality Diverse Providers Executive Assistant to Board Exec Director, Custodial Svcs & Grounds Exec Director, Enrollment & Reg Mgmt Exec Director, Equity Exec Director, Facilities Mgmt & Planning Exec Director, Labor Strat & Alt Dispute Res Exec Director, RAD Exec Director, Safety Exec Director, Syst & Svcs Improvement Exec Director, Technology Services Exec Director, Transportation & Logistics Facilities Attorney Officer, Accountability Partners Partner, School Risk Management Officer	261	A	152,715.22	160,354.42	168,336.18	176,797.51			
			M	12,726.27	13,362.87	14,028.02	14,733.13			
			H	78.02	81.92	86.00	90.32			
			26	Dir, Payroll	261	A	160,354.42	168,336.18	175,370.16	185,635.68
						M	13,362.87	14,028.02	14,614.18	15,469.64
						H	81.92	86.00	89.59	94.83
			27	Dir, Budget and Finance	261	A	168,336.18	176,797.51	185,635.68	194,919.17
						M	14,028.02	14,733.13	15,469.64	16,243.26
						H	86.00	90.32	94.83	99.58
			28	Controller Sr Exec Director, Nutrition Services & Warehouse	261	A	176,797.51	185,635.68	194,919.17	204,648.00
M	14,733.13	15,469.64				16,243.26	17,054.00			
H	90.32	94.83				99.58	104.55			

### CFST (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6	7
4	HR File Clerk Classified Clerk Confidential	261	A	37,998.09	37,998.09	39,449.15	41,446.01	43,485.71	45,675.25	47,949.02
			M	3,166.51	3,166.51	3,287.43	3,453.83	3,623.81	3,806.27	3,995.75
			H	19.41	19.41	20.15	21.17	22.21	23.33	24.50

### CFCO (7.5 hours/day)

Hourly, daily, and annual rate based on 1.00 FTE - 7.5 hours/day, 12 months/261 days/year

Range	Classification	Days		1	2	3	4	5	6
12	Office Manager II Confidential	261	A	84,376.20	88,607.29	93,031.52	97,683.98	102,564.64	107,708.69
			M	7,031.35	7,383.94	7,752.63	8,140.33	8,528.02	8,925.71
			H	43.10	45.27	47.53	49.90	52.40	55.02

Due to rounding in the automated payroll system, rates shown on this schedule may not be exact figures and are being provided for general purposes only.

#### All stipends are annual rates, paid monthly

**Degree Stipends:**

Master's: \$1200, Doctorate: \$3000  
Doctoral Equivalent: \* \$2500

**Cell Phone Stipend:** \$600

**Additional Compensation:** 10% for duties performed above and beyond job description

**Travel Stipends:**

Supt: \$9000, Asst Supts/Chiefs: \$7200, Dep Chiefs: \$6000, Exec Directors: \$4800, Directors: \$3600

**Pathways to Excellence Leadership**

**Performance Stipend:**

\$5,000, \$10,000 or \$15,000.00 based on evaluation and performance as indicated by supervisor.

\* Employees who have an earned Master's Degree and 90 upper division and graduate units beyond the BA Degree from a regionally accredited college or university. At least 35 of the 90 units must be at the graduate level. Not more than 30 of these 90 units may be in equivalents shall be deemed to possess the equivalent of an earned doctorate and shall also be paid the additional stipend \$2500.00 per year.

Legislative File	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Chief Systems &amp; Services Officer</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Superintendent</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: June 2007 Revised: May 2019 Revised: July 2024</b>	<b>SALARY GRADE:</b>	<b>EXEC 17</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 related to the position control system. Audit and review position control reports and make changes as needed.

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

Insure the integrity and accuracy of the employee assignments related to the Position Control System.

Establish Human Resources Master File 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 a 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:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Deputy Superintendent, Business and Operations</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
<b>DEPARTMENT:</b>	<b>Office of the Superintendent</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days</b>
<b>ISSUED:</b>	<b>Created: June 2010</b>	<b>SALARY GRADE:</b>	<b>EXEC 18b</b>

**BASIC FUNCTION:** Employee shall serve as the Deputy Superintendent, Business and Operations for the District, reporting to the Superintendent. In this capacity, Employee shall lead and oversee the operations of all support services, including Fiscal Services and Business Services (finance, budget, audit, payroll, accounts payable, procurement, benefits, nutritional services, risk management); Human Resources; Technology and Information Services; and Facilities (buildings and grounds, the capital program and custodial services).

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

### ESSENTIAL FUNCTIONS

Employee shall serve as the Deputy Superintendent, Business & Operations for the District, reporting to the Superintendent. In this capacity, Employee shall lead and oversee the operations of all support services, including Fiscal Services and Business Services (finance, budget, audit, payroll, accounts payable, procurement, benefits, nutritional services, risk management); Human Resources; Technology and Information Services; and Facilities (buildings and grounds, the capital program and custodial services).

Employee is also responsible for assisting the Superintendent in the discharge of administrative responsibilities for the District;

Serving as the District's Compliance Officer;

Providing general supervision and sign-off authority for personnel actions;

Providing immediate supervision to the heads of several divisions and offices;

Participating in oversight and preparation of the budget;

Collaborating with the General Counsel's on legal issues;

Supervising the development of the District's short and long term financial strategy, policies, and budget;

Monitoring and maintaining the financial health of the District;

Presenting the budget to the Board;

Monitoring the District's balance sheet and cash flow;

Ensuring the Multi-Year Fiscal Recovery Plan is on track; and,

Performing other duties as assigned by the Superintendent.

**MINIMUM QUALIFICATIONS  
TRAINING, EDUCATION AND EXPERIENCE:**

**Education**

- Bachelor's degree from an accredited college or university in business administration, public administration, finance, accounting, educational leadership, or a closely related field is required.
- A master's degree in a related field, a CPA, or a school business official certification (e.g., CASBO/SFO or equivalent) is preferred.

**Experience**

- A minimum of seven (7) years of progressively responsible management experience in school district or public-sector business, finance, and operations, including at least three (3) years at a senior management or executive level.
- Demonstrated experience leading multiple functional divisions and managing a large operating budget is required; experience in a large, complex, or urban public agency is preferred.

**Licenses and Other Requirements**

- Valid driver's license and the ability to travel among District sites as required.
- Satisfactory completion of a criminal background check (fingerprint clearance) and tuberculosis screening as required by law.
- Any combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions may be considered.

**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:**

**Knowledge of**

- Principles and practices of public school finance, governmental and fund accounting, and budget development and administration.
- Applicable federal, state, and local laws, regulations, and reporting requirements governing public education finance and operations.
- Public contracting, procurement, risk management, facilities and capital program administration, and operational support services.
- Principles of organizational leadership, change management, internal control, and performance management.
- Labor relations, collective bargaining, and public-sector human resources practices.

**Ability to**

- Provide strategic, ethical, and effective executive leadership across a complex portfolio of business and operations functions.
- Analyze complex fiscal and operational data, develop multi-year projections, and translate analysis into sound recommendations.
- Lead organizational change and fiscal recovery efforts under conditions of scrutiny and constraint.
- Communicate clearly and persuasively in writing and in public presentations to the board, staff, and community.
- Establish and maintain effective working relationships with diverse stakeholders and oversight bodies.
- Exercise sound, independent judgment and maintain confidentiality and integrity in all matters.

