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Board Cover Memorandum

To Board of Education

From Dr. Denise Saddler, Interim Superintendent
Jeff Dillon, Chief of Talent

Meeting Date June 24, 2026

Subject Revision of Job Description – Staff Attorney, Legal; Director Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

Action Requested Adoption by the Board of Education of Resolution No. 2526-0225 - Revision of Job Description – Staff Attorney, Legal; Director, Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

Revision:

1. Staff Attorney, Legal Services
2. Director, Payroll Services

Creation:

1. Executive Director, Technology and Learning Systems
2. IT Solutions & Cybersecurity Architect

Discussion

Job Classification and Job Description

When a new position classification is established—or an existing classification is revised—the District will develop and adopt an accompanying job description. The job description defines the scope of the classification and shall include, at a minimum: the position’s purpose; essential duties and responsibilities; reporting relationships and organizational placement; minimum qualifications (education, experience, licenses/certifications); knowledge, skills, and abilities; work year and schedule; Fair Labor Standards Act (FLSA) status; physical/working conditions (as applicable); and the position’s bargaining unit assignment or management/confidential designation consistent with Board policy and collective bargaining agreements. Labor Relations and Human Resources will review proposed assignments for union representation and classification alignment prior to Board action.

Salary Range, Fiscal Information, and Position Control

Any salary range or fiscal information presented herein is provided for informational and planning purposes only. Adoption of this item does not authorize the creation of a funded full-time equivalent (FTE) position, nor does it appropriate funds or amend the District's budget. Departments seeking to add positions under this classification must submit a separate request through the District's position control and budget processes, subject to Cabinet review and subsequent Board approval as part of a budget action (e.g., budget revision, staffing plan, or position control update). Final salary placement will follow the District's established classification and compensation procedures and any applicable collective bargaining obligations.

Administration

The Talent Division is authorized to make non-substantive edits (e.g., formatting, grammar, minor clarifications) to the job description and to maintain the official version on file. Substantive changes to the classification or essential duties will be returned to the Board for approval. The effective date of the classification shall be the date of Board adoption unless otherwise specified.

The Talent Division recommends approval of the following position classification job description revisions:

1. **Position Title:** Staff Attorney; **Union:** CONFID
 - **Details of Revision:** The Talent Office is updating the Staff Attorney position description to clarify the work of the role. The current description, last revised in September 2015, no longer reflects the full scope and complexity of the legal work the District requires. The update sharpens the essential functions of the Staff Attorney and the senior, advanced level of practice. This is a clarification and a leveling of the classification structure within the Legal Office, and it gives the District the ability to assign legal work according to its actual complexity.

2. **Position Title:** Director, Payroll; **Union:** CONFID
 - **Details of Revision:** The Talent Office is revising the Director, Payroll position description to clarify the duties of the role and establish clarity around the leveling within the classification. The current description, created in June 2016, no longer fully reflects the scope and complexity of the District's payroll operations, and it describes a single level where the work requires two. The revision sharpens the essential functions of the Director, Payroll advanced level of practice. This revision clarifies the work and levels the

classification so the District can assign and payroll leadership according to its actual complexity.

The Talent Division recommends approval of the following position classification job description revisions:

3. **Position Title:** Executive Director, Technology and Learning Systems; **Union:** CONFID;
 - **Details of Revision:** The Executive Director of Technology and Learning Systems is being created as part of a deliberate shift in the District's technology leadership structure, moving from a Chief Technology Officer model to an Executive Director model. This change reflects a reduction in the number of Chief-level positions in the District's organizational structure and supports a more integrated approach to technology, learning systems, and operations. The Executive Director consolidates strategic leadership, enterprise governance, instructional technology, and operational oversight into a single role that aligns technology directly with instructional priorities and district performance, at a level appropriate to the scope and complexity of that responsibility.

4. **Position Title:** IT Solutions and Cybersecurity Architect; **Union:** CONFID
 - **Details of Revision:** The IT Solutions and Cybersecurity Architect is being created to fill a significant gap in the District's current structure. Positioned one level below the Executive Director, this role serves as the technical backbone of the department, leading infrastructure, cybersecurity, and long-term systems architecture. The District does not currently have a position dedicated to enterprise architecture and cybersecurity at this level, and that absence leaves the District's network, cloud, and security environment without the senior technical leadership it requires. Creating this position establishes clear accountability for architectural standards, cybersecurity strategy, and the resilience and sustainability of the District's technology systems.

Fiscal Impact

Approval of this position description does not, by itself, authorize or fund an additional budgeted position. Approving the position description establishes the classification, the essential functions, and the salary placement on the applicable schedule. The authorization of a budgeted position, whether through the revision of an existing position or the creation of a new position, is a separate action taken by the Board through the budget or a position control action. The fiscal impact of any such position will be presented to the Board at the time that action is brought

forward, based on the assigned salary grade and associated benefits and the identified funding source. Until the Board authorizes and funds a position in this classification, there is no incremental cost to the District from approving this position description.