**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:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Chief Academic Officer (CAO)</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
<b>DEPARTMENT:</b>	<b>Office of the Superintendent</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 days</b>
<b>ISSUED:</b>	<b>Created: August 2014</b>	<b>SALARY GRADE:</b>	<b>EXEC 18</b>

**BASIC FUNCTION:** The Chief Academic Officer (CAO) is responsible for both sustaining and improving the culture of high academic excellence in all District schools. The CAO has primary authority and accountability to implement a vertically aligned curriculum and assessment system, instruction, research and supporting services. The CAO leads the educational performance of the District through a clear vision and strategic direction for the District’s curriculum, instruction, and school improvement initiatives; designs and implements professional development that provides educators with understanding of instructional best practice to ensure mastery of standards and articulates and ensures that the District’s missions and goals are achieved as well as collaborating with other leaders around issues of instructional quality.

**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

Provide educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.

Design and implement “best practice” instructional systems aligned to district priorities in conjunction with the Leadership Team to address both immediate and long-range District priorities.

Assure that the District’s academic philosophy, values, and mission are carried out in a manner which is conducive to innovation, positive thinking, accountability, and performance; assist in the development, organization, and delivery of all curricular and instructional programs and services to ensure they are based on best practices and aligned with District and state standards and assessments.

Assist in the selection, training, development, and management of principals, teachers and professional staff.

Support and equip Principals to be instructional leaders for their faculties and establish extensive training programs for teachers and administrators based on best practices, standards for effective instruction, and assessment, to prepare them for instructional leadership.

Plan and recommend an instructional budget including personnel requirements, program expenses, and capital needs necessary to support a world-class learning environment.

Supervise curriculum and instruction and professional development to improve school achievement.

Provide vision and strategic direction for the District's curriculum, instruction and school improvement initiatives, aligned with the long term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups.

Build and lead a highly effective, innovative academic services department including re-envisioning the current team, roles and responsibilities as necessary.

Reduce the variability in curricula, instruction, and assessment and implement a vertically aligned curriculum and assessment system, which includes the management of the roll-out of Common Core Standards and consistent delivery of instruction aligned with key standards (i.e. classroom-to-classroom, grade-by-grade, school-by-school).

Develop and monitor accountability systems and evaluation rubrics that are based on data-driven performance parameters; leverage data to inform strategic direction systems; coordinate the collection of real-time student assessment data and subsequent training for principals and teachers in order to use data effectively.

Collaborate with Network Superintendents, Instructional Leadership, Human Resources, and other divisions and departments to ensure support to teachers and the effective delivery of instructional programs and services to all schools.

Collaborate with schools to develop instructional programs and implement reform models designed to improve achievement of all students.

Serve as the key spokesperson to the Superintendent, the Leadership Team, the Board and the community regarding academic and educational issues; serve as the District representative regarding academic affairs in meetings with governmental, legislative and business and community meetings.

Provide direction in and maintain current knowledge of educational reform and instructional best practices in all aspects of K-12 urban education.

Collaborate with school departments, community agencies, local universities, research laboratories and other organizations to implement ongoing evaluation and improvement of instructional programs with particular focus to increase student achievement at underperforming schools.

Oversee the allocation of materials and staff resources for academic departments, ensure their use for the purposes intended, and enforce appropriate accountability for disbursements and expenditures.

Ensure District compliance with state regulations and policies in monitoring, assessment, and reporting for all academic programs.

Build and maintain strong relationships with the Leadership Team, creating organizational capacity for change, and leading and sponsoring programs that allow the organization at all levels to be more flexible and effective.

Play an active role on the Executive Leadership Team to include proactively supporting the District's overall performance delivery strategy while ensuring that all curriculum and instructional leaders across the organization function as an integrated team.

Work directly with principals, teachers, and instructional leaders to implement the instructional goals, programs, and services of the District.

Develop and foster a work environment that is student-focused, results-oriented, and places emphasis on student learning and performance.

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.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** A Master's degree Curriculum, Teaching and Learning, Educational Leadership, Education Administration or related field required.

A Doctorate degree preferred but not required

Ten (10) years of progressive experience with district level instructional systems including curriculum, instruction, research, assessment, and support services in an environment comprised of an ethnically diverse student body, a

sizeable student population of English-language learners, and a large percentage of students eligible for free or reduced lunch programs preferably at all three school levels (elementary, middle, high)

Seven (7) years of progressive experience leading principals, curriculum coordinators, teachers, and other professional staff

Experience in working with a diverse population of students and families within an urban school setting

Demonstrated increases in student achievement and a reduction in the student achievement gap

Experience in the alignment of written curriculum, instruction procedures, instructional practices, assessment practices, supervision practices, scheduling practices, and personnel practices to achieve the most impact on the widest variety of students in the most efficient manner possible

Must be familiar with "mass customization" – designing instructional systems that are flexible enough in terms of structure to meet the specific needs of a diverse student population, while allowing those close to the students to conduct planning and make decisions without waiting on "top down" decisions

Demonstrated knowledge and understanding of student assessment and data collection and their use

Should be familiar with content areas in terms of trends within various disciplines, i.e., reading, mathematics, special education, and ESL

Demonstrated record with regard to recruiting/selection and professional development relative to principals, teachers, and professional staff

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

Demonstrated success in executing significant budgetary and operational responsibilities at an executive level

Valid California Teaching Credential

Valid California Administrative Services Credential

**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 scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Effective instructional programs and methodologies, and experience in evaluating such methodologies for effectiveness in meeting state standards for achievement

State-of-the-art research and proven best practices in curriculum, instruction, research and assessment and in closing the achievement gaps and meeting diverse needs of students

Curricular frameworks, pedagogy and quality classroom materials

Urban school system environment and commitment to improving student achievement

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

Current District curriculum and school instructional programs

Effective staff development programs and strategies

Utilization of various forms of assessment to guide and design instruction

Effective pedagogy for ethnic populations, English Language Learners, Standard English Learners, and students with exceptionalities

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, and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Develop and deliver programming that drives improved academic performance for all student populations; know effective practice for differentiating instruction

Identify exceptional instruction at the classroom level and more importantly, possess the ability to “model” exceptional instruction

Demonstrate success in managing change in a constructive manner and leading and facilitating collaboration among departments

Build a well integrated instructional team that exhibits superb cross-functional communications and execution capabilities that positively impact all of the District’s initiatives

Listen and coach, skilled at influencing, and be a team player with a balanced ego who is approachable by any person in the organization

Be a creative, results-oriented leader with strong communication and relationship-building skills who is particularly good at balancing multiple priorities and issues

Exhibit unquestionable integrity and be dedicated to the principles of developing a strong collaborative organization

Lead others to implement these practices consistently across classrooms and school sites

Be positive, principled and a role model

Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization

Build and maintain strong relationships

Work successfully alone or on a team

Coach, coordinate and lead teams

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

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

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

Actively listen to others and to effectively interpret others’ motivations and perceptions

Build consensus and resolve conflicts and the willingness to have difficult conversations

Skillfully navigate existing political structures and systems

Operate personal computer, related software, and other office equipment

**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.

<b>Legislative File</b>	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED  
SCHOOL DISTRICT

**Position Description**

<b>TITLE:</b>	<b>Chief of Staff</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
<b>DEPARTMENT:</b>	<b>Office of the Superintendent</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days</b>
<b>ISSUED:</b>	<b>Created: April 2016</b>	<b>SALARY GRADE:</b>	<b>3XEC 15</b>

**BASIC FUNCTION:** Support the Superintendent by synchronizing the Superintendent’s Leadership Team, managing the Office of the Superintendent in order to ensure quality and timeliness of information to and from the Office of the Superintendent. The Chief of Staff provides operational assistance by managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, by supporting the deliverables of the Superintendent’s Leadership Team, and by ensuring expectations and deadlines are clearly communicated to staff. The Chief of Staff serves as a key strategic planner and manages the strategic and long range planning processes for the District; is the advisor, decision-maker and problem solver for the Superintendent, ensuring that issues needing the Superintendent’s attention are addressed in a timely manner.

The Chief of Staff supports the Superintendent by serving as the executive liaison with the Board of Education and by facilitating effective communication with the Board’s leadership team and with individual Board members.

The Chief of Staff represents the District and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with all stakeholders; and ensures the Superintendent’s office is responsive to the needs of the Board, staff and community, with attention to supporting equity and diversity.

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:**

Perform highly responsible and confidential work as principal staff support to the Superintendent; support the work of the Superintendent by responding to priority issues as they emerge, maintaining ongoing contact with the Superintendent to receive guidance on essential work, implementing the Superintendent’s directives and instructions, and providing feedback and/or advice as requested.

Support the Superintendent in dealing with a range of administrators, staff, students, Board of Education, and public affairs issue; directly handles matters of school District importance as delegated.

Serve as a liaison with the Board of Education in matters other than those handled directly by the Superintendent;

coordinate the activities of the Board and the support provided to the Board from the Superintendent's Office through the Board Secretary.

Coordinate the development and implementation of strategic initiatives throughout the District.  
Page 2 of 4 Chief of Staff

Manage the annual strategic planning processes and the delivery of projects and outcomes that are assigned by the Superintendent.

Participate with the Superintendent, the Leadership Team and the Board in strategic planning, policy development and problem resolution of complex issues and needs; provide integrated policy analysis, strategic consultation and oversight on progress against strategic plan; deliver and communicate progress reports to internal and external parties.

Operate strategically across the District to identify barriers that impede attainment of goals and objectives.

Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community in order to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the general community; facilitate the dissemination of information about and the utilization of services provided by the District.

Attend Board meetings and other meetings as directed by the Superintendent, and prepare reports for the Board at the direction of the Superintendent.

Serve as a member and work closely with the Superintendent's Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.

Plan and manage meetings as directed by the Superintendent to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Superintendent's Leadership Team and other executive teams; prepare agendas, develop memos, communication, correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials, initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.

Coordinate special projects on behalf of the Superintendent, frequently involving members of the Superintendent's Leadership Team.

Visit schools with the Superintendent, Network Superintendents, Chief of Schools and other District staff to assess level of District support services and provide appropriate feedback to District departments to enhance or adjust District support services.

Serve as strategic liaison between the Superintendent and department heads, school administrators, employee organizations, other school Districts, public agencies and the public as directed.

Suggest ways to position the District with civic and business leadership and Board of Education members on issues that have a direct, strategic impact on the core initiatives.

Interact with industry, government, legislative interests group and community officials in the representation and development of the District's strategic initiatives.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Assume responsibility for the efficient and proper operation of the Office of the Superintendent.

Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed, and direct and oversee the preparation of drafts of needed policies and administrative procedures.

Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Superintendent.

Develop and maintain positive working relationships with all stakeholders, including schools.

Performs other related duties as assigned by the Superintendent.

#### **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.

Page 3 of 4 Chief of Staff

**KNOWLEDGE OF:**

Public school administrative structures and challenges facing large, diverse, urban school districts

Strategic planning theory

Public policy, procedure and management

National, state and local educational goals and standards and operations of K-12 public education in California

School reform theories and best practices to implement change

Development and performance management methods

The goals, objectives, structure and operations of a major public employer

School District policies and procedures, regulations and bylaws, and the legal environment within which they operate

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Lead the strategic planning process and establish objectives

Modify management strategies based on evaluation data

Demonstrate excellent team-building skills

Demonstrate excellent organizational skills and attention to detail

Exercise judgment and discretion in interpreting and applying policies and procedures

Manage financial resources

Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar and usage

Establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, outside advocacy groups, and other community members, with an expertise in consensus building

Organize and motivate high level employees to work together and achieve common goals

Perform complex tasks and to prioritize multiple projects

Interface with all levels within the organization

Work effectively in a diverse work group

Pull resources together to meet deadlines

Work under pressure and flexible in adapting and responding to changing situations

Manage multiple conflicting priorities

Delegate responsibilities effectively

Harvest a healthy, happy workplace with a real emphasis on a strong organizational culture

Operate personal computer, related software, and other office equipment

**PREREQUISITES**

A Master's Degree or Higher in Education, Educational Administration, Communications, Public Relations or related field

Page 4 of 4 Chief of Staff

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Superintendent's office

Ten (10) years of administration experience in a school environment, five (5) years as an executive or cabinet member in an urban public school district

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced written, verbal and listening skills; excellent organization skills

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

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.



**OAKLAND UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

**Legislative File**  
 File ID No.  
 Introduction Date:  
 Enactment No.  
 Enactment Date:  
 By:

---

<b>TITLE:</b>	<b>Chief Partnerships Officer</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
<b>DEPARTMENT:</b>	<b>Chief of Staff or Superintendent’s Office</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</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: July 2023</b>	<b>SALARY GRADE:</b>	<b>EXEC 15</b>

---

**BASIC FUNCTION:** Act as strategic intermediary between the external foundations and philanthropic donors and the District ensuring the accountability requirements (federal, state, district) and alignment to community-based demand for good schools in order to develop the standards, culture and practices for the use funds to improve student achievement among primary stakeholders (families and students), and workplace conditions for the school sites and central leaders.

**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 accurately reflect the principal job elements).

**E = Essential Functions**

Design district strategy for school choice and for measuring and acting on the demand for new schools. **E**

Develop and maintain ‘portfolio’ of school options that meets the needs of students, families and communities. **E**

Develop strategy for engaging the community in an annual review of school options and gathering feedback and ideas for new schools. **E**

Develop high level criteria, standards and processes for school openings, closings, other interventions based on community demand and/or external accountability requirements. **E**

Design school choice lottery/assignment criteria and monitor equity of placement and access. **E**

Engage the public in annual review of school performance at the school and district levels. **E**

Request, review regularly and evaluate school performance data (statistical and trends) at all levels. **E**

Determine how parents, students, and community members participate and/or engage with short- and long-term interventions for underperforming schools. **E**

Communicate results and potential interventions to community and Board. **E**

Build culture of two way accountability for school performance. **E**

Design community engagement strategy regarding school accountability. **E**

Educate parents regarding school choice, zoning, and assignments. **E**

Dialogue with community regarding school performance and interventions: communicate results; listen to community feedback; and establish and communicate rights and responsibilities of all stakeholders. **E**

Develop trust-based relationships with key community constituents to gain acceptance and eventual ownership of school performance. **E**

Engage disenfranchised communities in holding schools accountable. **E**

Develop the blueprint for student, family and community participation at school and at the district levels. **E**

Establish opportunities for student, family and community leadership at all levels to capture the energy and industry of all stakeholders. **E**

Set standards and practices to train and develop school site councils. **E**

Create a vision and strategic plan for how to create greater shared ownership of schools. **E**

Establish mutually accountable relationships with civic and business partners to leverage resources and share responsibility for student achievement. **E**

Encourage and broker partnerships between schools, nonprofits and/or businesses. **E**

Seek opportunities for joint use agreements and shared facilities, especially with regards to city resources. **E**

Develop and design systems to comply with legal requirements, protect the rights of vulnerable populations of students and families, and pursue equity of opportunity and access to high quality programs. **E**

Monitor and communicate the current regulatory environment to key stakeholders. **E**

Monitor and create systems to intervene where inequitable access exists, including advocating for increased investment in order to address inequities. **E**

Ensure the transparency of decision making and budgeting to all stakeholders. **E**

Perform related duties as assigned

## **MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to: a Bachelor's degree, preferably with courses in journalism, communications, broadcasting, media, human relations, and/or marketing and public relations, and five years of recent administrative experience or consulting experience primarily in media and communications.