Approval by the Board to create and revise the following job classifications and accompanying job descriptions:

Recommendation

Revision:

1. **Position Title:** Staff Attorney; **Union:** CONFID;
2. **Position Title:** Director, Payroll; **Union:** CONFID;

Creation:

3. **Position Title:** Executive Director, Technology and Learning Systems; **Union:** CONFID;
4. **Position Title:** IT Solutions and Cybersecurity Architect; **Union:** CONFID



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2526-0225**

– Revision of Job Description – Staff Attorney, Legal; Director Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

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

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions aligns with the District’s priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 24, 2026, as follows:

Revision:

1. Staff Attorney, Legal Services
2. Director, Payroll Services

Creation:

1. Executive Director, Technology and Learning Systems
2. IT Solutions & Cybersecurity Architect

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

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 24, 2026.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	26-1543
Introduction Date:	06/24/2026
Enactment Number:	
Enactment Date:	
By:	

Jennifer Brouhard
President, Board of Education

Dr. Denise Saddler
Interim Superintendent and Secretary, Board of Education

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Executive Director, Technology and Learning Systems	REPORTS TO	Chief Systems and Services Officer
DEPARTMENT	Technology Services	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	April 2026	SALARY GRADE	CFCA12-27

BASIC FUNCTION

Under the direction of the Chief Systems and Services Officer, the Executive Director of Technology and Learning Systems provides strategic leadership, operational oversight, and enterprise governance for the District's technology environment. This role is responsible for ensuring that technology systems are secure, reliable, fiscally sustainable, and aligned with instructional priorities and operational needs. The Executive Director modernizes and coordinates the District's technology infrastructure, digital systems, cybersecurity strategy, and service delivery model to support student learning and district performance. The Executive Director serves as the primary executive accountable for technology planning, technology investments, cybersecurity risk mitigation, and enterprise system integration.

This position maintains the confidentiality of all personnel and management matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

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

1. Strategic Leadership and Technology Vision

- Develop and implement a multi-year enterprise technology strategy aligned with District goals.
- Serve as a key advisor to executive leadership on technology modernization, cybersecurity risk, and digital transformation.
- Present to the Board and formal governance structures the role that technology investments and initiatives play in operational and learning systems.
- Lead the development of technology roadmaps that support instructional innovation, operational efficiency, and data-driven decision-making.
- Monitor emerging trends, including artificial intelligence, cloud services, automation, and smart infrastructure.
- Define and lead a comprehensive digital transformation strategy that integrates instructional technology, enterprise systems, and data platforms into a cohesive districtwide ecosystem.

- Establish alignment between Technology Services and Academics so that technology directly supports classroom instruction and student achievement.

2. Instructional Technology and Digital Learning Systems

- Provide executive leadership for the District's digital learning ecosystem, including learning management systems, assessment platforms, and instructional applications.
- Establish governance processes for the evaluation, selection, implementation, and sunset of instructional technology tools.
- Partner with academic leadership to ensure technology investments support curriculum, instruction, and student engagement.
- Ensure alignment between digital tools, teacher professional learning, and classroom implementation.
- Monitor and evaluate the impact of instructional technology on student outcomes and instructional practice.

3. Enterprise Technology Governance

- Establish standards for technology architecture, cybersecurity, and system integration across the District.
- Ensure coordination between instructional systems, business systems, and infrastructure platforms.
- Oversee technology procurement strategy and vendor management practices to optimize performance and cost.
- Lead cross-departmental planning for enterprise initiatives involving student information systems, human resources and payroll systems, financial systems, facilities technology, and digital learning platforms.
- Ensure compliance with state and federal regulations related to student data privacy and technology security.
- Establish and enforce enterprise standards for system interoperability, data integration, and platform consolidation.
- Lead governance structures that prioritize technology investments based on educational impact, operational need, and return on investment.

4. Cybersecurity and Risk Management

- Provide executive oversight of the District's cybersecurity strategy, incident response planning, and risk mitigation efforts.
- Ensure implementation of cybersecurity frameworks, security awareness programs, and monitoring practices.
- Coordinate disaster recovery and business continuity planning for technology systems.
- Evaluate cyber risk exposure and provide recommendations to executive leadership and the Board.
- Lead districtwide cybersecurity awareness and training programs to reduce human risk factors and strengthen organizational resilience.
- Establish and monitor key cybersecurity performance indicators and risk metrics.

5. Technology Service Delivery and Infrastructure

- Oversee districtwide technology operations, including network reliability, device lifecycle management, help desk services, and school-site technology support.
- Ensure consistent and equitable access to technology resources across all schools.
- Monitor service performance metrics and implement continuous improvement practices.
- Support long-term infrastructure planning, including network modernization, cloud migration, and systems replacement cycles.

6. Financial Stewardship and Lifecycle Planning

- Develop and manage the department's operating and capital budgets.
- Implement Total Cost of Ownership methodologies for technology investments.
- Align technology replacement cycles with fiscal planning and bond programs where applicable.
- Identify opportunities for cost savings through consolidation, standardization, and strategic sourcing.
- Implement technology portfolio management practices to evaluate system effectiveness, utilization, and return on investment.
- Lead efforts to consolidate, standardize, and sunset redundant or underutilized systems.

7. Integration with Facilities and District Operations

- Coordinate planning for technology infrastructure in modernization and construction projects.
- Support implementation of smart building systems, network backbone upgrades, and classroom technology modernization.
- Partner with Facilities, Enrollment, Finance, and Instructional divisions to ensure enterprise system effectiveness.
- Ensure technology infrastructure planning is fully integrated into capital projects, including modernization, new construction, and bond-funded initiatives.
- Align technology systems with smart building infrastructure, energy management systems, and campus safety systems.

8. Leadership and Organizational Development

- Lead and develop a high-performing technology leadership team.
- Supervise key leaders responsible for enterprise architecture, cybersecurity, infrastructure, applications, and technology service delivery.
- Promote a culture of accountability, innovation, and customer service.
- Develop succession-planning and workforce-capacity strategies.
- Lead change management strategies for major technology initiatives to ensure successful adoption and implementation.
- Ensure systems are designed and implemented with a focus on usability, accessibility, and the needs of diverse users.
- Partner with departments to align training, communication, and support structures for new system rollouts.
- 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:

- Principles and practices of enterprise technology architecture, infrastructure, and system integration
- Cybersecurity frameworks, risk management, incident response, and disaster recovery and business continuity planning
- Instructional and digital learning systems, including learning management and assessment platforms
- State and federal laws and regulations governing student data privacy and technology security, including FERPA, COPPA, CIPA, and California student data privacy law
- Enterprise systems, including student information, human resources and payroll, and financial systems
- Cloud services, automation, artificial intelligence, and emerging technology trends
- Technology procurement, vendor management, and Total Cost of Ownership methodologies
- Public school district finance, budgeting, and bond and capital program planning
- Principles of strategic planning, enterprise governance, project and portfolio management, and change management
- Principles of supervision, leadership, and organizational development
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

ABILITIES TO:

- Develop and execute a multi-year enterprise technology strategy aligned with District goals
- Lead and develop a high-performing technology leadership team and supervise senior managers
- Establish and enforce enterprise standards for architecture, security, and interoperability

- Provide executive oversight of cybersecurity strategy, risk mitigation, and incident response
- Develop and manage operating and capital budgets and apply Total Cost of Ownership methods
- Analyze complex problems, evaluate alternatives, and make sound recommendations
- Communicate effectively orally and in writing, including presentations to the Board and executive leadership
- Build effective partnerships across academic, business, facilities, and operational divisions
- Manage vendors and complex, multi-million-dollar contracts
- Lead change management and the successful adoption of major technology initiatives
- Ensure consistent and equitable access to technology across all schools
- Establish and maintain effective working relationships and be sensitive and responsive to diverse cultural and ethnic groups
- Exercise sound, independent judgment on high-risk and high-investment matters
- Use a computer and enterprise technology systems

PREREQUISITES

- Bachelor's degree in Information Technology, Computer Science, Public Administration, or a related field; Master's degree preferred
- Minimum of seven (7) to ten (10) years of progressively responsible leadership experience managing technology environments
- Experience in cybersecurity governance, enterprise systems management, or large-scale technology operations
- Experience managing multi-million-dollar operating and capital budgets and complex vendor relationships
- Experience leading enterprise technology initiatives in large public or private organizations; experience in a K-12 or public-sector environment is highly desirable
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS

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

WORKING CONDITIONS

ENVIRONMENT:

Office, data center, and diverse school site environments; driving a vehicle to conduct work; fast-paced work with frequent deadlines and constant interruptions; occasional evening and weekend work and on-call response to technology and security incidents.

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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	IT Solutions & Cybersecurity Architect	REPORTS TO	Executive Director, Technology and Learning Systems
DEPARTMENT	Technology Services	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	June 2026	SALARY GRADE	CFCA12-25

BASIC FUNCTION

Under the direction of the Executive Director of Technology and Learning Systems, the IT Solutions & Cybersecurity Architect provides enterprise leadership for the design, modernization, security, and long-term sustainability of the District's technology infrastructure and systems architecture. This role is responsible for developing and enforcing architectural standards, leading the implementation of cybersecurity strategy, and ensuring that network, cloud, and enterprise platforms are integrated, scalable, and resilient.

The position ensures that all technology architecture aligns with District strategic priorities, including instructional outcomes, operational efficiency, data-informed decision-making, and equitable access to technology across schools and central services. The position supervises senior infrastructure engineering staff and ensures technical integrity across major technology initiatives.

This position maintains the confidentiality of all personnel and management matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

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

1. Enterprise Architecture Leadership

- Develop and maintain the District's enterprise technology architecture roadmap.
- Define standards for network design, cloud infrastructure, identity management, system integration, and platform interoperability.
- Lead architecture review processes for major technology procurements and implementations.
- Assess current systems and recommend modernization strategies that reduce technical debt, mitigate cybersecurity threats, and improve performance.

- Define standards for enterprise applications, platforms, and integration tools in collaboration with application and data teams.

2. Cybersecurity Architecture and Risk Mitigation

- Design and oversee the implementation of cybersecurity controls across network, endpoint, and cloud environments.
- Establish technical security standards aligned with industry frameworks.
- Lead vulnerability management strategy, threat mitigation planning, and system hardening practices.
- Support incident response planning and recovery architecture.
- Identify, assess, and mitigate risks associated with enterprise technology systems, including cybersecurity, operational, and data risks.
- Ensure compliance with applicable federal, state, and education-sector cybersecurity requirements and best practices.

3. Network Infrastructure Governance

- Provide strategic leadership for wide area network design, wireless infrastructure modernization, and data center evolution.
- Supervise senior network engineering and administration teams responsible for maintaining reliable and secure infrastructure.
- Ensure network performance monitoring, capacity planning, and redundancy strategies are implemented.
- Establish standards for automated monitoring, configuration management, and infrastructure performance optimization across all sites.

4. Cloud and Systems Integration

- Guide cloud adoption strategy and the integration of on-premise and cloud-based systems.
- Ensure enterprise systems share data effectively through secure and standardized interfaces.
- Collaborate with data and applications teams to support analytics platforms and reporting systems.
- Ensure interoperability across enterprise systems through standardized APIs, integration frameworks, and secure data exchange protocols.

5. Innovation and Emerging Technologies

- Evaluate and guide the adoption of emerging technologies, including artificial intelligence, automation, and advanced analytics, to improve operational efficiency and instructional support.
- Monitor industry trends and recommend forward-looking technology strategies that position the District for future innovation.

6. Capital Planning and Facilities Integration

- Coordinate with Facilities leadership to ensure technology infrastructure requirements are embedded in modernization and construction projects.
- Lead and oversee E-rate strategy and project implementation, including eligibility determination, technical design, and coordination with Facilities and vendors, to maximize federal reimbursement and ensure compliant, timely delivery of network and infrastructure upgrades.
- Support the design of network backbone upgrades, classroom connectivity improvements, and smart building technologies.
- Ensure alignment between Facilities Master Planning, capital projects, and long-term technology infrastructure strategy.
- Advise on infrastructure investments to ensure scalability, sustainability, and cost efficiency across bond-funded and capital improvement projects.