At least three years of the experience in communications-media relationships involving programs or services of major public interest or involving public education issues.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Drivers License

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Communications media and their most effective uses, including print, radio and television media

Appropriate media contacts regarding given issues and circumstances

Principles of Psychology applicable to communications

Applicable state and federal laws

**ABILITY TO:**

Present information regarding district programs in a proactive, complete and media-sensitive manner (Effective Communicator)

Develop and maintain effective relationships with personnel of the news media, community leaders, administrators and others (Relationship Builder)

Develop effective media communications strategies for all communities including the diverse cultural and other language speaking communities of the District (Effective Communicator)

Listen patiently to input and feedback from others (Patient Listener)

Organize complex multifaceted projects (Organized Multitasker)

Create a vision and strategic plan to increase community ownership of schools (Strategic Thinker)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; fast-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.

Legislative File	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Chief Talent Officer</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
<b>DEPARTMENT:</b>	<b>Office of the Superintendent</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days</b>
<b>ISSUED:</b>	<b>Created: August 2014 Revised: July 2024</b>	<b>SALARY GRADE:</b>	<b>EXEC 17</b>

**BASIC FUNCTION:** Provide visionary leadership to the Oakland Unified School District Human Resources and Talent Management functions and optimize the District’s ability to find, keep and grow top talent. Foster an environment to not only attract, retain, and motivate the District workforce to promote student learning and achievement, but also to create a broad and balanced culture of celebration and performance accountability that positively influences student performance. Develop and implement the strategy, staffing and infrastructure to direct all aspects of Human Resources and Talent Management, including Talent Recruitment, Strategic School Support, Operations and Services, Employee Benefits, Peer Assistance and Review (PAR), New Teacher Support, Labor Relations and Educator Effectiveness. Review, develop, implement, and communicate District-wide policies and procedures within the area of expertise to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices to accomplish stated goals; plan, direct, coordinate, organize, and implement technology products and information management systems for use by Human Resources Services and Support (HRSS) clients. Perform administrative duties involving 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

Champion the strategic direction of programs, policies, and services that are responsive to the Human Capital needs of the District and that are integrated with the District strategic goals.

Provide leadership and accountability over all human resources functions: recruitment, retention, compensation and employee benefits, all aspects of educator effectiveness including training and leadership development, performance management, Peer Assistance and Review (PAR) and new teacher support; diversity, regulatory compliance, teacher and principal performance management initiatives, employee/labor relations, contract negotiations, and HRIS.

Develop, monitor and manage annual operating budgets for the Human Resources department; establish and monitor cost containment initiatives throughout the department without sacrificing quality or service levels oversee on-going analysis of budget expenditures and resource allocation.

Strategize with technical partners to ensure the successful implementation and operation of technology solutions governing HR platforms.

Ensure that the District maintains a viable and competitive image within the community by engaging in proactive human resource activities.

Plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department to ensure smooth and efficient delivery of high quality services that comply with laws, policies, and regulations to meet the needs of the District.

Collaborate with other departmental management to provide ongoing review of organizational structure, staffing, and division-wide policies and procedures to ensure efficient operations and best practices; resolve issues and conflicts and exchange information.

Establish a working environment for all District employees which promotes fairness and equity in HR practices and ensures compliance with all Federal and State employment laws and district policies.

Assist with the long-range strategic planning of human resources and talent management goals and objectives and the development of measures of achievement and effectiveness.

Research, recommend, coordinate, and oversee the development of new applications to be used with existing or new software programs to streamline HRSS processes and procedures to provide timely delivery of high quality services to the District; remain current and knowledgeable on new technology issues; provide staff training and supporting user documents.

Manage internal operations including supervision and evaluation of assigned staff, communication, technology, records, workflow, and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; participate in the selection of personnel; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff in support of professional learning.

Plan, develop, implement, and administer the department-wide budgeting process to ensure the financial stability of the District; review and approve expenditures to support the department's short and long-range strategic objectives.

Research, plan, recommend, and implement new technology throughout the department to support operational goals; develop and support operational guidelines and procedures for all technology-based systems; develop and maintain human resources applications and electronic forms environment, and serve as a resource and liaison to site, internal staff, and support staff on department-wide technology resources.

Provide and expand functionality of the Human Resources Information System (HRIS) for use in departmental and organizational decision-making which lead to increased efficiency in district practices.

Manage data through coordination of new technology to help facilitate the reporting and decision-making process; prepare and present staff reports and other necessary correspondence.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District.

Assist with reviewing board policies, administrative regulations, proposed legislative and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations.

Collaborate with Legal to minimize legal adversity, oversee HR audits and perform risk analysis on District HR policy and programs to proactively reduce adverse exposure.

Oversee the human resources information technology and related data entry process utilized within the HRSS department including security and maintenance of salary tables.

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with District procedure, collective bargaining provisions, and legal mandates.

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals.

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations and others.

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication.

Foster collaboration with major constituencies including executive management staff, academic and non-academic stakeholders, legislators, business/community partners and the general public.

Plan, lead, and/or attend a variety of meetings representing the department.

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.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** a Master's degree in Human Resources or a related field and seven (7) years of directly related progressively responsible experience managing Human Resources and five (5) years of senior level experience working directly with superintendents, executive cabinet leaders, school board members, non-profits or community representatives.

Experience working in or with organizations engaged in a significant reform effort; re-engineering operations and processes; developing new strategies; and leading change initiatives

Demonstrated commitment to high expectations and accountability for human resource objectives and performance levels

Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution

Strong understanding of and experience using technology and automation solutions governing Human Resources

Experience in the following human resource areas: recruitment, retention, training, total rewards, performance management, leadership development, collective bargaining, employee and labor relations experience, legal compliance, grievance handling, and internal policy interpretation

Effective and diplomatic communication skills both verbally and written; experience with public speaking

Demonstrated experience in employment law regulatory knowledge and reporting compliance

Influential experience with labor relations and CBA negotiation

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, Access and PowerPoint)

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

Ability to work evening and weekends when necessary

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures including the American With Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Due Process, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Health Insurance Portability Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws

Employee-employer relations, negotiation techniques and bargaining unit agreements

Human Resources Information Systems (HRIS) and other computerized information systems used in Human Resources

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

District organization, operations, policies, objectives and goals

Planning, organization and coordination needed for assigned program

Principals and practices of modern personnel administration

Principles and practices of effective leadership

Technical aspect of field of specialty

Methods, practices, and procedures of human resources

Budget preparation, laws, regulations, policies and procedures governing human resources functions

Credentialing procedures, requirements, and rules of the California Commission on Teaching Credentialing