7. Technical Leadership and Workforce Development

- Supervise infrastructure specialists, engineers, and network administrators.
- Provide mentoring and technical guidance to develop internal expertise.
- Establish documentation standards and knowledge-sharing practices.

- Promote a culture of proactive system maintenance and continuous improvement.
- Build internal capacity to reduce reliance on external vendors and strengthen long-term organizational sustainability.
- Perform related duties as assigned.

DIRECT REPORTS

- Specialist, Network Infrastructure
- Senior Network Engineer
- Senior Network Administrators
- Network Administrators I

QUALIFICATIONS

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Principles and practices of enterprise technology and infrastructure architecture, including network, cloud, and identity management
- Cybersecurity architecture, controls, and industry frameworks, including vulnerability management, threat mitigation, and system hardening
- Incident response, disaster recovery, and recovery architecture
- Wide area network design, wireless infrastructure, and data center operations
- Cloud adoption strategy and the integration of on-premise and cloud-based systems
- System integration methods, including application programming interfaces, integration frameworks, and secure data exchange protocols
- Federal, state, and education-sector cybersecurity and student data privacy requirements and best practices
- Emerging technologies, including artificial intelligence, automation, and advanced analytics
- E-rate program eligibility, technical design, and federal reimbursement requirements
- Capital and bond program planning and the integration of technology into construction and modernization projects
- Principles of supervision, mentoring, and workforce development
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

ABILITIES TO:

- Develop and maintain an enterprise technology architecture roadmap and enforce architectural standards
- Design and oversee cybersecurity controls across network, endpoint, and cloud environments
- Lead architecture review for major technology procurements and implementations
- Supervise senior network engineering and administration staff and develop internal technical expertise
- Guide cloud adoption and ensure secure, standardized integration across enterprise systems
- Identify, assess, and mitigate cybersecurity, operational, and data risks
- Lead E-rate strategy and coordinate technology requirements within capital and facilities projects
- Analyze complex technical problems, evaluate alternatives, and make sound recommendations
- Communicate effectively orally and in writing with technical and non-technical audiences
- Establish and maintain effective working relationships and be sensitive and responsive to diverse cultural and ethnic groups
- Advise on infrastructure investments for scalability, sustainability, and cost efficiency
- Use a computer and enterprise technology systems

PREREQUISITES

- Bachelor's degree in Computer Science, Cybersecurity, Information Systems, or a related field
- Seven (7) years of experience in enterprise infrastructure or cybersecurity architecture
- Experience designing multi-site network environments and cloud integration strategies
- Experience supervising senior technical staff
- Industry certifications such as CISSP, CCNP or CCIE, and Azure or AWS Architect are preferred
- Experience with enterprise data architecture, system integration, and large-scale technology implementations is preferred
- Experience working in complex public-sector or education environments is preferred
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS

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

WORKING CONDITIONS

ENVIRONMENT:

Office, data center, and diverse school site environments; driving a vehicle to conduct work; fast-paced work with frequent deadlines and constant interruptions; occasional evening and weekend work and on-call response to technology and security incidents.

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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Director, Payroll	REPORTS TO	Chief Financial Officer
DEPARTMENT	As Assigned	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	Created: June 2016; Revised: June 2026	SALARY GRADE	CFCA12 26 / CFCA 12 28

BASIC FUNCTION

Under the direction of the Chief Financial Officer, the Director, Payroll leads and collaborates in planning, organizing, managing, auditing, and supervising the complex payroll operations of a large school district, carried out by a staff of professional, technical, and clerical employees. The Director protects the District's financial health through accurate and compliant administration and effectively communicates payroll goals, operations, data, timelines, and progress to employees, staff, department heads, the Superintendent, and the Board.

The Senior Director, Payroll performs the full range of Director, Payroll duties and, in addition, serves as the advanced and lead-level manager of the payroll function. The Senior Director sets multi-year strategy for payroll operations and systems, owns payroll compliance and audit risk, leads major system implementations, and provides lead direction, supervision, and mentoring to the Director, Payroll and other payroll management staff.

Both positions maintain the confidentiality of all personnel matters; some duties involve access to confidential information concerning employer-employee relations.

DISTINGUISHING CHARACTERISTICS

This position description establishes two related classifications. The Director, Payroll is the full management-level classification responsible for the day-to-day operation of the payroll department, allocated to CFCA 26. The Senior Director, Payroll is the advanced-level classification, allocated to CFCA 28. The Senior Director is distinguished by district-wide strategic responsibility for the payroll function, ownership of payroll compliance, audit, and risk, leadership of major system implementations, and the lead direction, supervision, and mentoring it provides to the Director, Payroll and other payroll management staff. Both classifications report to the Chief Financial Officer.

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 these classifications, but is intended to reflect the principal job elements accurately.

ESSENTIAL FUNCTIONS — DIRECTOR, PAYROLL AND SENIOR DIRECTOR, PAYROLL

Executive leadership and collaboration

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

Department design

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

Department management

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

- Review all payroll-related reports subsequent to submission to stakeholders, including the IRS, the State, the Alameda County Office of Education, and other agencies.

Professional development

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

Personnel management

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

General

- Perform related duties as assigned.

ADDITIONAL ESSENTIAL FUNCTIONS — SENIOR DIRECTOR, PAYROLL

In addition to all duties listed above, the Senior Director, Payroll:

- Provide strategic, district-wide leadership for the payroll function and set the multi-year direction for payroll operations, systems, and internal controls.
- Provide lead direction, supervision, and mentoring to the Director, Payroll and other payroll management staff, and coordinate the overall structure and priorities of the payroll function.
- Own payroll compliance and audit risk, including federal and state payroll tax reporting, CalSTRS and CalPERS reporting, and wage and hour compliance, and lead the resolution of complex or high-exposure payroll matters.
- Serve as the District's senior authority on the payroll implications of collective bargaining, and lead the modeling and implementation of negotiated agreements, including retroactive payments and settlements.
- Lead major payroll and related system implementations, upgrades, and process redesign, in partnership with Information Technology, Human Resources, and Fiscal Services.
- Establish the internal control framework for payroll and certify the accuracy and timeliness of payroll reporting to executive leadership, the Board, and external agencies.
- Represent payroll at the executive level and advise the Chief Financial Officer, Cabinet, and Board on payroll strategy, risk, and performance.
- Lead continuous improvement, key performance indicators, and service standards for the payroll function across the District.
- Act on behalf of senior fiscal leadership on payroll matters, as assigned.