Various District bargaining unit contracts

Interpersonal skills using tact, patience, and courtesy

Oral and written communication skills

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

**ABILITY TO:**

Think strategically and systemically, and participate in long-term strategic planning

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Exercise good judgment when apprising difficult situations and execute timely decisions

Develop and report on budgets and expenditures in concert with District-wide budgeting allocations

Plan, organize, and manage a variety of human resources functions

Provide leadership, train and evaluate the performance of assigned staff

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports

Communicate effectively, understand and follow, in English, oral and written directions

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

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Communicate patience and courtesy in a manner that reflects positively on the organization

Analyze and resolve critical issues with significant organizational impact

Focus and appropriately allocate resources toward identified goals

Think outside the box and develop new methods or solutions inspiring others to reach a common goal

Plan, prioritize, and organize work to meet schedules and timelines

Manage multiple projects simultaneously

Work independently and effectively with minimum direction

Manage change and design an effective system of reporting progress and monitoring results

Prepare and monitor department budget to ensure fiscal responsibility

Actively participate in meeting District goals and outcomes

Supervise, coach, and evaluate assigned staff

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and off-site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; contact with dissatisfied individuals

**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:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Deputy Chief, Business &amp; Operations</b>	<b>REPORTS TO:</b>	<b>Deputy Superintendent, Business &amp; Operations</b>
<b>DEPARTMENT:</b>	<b>Business &amp; Operations</b>	<b>CLASSIFICATION:</b>	<b>Classified Management, Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days</b>
<b>ISSUED:</b>	<b>Created: November 2014</b>	<b>SALARY GRADE:</b>	<b>EXEC 11</b>

**BASIC FUNCTION:** Under the direction of the Deputy Superintendent of Business and Operations, the Deputy Chief of Business and Operations serves as the principal deputy and second-in-command for the District’s business and operations enterprise. The position assists the Deputy Superintendent in providing strategic leadership, fiscal stewardship, and operational oversight of the District’s non-instructional service systems, and manages the day-to-day administration of assigned divisions to ensure continuity, compliance, and performance.

The Deputy Chief carries delegated authority for defined functional areas, leads cross-functional initiatives, and acts on behalf of the Deputy Superintendent in assigned matters and during the Deputy Superintendent’s absence. The position exercises significant independent judgment within established policy and the scope of delegated authority, while escalating matters of major fiscal, legal, or board-level significance to the Deputy Superintendent.

- **Supervision Received:** Receives direction from the Deputy Superintendent of Business and Operations.
- **Supervision Exercised:** Provides direct and indirect supervision to management, supervisory, professional, technical, and classified and certificated staff within assigned divisions; serves as a reviewing authority for performance, discipline, and personnel actions within delegated scope.

**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

#### Departmental Cohesion and Integration

- Ensures the departments within the business and operations portfolio operate cohesively, with aligned priorities, coordinated workflows, and resolved interdependencies.
- Serves as the central point of coordination across departments—identifying and removing barriers, reducing duplication, and aligning effort toward shared portfolio goals.
- Establishes and facilitates regular leadership routines (standing meetings, planning cadences, and cross-department check-ins) to keep work synchronized.
- Anticipates and resolves cross-functional conflicts, escalating only those matters requiring the Deputy Superintendent’s decision.

#### Deliverable and Project Oversight

- Oversees deliverables, milestones, and commitments across all departments in the portfolio, ensuring work is completed accurately, on time, and to standard.
- Maintains a consolidated, current view of portfolio priorities and deadlines—including the budget development cycle, statutory reporting, the audit calendar, and the governing board calendar—and the dependencies among them.
- Drives execution of the Deputy Superintendent's initiatives and ensures follow-through on commitments made to the Superintendent, the governing board, and oversight agencies.
- Coordinates and leads cross-functional projects and continuous-improvement initiatives from initiation through completion.

### **Performance Metrics and Standards**

- Establishes, in coordination with department leaders, performance metrics, service-level standards, and key performance indicators for each functional area of the portfolio.
- Monitors performance against metrics, identifies trends and root causes, and proactively flags variances, risks, and emerging issues to the Deputy Superintendent.
- Recommends and helps implement process and performance improvements based on metric findings.

### **Outcome Reporting and Communication**

- Prepares and delivers regular reports on portfolio outcomes, progress, and performance to the Deputy Superintendent and, as assigned, to the Superintendent and governing board.
- Synthesizes data and updates from multiple departments into clear, accurate, decision-ready briefings, dashboards, summaries, and presentations.
- Manages information flow into and out of the Office of the Deputy Superintendent, ensuring leadership has timely and accurate situational awareness.
- Responds to inquiries from staff, oversight agencies, and the public within delegated scope, with accuracy, professionalism, and discretion.

### **Executive Support and Continuity**

- Acts on behalf of the Deputy Superintendent in assigned matters, represents the office in meetings, and ensures operational continuity during the Deputy Superintendent's absence.
- Supports the preparation of board items, policies, regulations, and resolutions originating within the portfolio.
- Performs other duties as assigned.

### **Portfolio Scope**

The essential functions above are performed across the following departments and functional areas of the business and operations portfolio:

- Fiscal leadership and budget (annual and multi-year budget development, projections, cash flow, and financial reporting);
- Accounting, payroll, position control, and internal controls, including the annual independent audit;
- Procurement, contracts, competitive bidding, risk management, insurance, and workers' compensation;
- Facilities, maintenance, custodial and grounds services, and capital and deferred-maintenance programs;
- Operational support services, which may include transportation, nutrition services, warehouse, and central operations;
- Governance, compliance, and board support; and business and financial information systems, as assigned.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **TRAINING, EDUCATION AND EXPERIENCE:**

##### **Education**

- Bachelor's degree from an accredited college or university in business administration, public administration, finance, accounting, educational leadership, or a closely related field is required.

- A master's degree in a related field, an administrative credential, a CPA, or a school business official certification (e.g., CASBO/SFO or equivalent) is preferred.

### **Experience**

- A minimum of five (5) years of progressively responsible management experience in school district or public-sector business, finance, and operations, including at least three (3) years at a management level.
- Demonstrated experience managing more than one functional area and a substantial operating budget is required; experience in a large, complex, or urban public agency is preferred.

### **Licenses and Other Requirements**

- Valid driver's license and the ability to travel among District sites as required.
- Satisfactory completion of a criminal background check (fingerprint clearance) and tuberculosis screening as required by law.
- Any combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions may be considered.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

#### **Knowledge of**

- Principles and practices of public school finance, governmental and fund accounting, and budget development and administration.
- Applicable federal, state, and local laws, regulations, and reporting requirements governing public education finance and operations.
- Public contracting, procurement, risk management, facilities, and operational support services.
- Principles of management, internal control, project management, and performance monitoring.
- Public-sector human resources and labor relations practices.