QUALIFICATIONS

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Planning, organization, and direction of payroll operations for a large, complex organization, preferably a school district
- Business principles and payroll regulations and processes
- Process improvement related to systems
- Correct oral and written English usage, grammar, spelling, vocabulary, and punctuation
- Report writing, auditing, record-keeping, and record-maintenance
- Presentation, communication, and public speaking skills
- Principles and practices of effective management
- Applicable laws, codes, regulations, policies, collective bargaining agreements, and procedures
- Interpersonal skills using tact, patience, and courtesy

Additional knowledge for Senior Director, Payroll:

- Federal and state payroll tax law and reporting, and CalSTRS and CalPERS reporting requirements
- Internal control frameworks, audit standards, and risk management for payroll
- Enterprise payroll and human resources information systems and large-scale system implementation
- Multi-year strategic planning and the payroll implications of collective bargaining

ABILITY TO:

- Plan, organize, and administer payroll for a large, complex organization
- Provide leadership and direction to the District's payroll staff
- Understand systems and analyze information and data to drive system and process improvement
- Select, train, supervise, coordinate, and evaluate the work of others
- Remain current regarding applicable federal and state laws, rules, regulations, policies, procedures, and collective bargaining agreements
- Work under minimal supervision and exercise sound judgment and initiative in an environment of rapid change
- Analyze situations accurately and adopt an effective course of action
- Analyze the District's Strategic Plan and develop processes and procedures that implement the goals of that plan
- Design, develop, and deliver effective and compelling verbal and written presentations to community, peers, staff, and the Board of Education on abstract as well as concrete subject matter relating to payroll
- Prepare comprehensive narrative and statistical reports and audits and direct the maintenance of a variety of payroll reports and files
- Meet District standards of professional conduct as outlined in Board Policy
- Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, community, and external agencies
- Recommend and assist in the formulation and implementation of operating procedures and policies
- Manage competing priorities and time
- Operate a personal computer, related software, and other office equipment

Additional abilities for Senior Director, Payroll:

- Provide strategic, district-wide leadership and set multi-year direction for the payroll function
- Provide lead direction, supervision, and mentoring to payroll management staff
- Own payroll compliance and audit risk and resolve complex, high-exposure payroll matters
- Lead major payroll system implementations and process redesign
- Advise executive leadership and the Board on payroll strategy, risk, and performance

PREREQUISITES**Both classifications:**

- Bachelor's degree

- Supervisory experience
- Experience managing all payroll functions for a large, complex organization; experience in a school district preferred
- Demonstrated success in systems and payroll management, and experience developing and facilitating high-functioning collaborations and teams
- Valid California Driver's License

Director, Payroll (CFCA 26):

- Five (5) years of relevant and increasingly responsible experience

Senior Director, Payroll (CFCA 28):

- Eight (8) years of relevant and increasingly responsible experience, including leadership of the payroll function for a large, complex organization
- Demonstrated experience leading payroll compliance, audit, and system implementation, and providing direction to payroll managers
- Experience in a public-sector or school district environment is strongly preferred; experience with CalSTRS and CalPERS reporting is preferred

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis clearance, 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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Staff Attorney / Senior Staff Attorney	REPORTS TO	General Counsel
DEPARTMENT	Legal Office	CLASSIFICATION	Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours, or Duty Days/Hours as assigned
ISSUED	Revised: June 2007; September 2015; June 2026	SALARY GRADE	EXEC Salary Schedule — Range 2

BASIC FUNCTION

Under the direction of the General Counsel, the Staff Attorney provides advice and counsel on regulatory and litigation matters for the District. This includes, but is not limited to, investigating, responding to, and representing the District in EEOC, DFEH, and PERB charges, OCR complaints, and California Commission on Teacher Credentialing inquiries; advising on and representing the District in labor and employment matters, including drafting statutory notices and appearing in OAH hearings, arbitrations, mediations, contract negotiations, labor management meetings, and litigation; drafting and reviewing contracts and agreements; providing proactive legal advice to central departments and school sites; drafting restraining orders and representing the District in hearings; addressing conflict of interest matters; providing Section 504 and FERPA advice and counsel; handling California Public Records Act requests; representing the District in civil litigation and administrative hearings before state and federal courts and agencies; and providing training to District management and staff.

The Senior Staff Attorney performs the full range of Staff Attorney duties and, in addition, serves as the advanced and lead-level attorney in the Legal Office. The Senior Staff Attorney handles the most complex, sensitive, and high-exposure matters, provides lead direction and mentoring to other attorneys and legal support staff, manages outside counsel, and acts on behalf of the General Counsel as assigned.

Both positions maintain the confidentiality of all personnel matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

DISTINGUISHING CHARACTERISTICS

This position description establishes two related classifications in the Legal Office. The Staff Attorney is the journey-level professional attorney classification, allocated to Range 2 of the EXEC Salary Schedule, and performs the essential functions listed below with substantial independence. The Senior Staff Attorney is the advanced-level attorney classification, allocated to Range 3 of the EXEC Salary Schedule. The Senior Staff Attorney is distinguished by the complexity, sensitivity, and exposure of the matters assigned, by responsibility for managing outside counsel and segments of the litigation portfolio, and by the lead direction and mentoring it provides to Staff Attorneys and legal support staff. The lead role is one of work direction and mentoring and does not include formal supervisory authority such as hiring, discipline, or evaluation. Both classifications report to the General Counsel.

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 these classifications, but is intended to reflect the principal job elements accurately.

ESSENTIAL FUNCTIONS — STAFF ATTORNEY AND SENIOR STAFF ATTORNEY

- Represent the District in administrative hearings, unfair labor practice proceedings, arbitration hearings, and certificated and classified employee discipline and dismissal cases.
- Appear and represent the District in state and federal court and before quasi-judicial and administrative agencies, including OAH, CTC, PERB, OCR, EEOC, and DFEH, among others.
- Prepare federal, state, and administrative litigation matters for hearing and trial; conduct legal research, interview clients and witnesses, conduct investigations, and gather evidence.
- Advise the General Counsel, Governing Board, and senior management on the status of litigation and on legal risk.
- Represent the District in mediation and settlement conferences and make recommendations on settlement issues.
- Provide counsel to school sites and the Student Discipline Hearing panel regarding student discipline; provide Section 504 advice and counsel.
- Draft and review contracts, agreements, statutory notices, and legal documents, and respond to administrative agency requests.
- Provide proactive legal advice to Human Resources, Payroll, Information Technology, Risk Management, Procurement, and other central departments, as well as school sites.
- Handle California Public Records Act requests; provide student records and FERPA advice and counsel.
- Draft restraining orders and represent the District in related hearings; address conflict of interest matters.
- Interpret laws, rulings, and regulations for the District and prepare legal memoranda on legal issues.
- Confer with special and outside counsel on particular litigation matters to determine the legal and factual bases for proceedings.
- Provide training to District management and staff.
- Maintain confidentiality of all personnel and labor relations matters.
- Perform related duties as assigned.

ADDITIONAL ESSENTIAL FUNCTIONS — SENIOR STAFF ATTORNEY

In addition to all duties listed above, the Senior Staff Attorney:

- Serve as lead attorney on the District's most complex, sensitive, and high-exposure legal matters, including significant litigation, investigations, and labor and employment disputes.
- Provide lead work direction, work review, and mentoring to Staff Attorneys, paralegals, and legal support staff, and coordinate case assignments at the direction of the General Counsel. (This is lead and mentoring direction; it does not include formal supervisory authority such as hiring or evaluation.)
- Manage and oversee outside and special counsel on assigned matters, including scope, strategy, budget, and performance.
- Advise the Governing Board, Superintendent, and Cabinet on high-risk, precedent-setting, and district-wide legal matters.
- Lead the development and revision of Board policies, bylaws, and administrative regulations, and lead district-wide legal compliance initiatives.
- Oversee and report on assigned segments of the District's litigation portfolio, including case status, exposure, and reserves.
- Provide legal strategy and support for collective bargaining and labor-management matters.
- Design and deliver district-wide legal training programs.
- Act on behalf of the General Counsel in the General Counsel's absence, 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:

- Government law, education law, labor law, affirmative action, and employment discrimination
- Constitutional and administrative law
- Rules of civil procedure and evidence
- Juvenile law, students' rights, and discipline
- Current economic, political, and sociological conditions affecting school districts
- Current issues and special problems of large urban school districts and their communities
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

Additional knowledge for Senior Staff Attorney:

- Principles of legal case management and the management of outside and special counsel
- Risk management and the analysis of legal exposure across a litigation portfolio
- Principles of lead direction, work review, and mentoring

ABILITIES TO:

- Conduct investigations
- Prepare pleadings and briefs
- Prepare and render legal opinions
- Conduct legal research
- Communicate effectively orally and in writing
- Use a computer
- Understand processes and systems
- Analyze, interpret, and apply laws, rules, regulations, and policies
- Maintain effective working relationships
- Deal with the special problems of urban school districts and communities and be sensitive and responsive to diverse cultural and ethnic groups
- Work collaboratively and efficiently
- Manage time and be self-directed

Additional abilities for Senior Staff Attorney:

- Provide lead direction and mentoring to attorneys and legal support staff
- Manage complex and high-exposure caseloads and direct the work of outside counsel
- Exercise sound, independent legal judgment on high-risk and precedent-setting matters

PREREQUISITES

Both classifications:

- Graduation from an accredited school of law (Juris Doctor)
- Active membership in good standing with the State Bar of California, and eligibility for admission to practice before the United States District Court for the Northern District of California
- Valid California Driver's License, if applicable

Staff Attorney (Range 2):

- Five (5) years of experience in education-related law or similar fields; legal experience in the public sector is highly desirable

Senior Staff Attorney (Range 3):

- Eight (8) years of progressively responsible legal experience, including complex litigation and labor and employment matters; experience in education law or public-sector practice is strongly preferred
- Demonstrated experience leading legal matters and providing direction or mentoring to other attorneys or legal staff, and managing outside counsel

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis clearance, 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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Board Office Use: Legislative File Info.	
File ID Number	26-1543
Introduction Date	06/24/2026
Enactment Number	
Enactment Date	



Board Cover Memorandum

To Board of Education

From Dr. Denise Saddler, Interim Superintendent
Jeff Dillon, Chief of Talent

Meeting Date June 24, 2026

Subject Revision of Job Description – Staff Attorney, Legal; Director Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

Action Requested Adoption by the Board of Education of Resolution No. 2526-0225 - Revision of Job Description – Staff Attorney, Legal; Director, Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

Revision:

1. Staff Attorney, Legal Services
2. Director, Payroll Services

Creation:

1. Executive Director, Technology and Learning Systems
2. IT Solutions & Cybersecurity Architect

Discussion

Job Classification and Job Description

When a new position classification is established—or an existing classification is revised—the District will develop and adopt an accompanying job description. The job description defines the scope of the classification and shall include, at a minimum: the position’s purpose; essential duties and responsibilities; reporting relationships and organizational placement; minimum qualifications (education, experience, licenses/certifications); knowledge, skills, and abilities; work year and schedule; Fair Labor Standards Act (FLSA) status; physical/working conditions (as applicable); and the position’s bargaining unit assignment or management/confidential designation consistent with Board policy and collective bargaining agreements. Labor Relations and Human Resources will review proposed assignments for union representation and classification alignment prior to Board action.