#### **Ability to**

- Manage multiple business and operations functions effectively and deputize for the executive when assigned.
- Analyze fiscal and operational data and prepare clear, accurate recommendations and reports.
- Implement organizational and process improvements within established policy and delegated authority.
- Communicate clearly in writing and in public presentations to the board, staff, and community.
- Establish and maintain effective working relationships with diverse stakeholders and oversight bodies.
- Exercise sound, independent judgment and maintain confidentiality and integrity in all matters.
- Operate personal computer, related software, and other office equipment

## **WORKING CONDITIONS ENVIRONMENT:**

Work is performed primarily in an office environment with frequent travel to District sites and meetings. The position requires the ability to work extended hours, including evening board meetings and occasional weekend events. Physical demands are consistent with an office leadership role: prolonged sitting, use of computer equipment, and occasional light lifting. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **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:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Deputy Chief, Talent Management</b>	<b>REPORTS TO:</b>	<b>Chief Talent Officer</b>
<b>DEPARTMENT :</b>	<b>Human Resources Services and Support (HRSS)</b>	<b>CLASSIFICATION:</b>	<b>Classified Management, Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days</b>
<b>ISSUED:</b>	<b>Created: November 2014</b>	<b>SALARY GRADE:</b>	<b>EXEC 11</b>

**BASIC FUNCTION:** Under minimum supervision, the Deputy Chief of Talent Management must have the capacity to conceptualize and execute on many levels. Perform professional, highly complex tasks to develop and implement effective talent management practices and principles. Perform independent, specialized tasks in building and retaining a highly qualified workforce in support of schools and departments. The Deputy Chief of Talent Management is empowered to build high quality systems and support to measurably improve District schools by developing and retaining the best educators and staff members.

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

Collaborate with the Chief Talent Officer (CTO) in championing the strategic direction of programs, policies, and services that are responsive to the Human Capital needs of the District and that are integrated with the District strategic goals.

Develop and implement national best practice strategies to support effective talent management practices by central office leaders, principals and academic department heads.

Plan, organize, manage, and direct the daily operations of assigned functions within the HRSS department to ensure smooth and efficient delivery of high quality services that comply with laws, policies, and regulations to meet the needs of the District.

Manage the processes to establish and maintain the system wide definitions of effective teaching and leadership in partnership with labor partners.

Collaborate with the other divisions in the integration and implementation of district-wide systems of educator effectiveness.

Provide leadership and vision to revise the systems of growth and development for teachers and leaders, including the systems of evaluation, professional learning, and induction.

Manage and direct improvements to the teacher and principal performance management processes, including evaluation, remediation and dismissal.

Articulate and implement a set of tiered supports to provide all employees with tools to improve performance.

Develop and implement a consistent, calibrated and rigorous comprehensive classified and certificated performance management and evaluation tool for supervisory and management staff at all levels; provide support in the teacher evaluation process.

Collaborate with Chief Talent Officer to lead a team of Human Resources School Partners in providing individual support to principals on a broad range of strategic human resources issues, including employee staffing and retention, employee performance management, employee training and development, and labor and employer/employee relations.

Oversee the creation and implementation of a training and development program for school administrators on progressive talent management strategies and practices for certificated and classified staff.

Oversee implementation of the tenure affirmation process.

Create conditions for sustainable change in certificated and classified induction, training, retention, and evaluation.

Engage Labor partners to discuss induction, training, retention, and evaluation.

Develop an OUSD "grow our own" leadership pipeline, building and strengthening partnerships with local administrative credential programs and other leadership development programs, with an emphasis on developing leadership pipeline that is reflective of OUSD students and families racial, linguistic and cultural diversity.

Collaborate with District staff on the principal community matching process and engage with school communities to form principal recommendation committees; develop protocols for facilitating school communities' engagement with principal selection process.

Collaborate with Teaching and Learning, and Special Education staff to support the development of a Special Education internship credential program and a credential program that supports Special Education teachers to clear their preliminary teaching credential.

Establish a working environment for all District employees which promotes fairness and equity in HR practices and ensures compliance with all Federal and State employment laws and district policies.

Assist with the long-range strategic planning of human resources and talent management goals and objectives and the development of measures of achievement and effectiveness.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District.

Assist with reviewing board policies, administrative regulations, proposed legislative and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations.

Collaborate with internal staff and community partners to provide career guidance, counseling and coaching to certificated and classified staff who need improvement in their current position and employees approaching layoff.

Work with other members of the leadership team to support and execute the goals of the Human Resources Services and Support Department.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Public Administration, Education, Public Policy or Social Sciences or 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 experience in school administration, developing performance management and career guidance programs and staff management.

Experience as school administrator and/or in principal leadership development

Experience working in an urban school district preferred

Experience working in or with organizations engaged in a significant reform effort; re-engineering operations and processes; developing new strategies; and leading change initiatives

Demonstrated commitment to high expectations and accountability for human resource objectives and performance levels

Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution

Strong understanding of and experience using technology and automation solutions governing Human Resources

Effective and diplomatic communication skills both verbally and written; experience with public speaking

Demonstrated experience in employment law regulatory knowledge and reporting compliance

Influential experience with labor relations and CBA negotiations

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, Access and PowerPoint)

Master's degree preferred

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

Ability to work evenings and weekends when necessary

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Strategic direction of the District

Applicable laws, codes, regulations, policies, and procedures including the American With Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Due Process, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Health Insurance Portability Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws

Employee-employer relations, negotiation techniques and bargaining unit agreements

Methods to interpret, apply, and explain rules, regulations, policies and procedures

Budget preparation, laws, regulations, policies and procedures governing human resources functions

Credentialing procedures, requirements, and rules of the California Commission on Teaching Credentialing

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of effective leadership

Presentation, communication, and public speaking techniques

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

**ABILITY TO:**

Think strategically and systemically, and participate in long-term strategic planning

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Design, develop and implement broad strategic initiatives and work plans

Explain complex problems and solutions in clear, concise and compelling ways

Facilitate discussion and learning activities towards a clear end

Interpret District collective bargaining contract language

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

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Communicate patience and courtesy in a manner that reflects positively on the organization

Implement plans and evaluate their outcomes

Motivate and support adults to transform their practices

Serve as resource to District administrators and facilitate communication throughout the District

Set goals, work independently and drive results

Produce high quality work, including strong attention to detail

Manage multiple assignments, priorities, and projects in a demanding environment

Solve complex problems and think boldly to maximize new opportunities using a data-driven approach

Adapt to feedback and focus on continuous improvement

Design, conduct and cross-train department personnel

Communicate effectively in English orally and in writing

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.

**OAKLAND UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION****Legislative File**

<b>TITLE:</b>	<b>Executive Assistant to Board</b>	<b>REPORTS TO:</b>	<b>Board President</b>
<b>DEPARTMENT:</b>	<b>Board of Education Office</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Revised June 27, 2007</b>	<b>SALARY GRADE:</b>	<b>CFCA 25</b>

**BASIC FUNCTION:** Under the direction of the President of the Board of Education, coordinate and manage activities and tasks pertinent to the conduct of the legislative operations of the Oakland Board of Education and of entities created or appointed by the Board pursuant to law, policies, rules and regulations of the Board. Assist members of the Board of Education and its creations in coordinating the conduct of all of their public meetings. Provide executive assistance to the President of the Board, committee chairs and each Director in the conduct of his/her official duties and responsibilities.