Salary Range, Fiscal Information, and Position Control

Any salary range or fiscal information presented herein is provided for informational and planning purposes only. Adoption of this item does not authorize the creation of a funded full-time equivalent (FTE) position, nor does it appropriate funds or amend the District's budget. Departments seeking to add positions under this classification must submit a separate request through the District's position control and budget processes, subject to Cabinet review and subsequent Board approval as part of a budget action (e.g., budget revision, staffing plan, or position control update). Final salary placement will follow the District's established classification and compensation procedures and any applicable collective bargaining obligations.

Administration

The Talent Division is authorized to make non-substantive edits (e.g., formatting, grammar, minor clarifications) to the job description and to maintain the official version on file. Substantive changes to the classification or essential duties will be returned to the Board for approval. The effective date of the classification shall be the date of Board adoption unless otherwise specified.

The Talent Division recommends approval of the following position classification job description revisions:

1. **Position Title:** Staff Attorney; **Union:** CONFID
 - **Details of Revision:** The Talent Office is updating the Staff Attorney position description to clarify the work of the role. The current description, last revised in September 2015, no longer reflects the full scope and complexity of the legal work the District requires. The update sharpens the essential functions of the Staff Attorney and the senior, advanced level of practice. This is a clarification and a leveling of the classification structure within the Legal Office, and it gives the District the ability to assign legal work according to its actual complexity.

2. **Position Title:** Director, Payroll; **Union:** CONFID
 - **Details of Revision:** The Talent Office is revising the Director, Payroll position description to clarify the duties of the role and establish clarity around the leveling within the classification. The current description, created in June 2016, no longer fully reflects the scope and complexity of the District's payroll operations, and it describes a single level where the work requires two. The revision sharpens the essential functions of the Director, Payroll advanced level of practice. This revision clarifies the work and levels the

classification so the District can assign and payroll leadership according to its actual complexity.

The Talent Division recommends approval of the following position classification job description revisions:

3. **Position Title:** Executive Director, Technology and Learning Systems; **Union:** CONFID;
 - **Details of Revision:** The Executive Director of Technology and Learning Systems is being created as part of a deliberate shift in the District's technology leadership structure, moving from a Chief Technology Officer model to an Executive Director model. This change reflects a reduction in the number of Chief-level positions in the District's organizational structure and supports a more integrated approach to technology, learning systems, and operations. The Executive Director consolidates strategic leadership, enterprise governance, instructional technology, and operational oversight into a single role that aligns technology directly with instructional priorities and district performance, at a level appropriate to the scope and complexity of that responsibility.

4. **Position Title:** IT Solutions and Cybersecurity Architect; **Union:** CONFID
 - **Details of Revision:** The IT Solutions and Cybersecurity Architect is being created to fill a significant gap in the District's current structure. Positioned one level below the Executive Director, this role serves as the technical backbone of the department, leading infrastructure, cybersecurity, and long-term systems architecture. The District does not currently have a position dedicated to enterprise architecture and cybersecurity at this level, and that absence leaves the District's network, cloud, and security environment without the senior technical leadership it requires. Creating this position establishes clear accountability for architectural standards, cybersecurity strategy, and the resilience and sustainability of the District's technology systems.

Fiscal Impact

Approval of this position description does not, by itself, authorize or fund an additional budgeted position. Approving the position description establishes the classification, the essential functions, and the salary placement on the applicable schedule. The authorization of a budgeted position, whether through the revision of an existing position or the creation of a new position, is a separate action taken by the Board through the budget or a position control action. The fiscal impact of any such position will be presented to the Board at the time that action is brought

forward, based on the assigned salary grade and associated benefits and the identified funding source. Until the Board authorizes and funds a position in this classification, there is no incremental cost to the District from approving this position description.

Approval by the Board to create and revise the following job classifications and accompanying job descriptions:

Recommendation

Revision:

1. **Position Title:** Staff Attorney; **Union:** CONFID;
2. **Position Title:** Director, Payroll; **Union:** CONFID;

Creation:

3. **Position Title:** Executive Director, Technology and Learning Systems; **Union:** CONFID;
4. **Position Title:** IT Solutions and Cybersecurity Architect; **Union:** CONFID



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2526-0225**

– Revision of Job Description – Staff Attorney, Legal; Director Payroll and Creation of Job Description - Executive Director, Technology and Learning Systems; IT Solutions & Cybersecurity Architect

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

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions aligns with the District’s priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 24, 2026, as follows:

Revision:

1. Staff Attorney, Legal Services
2. Director, Payroll Services

Creation:

1. Executive Director, Technology and Learning Systems
2. IT Solutions & Cybersecurity Architect

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

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 24, 2026.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	26-1543
Introduction Date:	06/24/2026
Enactment Number:	
Enactment Date:	
By:	

Jennifer Brouhard
President, Board of Education

Dr. Denise Saddler
Interim Superintendent and Secretary, Board of Education

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Executive Director, Technology and Learning Systems	REPORTS TO	Chief Systems and Services Officer
DEPARTMENT	Technology Services	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	April 2026	SALARY GRADE	CFCA12-27

BASIC FUNCTION

Under the direction of the Chief Systems and Services Officer, the Executive Director of Technology and Learning Systems provides strategic leadership, operational oversight, and enterprise governance for the District's technology environment. This role is responsible for ensuring that technology systems are secure, reliable, fiscally sustainable, and aligned with instructional priorities and operational needs. The Executive Director modernizes and coordinates the District's technology infrastructure, digital systems, cybersecurity strategy, and service delivery model to support student learning and district performance. The Executive Director serves as the primary executive accountable for technology planning, technology investments, cybersecurity risk mitigation, and enterprise system integration.