**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 accurately reflect the principal job elements).

**E = Essential Functions**

Receive from Board members, the Superintendent of Schools and the public all legislative proposals for consideration by the Board of , its committees, advisory committees, local agencies and other entities created by the Board, and schedule these for consideration, pursuant to law, policies, rules and regulations adopted by the Board of . **E**

Prepare or cause to be prepared, all notices and agendas (closed and public sessions) of the Board of , its committees, advisory committees, local agencies and other entities created by the Board of Education, pursuant to law, policies, rules and regulations adopted by the Board. **E**

Prepare, or cause to be prepared, minutes of all meeting of the Board, its committees, advisory committees, local agencies and other entities created by the Board . **E**

Prepare and issue any and all reports to the public of actions taken by the Board or committee in Closed Session. **E**

Prepare, or cause to be prepared, any and all documents of official action by the Board and its entities or creations to present to the President of the Board and/or Secretary to the Board for  
Page 2 of 3 Executive Assistant to Board

signature. *E*

Serve as liaison between the Board and the administration and between the Board and other public agencies, officials, and the public with respect to the functions of the Board . *E*

Serve as parliamentarian at all meetings called by the Board and, upon request of the President of the Board and/or committee chair, perform the same essential responsibility during the Board committee and/or closed session meetings. *E*

Attend meetings and advise the Board and its creations on rules, regulations, parliamentary procedures, customs and statutory requirements pertaining to meetings and conduct of affairs. *E*

Provide confidential assistance to the members of the Board, as requested in matters that are not by law, or Board rule, the responsibility of the administration, including matters involving confidential relationships and communications between the public, and the Board ,the public and individual Board members, and between individual Board members. *E*

Research, gather and organize information as requested by the Board pursuant to their function as policy makers. *E*

Under the direction of the President of the Board, direct the preparation of the Board's budget, and supervise the expenditure of funds for the Board Office. *E*

Supervise the receipt and forwarding to the Legal Department of legal processes involving the Board , the District, or its officers in their official capacity. *E*

At the direction of the President of the Board, and/or individual members facilitate and refer to administration inquiries and issues from the public logged with the Board Office for response and/or handling; prepare responses for individual board members as directed. *E*

Upon the request of a Board member, accompany him/her to non-partisan public events that are called by school-sites, central administrators, other elected bodies, or community-based groups that are discussing issues pertinent to the District's educational policies, procedures and/or programs. *E*

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to: a Bachelor's degree in public or business administration, and five years of progressively responsible, related supervisory experience in a public agency or law office.

##### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Drivers License.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of administration

Page 3 of 3 Executive Assistant to Board

Legal principles and terminology

Applicable federal and state laws, district policies and procedures, and court procedures  
Policy development and research methodologies

Parliamentary procedure

**ABILITY TO:**

Analyze political implications of reform measures and the impact of changes proposed to existing programs and practice.

Operate standard office equipment including microcomputers and related software applications  
Establish and maintain cooperative and effective working relationships with others  
Communicate effectively orally and in writing

Plan and organize systems of information

Meet schedules and time lines

Analyze situations accurately and adopt an effective course of action

Work independently with little direction

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

Work with others using tact and diplomacy

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; fast-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.

Legislative File	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Executive Director, PEC</b>	<b>REPORTS TO:</b>	<b>Deputy Chief of Student Services</b>
<b>DEPARTMENT:</b>	<b>Student Services</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 Days</b>
<b>ISSUED:</b>	<b>Created: June 2016</b>	<b>SALARY GRADE:</b>	<b>EXEC 3</b>

**BASIC FUNCTION:** Under the direction of the Deputy Chief of Student Services, the Executive Director of Programs for Exceptional Children performs a variety of leadership, supervisory and administrative tasks in monitoring and assisting the Programs for Exceptional Children in the Oakland Unified School District. The Executive Director of PEC leads, directs and supervises programs and services for students in the system with special needs; coordinates the efforts of federal, state and local agencies, administrators, private specialists, parents, and division supervisors to provide the services needed by students as determined by division staff; monitors the overall effectiveness of programs and ensures all are implemented within federal, state and local regulations.

**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:

Plan, develop, and implement a comprehensive program for students with special needs which assesses the needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs.

Lead state special education self-reviews and other compliance reviews; ensure submission of required reports at the District, state and federal levels.

Direct the District's program evaluation, internal compliance audits, state and federal reporting requirements and management information services.

Provide direction, consultation and supervision to program staff; consult with centrally-based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures; interpret and provide guidance for the implementation of state and federal legal mandates regarding Programs for Exceptional Children and services to children with special needs.

Provide leadership in the monitoring of services provided to District students who are not directly assigned to a school within the District: home-based program, students in non-public school settings and students placed outside the District; ensure out-of-district placement of students is completed in an efficient and effective manner.

Develop and implement standards, policies and procedures related to special education services; develop short- and long-range goals for the division; monitor the progress of various services; make recommendations for

changes; update and ensure implementation of the District's policies and procedures as they relate to students in special education programs.

Work in conjunction with the State Department of Public Instruction, the Office for Civil Rights, and various other agencies to meet the needs of students; prepare and monitor contracts with individuals and agencies for special services not available through the school system; ensure compliance of programs with federal, state and local laws and regulations.

Lead and attend a variety of meetings/committees; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned.

Provide leadership in the alignment of curriculum, implementation of state testing requirements and program enhancement designed to improve the quality of services and outcomes for students; recommend programmatic and staff changes to Chief Academic Officer.

Work with staff in program evaluation, design, interpretation of data and scientific decision-making strategies.

Make decisions and present recommendations concerning and impacting critical educational and administrative operations.

Consult with staff, parents and outside agencies regarding special education students and programs/services offered.

Coordinate with local agencies, parents and school personnel to resolve problems and secure needed resources.

Respond to Superintendent, Chief Academic Officer, Deputy Chief of Student Services, Leadership Team, administrators, staff, parents and representatives from outside agencies regarding special education related issues.

Ensure communication and dissemination of program information to staff, school sites, parents, Board and Superintendent's Cabinet.

Provide direction and information to the Board and Superintendent's Cabinet on issues specific to Special Education.

Provide leadership in the implementation of the Program for Exception Children Strategic Plan providing written updates to the Superintendent, Leadership Team, staff, parents and the community as needed and requested; update and revise Strategic Plan as needed.

Attend Board meetings and prepare reports as requested by the Chief Academic Officer, Superintendent and Leadership.

Represent the District, when requested, in mediation, administrative hearings and court proceedings relating to students in need of or receiving special education services.

Participate in special education programs with public and private organizations and agencies including Alameda County Office of Education and Special Education Local Plan Area (SELPA).

Attend regular Special Education Advisory Committee meetings.

Plan, coordinate, and arrange appropriate training for assigned staff to ensure professional development opportunities.

Follow procedures for safe storing and integrity of all public and confidential school records, ensuring personnel and student record keeping procedures comply with state, federal and District laws and policies.

Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

Provide training and assist staff with the implementation of regulations involving confidential information.

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

Provide leadership in the development and preparation of annual budgets for special education programs; coordinate with other departments or agencies to ensure maximum services; monitor expenditures of approved budget.

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

Curriculum for special education programs

Counseling and testing programs for special education students

Federal, state and local agencies that provide services for children with special needs

Local, state and federal policies and procedures regarding children with special needs

County and District policies, procedures and standards regarding special education

The ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

The current literature, trends, methods and developments in the area of special education

The principles of supervision, organization and administration

Utilization of various forms of assessment to guide and design instruction

Effective pedagogy for ethnic populations, English, and Standard English Learners

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

Budget and grant preparation and management to ensure fiscal responsibility

Funding opportunities and community contacts for assigned program

Correct English usage, grammar, spelling, and punctuation

Principles and practices of administration, supervision, and training

Computer software, hardware, and related technology

**ABILITY TO:**

Plan, organize and administer a large, complex special education program and SELPA

Apply specialized special education knowledge to the administration and management of SELPA programs and services within established policy guidelines, research and evaluation concepts and solutions

Assess the needs of students

Plan, develop, implement and evaluate large programs

Develop and implement policies, procedures and standards for services offered

Evaluate the effectiveness of existing programs and make recommendations for improvements

Maintain complete and accurate records and statistics and to develop meaningful reports from that information

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

Make oral presentations before large groups of people

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers

Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization

Build and maintain strong relationships

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

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Supervise and evaluate the performance of assigned staff

Remain current on trends and development in the Special Education field

Operate personal computer, related software, and other office equipment

### **PREREQUISITES**

Master's degree in Public Administration, Education Administration, Special Education or related field

Seven (7) years of directly related progressively responsible experiences with four (4) years of administrative experience in Special Education

Three (3) years successful experience as a special education teacher, school psychologist, school nurse, speech and language pathologist or other related certificated field

Demonstrated knowledge and understanding of special education programs

Demonstrated understanding of the regulations regarding the operation of special education programs

Experience working with a variety of agencies and community resources involved with students and families

Experience in working with a diverse population of students and families within an urban school setting

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

Demonstrated success in executing significant budgetary and operational responsibilities at an executive level

Experience in management and development of large grants

Valid California Administrative Services Credential

California teaching Credential authorizing services in special education is preferred

Specialized subject matter expertise in special education required for SELPA director

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.

<b>Legislative File</b>	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Chief Financial Officer, Budget Development</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</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 2013 Revised: January 2017 Revised: Sept 2020</b>	<b>SALARY GRADE:</b>	<b>EXEC 13</b>

**BASIC FUNCTION:** Under direction of the Chief Financial Officer, plan, organize and manage the daily operations of the Budget Services Division; supervise, review and evaluate performance of the Budget Director, Site Administration and other staff. 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 the Financial Officer, Budget Services 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 analysis techniques

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:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

### POSITION DESCRIPTION

<b>TITLE:</b>	<b>Chief Governance Officer</b>	<b>REPORTS TO:</b>	<b>Board of Education and Superintendent</b>
<b>DEPARTMENT:</b>	<b>Legal</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days/7.5 Hours, or Duty Days/Hours as assigned.</b>
<b>ISSUED:</b>	<b>Date of Board Approval</b>	<b>SALARY GRADE:</b>	<b>EXEC 15</b>

**BASIC FUNCTION:** The Chief Governance Officer jointly reports to the Board of Education and the Superintendent. This critical role serves as the strategic liaison between the Board and senior leadership of the District and leads the District’s efforts regarding strategic governance, legal and regulatory compliance, record management, and public/government relations.

The Chief Governance Officer serves as both the primary advisor to the Board and Superintendent on governance matters and serves as the primary legal advisor/representative (i.e., General Counsel) of the District. The Chief Governance Officer ensures the effective delivery of strategic governance, legal and regulatory compliance, and public/government relations of the District. As a member of the senior management team, the Chief Governance Officer serves as a highly visible representative of the school district and a participant in all major policy discussions. In addition, the Chief Governance Officer:

- Provides legal advice to the Board, the Superintendent, and the District senior leadership team on legal issues, including general public education law, special education law, labor and employment law, litigation and claims, contracts, bids, construction, real property, and charter school law;
- Manages and supervises the District Legal Office, including the Labor Relations Department and the District’s Board Office; and
- Protects and preserves the legal, ethical, and financial stability of the 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 accurately reflect the principal job elements).

#### ESSENTIAL FUNCTIONS:

##### Governance

- Manages and maintains the governance framework
- Manages and leads policies and positions on issues related to Board accountability and anticipates response from regulators, the media, and general public
- Assists in the formulation and development of Board policies and procedures
- Advises the Board and the Superintendent of unusual trends or problems and recommends appropriate corrective action

- Support the District's five year strategic plan to ensure that every student graduates from high school as a caring, competent, critical thinker, ready for college and career and advises on major policy initiatives
- Interacts with the Board, executive leaders, and risk management functions as well as external stakeholders, regulators, and government officials
- Applies strategic thinking to provide input and critical analysis of new and changing policies
- Collaborates with other leaders to conduct business impact analyses for both new and updated regulations
- Assures the integrity of the Board's process by ensuring that the behaves consistently with its own rules and those legitimately imposed upon it from outside the district
- Advising decisions that fall within topics covered by Board policies, with the exception of performance or employment related to the Superintendent
- Represents, as directed, the Board or Superintendent to outside parties related to Board-stated positions and in stating decisions and/or interpretations within delegated areas

### **Legal/General Counsel**

- Advises the Board of Education and Superintendent in open and closed session, regular and special meetings on all legal matters
- Advises the Board of Education, Superintendent, school sites and departments on legal requirements, and the development of and compliance with Board policies and administrative regulations
- Ensure all District employees and partners comply with laws, regulations, policies and the District's strategic plan
- Advises the District on public records laws, open government laws, election laws, including parcel taxes and bonds, and conflict of interest laws and requirements
- Drafting of legislative proposals presented by the District to the California legislature
- Draft and review legal documents including rules, regulations, and resolutions

### **Management and Leadership**

- Plan, organize and implement long and short-term programs and activities of the Legal Division
- Select, train and evaluate the performance of assigned staff
- Provide for continuing departmental staff training regarding legal issues, process and procedures
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Develop and prepare the annual preliminary budget for the legal division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

### **Labor and Employment**

- Advises the District on public employees' legal rights and duties
- Oversees Labor Relations and other departments around issues relating to collective bargaining rights
- Advises on employee discipline and misconduct
- Represents the District in employee discipline and termination proceedings
- Represents the District in Labor and Employment law matters before state and federal courts
- Investigates and responds to complaints filed with the Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH) and other agencies

### **Litigation/Claims**

- Investigates and resolves Government Tort Claims
- Defends the District in litigation against the District

### **Business Operations**

- Drafts, negotiates, and/or reviews contracts and memoranda of understanding (MOU's)
- Advises staff on matters related to procurement, contracts, and legal agreements

- Prepares and coordinates Request for Proposals, Request for Qualifications, and other contract outreach
- Supports fiscal services audits, waivers and compliance
- Supports the District's Facilities and Buildings and Grounds programs and services, including the Bond program modernization programs, local business program and Project Labor Agreement

### **Special Education**

- Handles state and federal special education and Section 504 compliance issues
- Represents the District at special education mediations and due process hearings
- Represents the District in special education litigation

### **General Student Matters**

- Investigates and responds to regulatory inquiries from the Office of Civil Rights (OCR) and the California Department of Education (CDOE)
- Facilitates child custody conflicts and abuse reporting responsibilities at school sites
- Responds to student records requests
- Advises school sites and student discipline office in suspension, expulsion, and transfer of students
- Advises on constitutional issues related to student's civil rights, including free speech, searches, non-discrimination and other related issues

### **Charter Schools**

- Supports compliance with Proposition 39 and charter schools facilities requests
- Reviews charters for legal compliance

Perform related duties as assigned

### **PREREQUISITES**

Juris Doctor Degree from an American Bar Association accredited institution

Ten years of experience in the practice of law, including substantial responsible experience as Counsel for a large, urban public entity; directly related school law experience is highly desirable

Active membership in good standing of California State Bar Association

Demonstrated ability to effectively manage a departmental budget and a team in a complex organization

Licensed to practice law in the State of California

Exceptional organizational, communications, public relations, and interpersonal skills

Demonstrated ability to think strategically

Unwavering commitment to the mission of Oakland Unified School District

Ability to distinguish relevant facts and assimilate and analyze facts

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 school site environments; driving a vehicle to conduct work; fast-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; traveling off-site; 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.