This position maintains the confidentiality of all personnel and management matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

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

1. Strategic Leadership and Technology Vision

- Develop and implement a multi-year enterprise technology strategy aligned with District goals.
- Serve as a key advisor to executive leadership on technology modernization, cybersecurity risk, and digital transformation.
- Present to the Board and formal governance structures the role that technology investments and initiatives play in operational and learning systems.
- Lead the development of technology roadmaps that support instructional innovation, operational efficiency, and data-driven decision-making.
- Monitor emerging trends, including artificial intelligence, cloud services, automation, and smart infrastructure.
- Define and lead a comprehensive digital transformation strategy that integrates instructional technology, enterprise systems, and data platforms into a cohesive districtwide ecosystem.

- Establish alignment between Technology Services and Academics so that technology directly supports classroom instruction and student achievement.

2. Instructional Technology and Digital Learning Systems

- Provide executive leadership for the District's digital learning ecosystem, including learning management systems, assessment platforms, and instructional applications.
- Establish governance processes for the evaluation, selection, implementation, and sunset of instructional technology tools.
- Partner with academic leadership to ensure technology investments support curriculum, instruction, and student engagement.
- Ensure alignment between digital tools, teacher professional learning, and classroom implementation.
- Monitor and evaluate the impact of instructional technology on student outcomes and instructional practice.

3. Enterprise Technology Governance

- Establish standards for technology architecture, cybersecurity, and system integration across the District.
- Ensure coordination between instructional systems, business systems, and infrastructure platforms.
- Oversee technology procurement strategy and vendor management practices to optimize performance and cost.
- Lead cross-departmental planning for enterprise initiatives involving student information systems, human resources and payroll systems, financial systems, facilities technology, and digital learning platforms.
- Ensure compliance with state and federal regulations related to student data privacy and technology security.
- Establish and enforce enterprise standards for system interoperability, data integration, and platform consolidation.
- Lead governance structures that prioritize technology investments based on educational impact, operational need, and return on investment.

4. Cybersecurity and Risk Management

- Provide executive oversight of the District's cybersecurity strategy, incident response planning, and risk mitigation efforts.
- Ensure implementation of cybersecurity frameworks, security awareness programs, and monitoring practices.
- Coordinate disaster recovery and business continuity planning for technology systems.
- Evaluate cyber risk exposure and provide recommendations to executive leadership and the Board.
- Lead districtwide cybersecurity awareness and training programs to reduce human risk factors and strengthen organizational resilience.
- Establish and monitor key cybersecurity performance indicators and risk metrics.

5. Technology Service Delivery and Infrastructure

- Oversee districtwide technology operations, including network reliability, device lifecycle management, help desk services, and school-site technology support.
- Ensure consistent and equitable access to technology resources across all schools.
- Monitor service performance metrics and implement continuous improvement practices.
- Support long-term infrastructure planning, including network modernization, cloud migration, and systems replacement cycles.

6. Financial Stewardship and Lifecycle Planning

- Develop and manage the department's operating and capital budgets.
- Implement Total Cost of Ownership methodologies for technology investments.
- Align technology replacement cycles with fiscal planning and bond programs where applicable.
- Identify opportunities for cost savings through consolidation, standardization, and strategic sourcing.
- Implement technology portfolio management practices to evaluate system effectiveness, utilization, and return on investment.
- Lead efforts to consolidate, standardize, and sunset redundant or underutilized systems.

7. Integration with Facilities and District Operations

- Coordinate planning for technology infrastructure in modernization and construction projects.
- Support implementation of smart building systems, network backbone upgrades, and classroom technology modernization.
- Partner with Facilities, Enrollment, Finance, and Instructional divisions to ensure enterprise system effectiveness.
- Ensure technology infrastructure planning is fully integrated into capital projects, including modernization, new construction, and bond-funded initiatives.
- Align technology systems with smart building infrastructure, energy management systems, and campus safety systems.

8. Leadership and Organizational Development

- Lead and develop a high-performing technology leadership team.
- Supervise key leaders responsible for enterprise architecture, cybersecurity, infrastructure, applications, and technology service delivery.
- Promote a culture of accountability, innovation, and customer service.
- Develop succession-planning and workforce-capacity strategies.
- Lead change management strategies for major technology initiatives to ensure successful adoption and implementation.
- Ensure systems are designed and implemented with a focus on usability, accessibility, and the needs of diverse users.
- Partner with departments to align training, communication, and support structures for new system rollouts.
- 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:

- Principles and practices of enterprise technology architecture, infrastructure, and system integration
- Cybersecurity frameworks, risk management, incident response, and disaster recovery and business continuity planning
- Instructional and digital learning systems, including learning management and assessment platforms
- State and federal laws and regulations governing student data privacy and technology security, including FERPA, COPPA, CIPA, and California student data privacy law
- Enterprise systems, including student information, human resources and payroll, and financial systems
- Cloud services, automation, artificial intelligence, and emerging technology trends
- Technology procurement, vendor management, and Total Cost of Ownership methodologies
- Public school district finance, budgeting, and bond and capital program planning
- Principles of strategic planning, enterprise governance, project and portfolio management, and change management
- Principles of supervision, leadership, and organizational development
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

ABILITIES TO:

- Develop and execute a multi-year enterprise technology strategy aligned with District goals
- Lead and develop a high-performing technology leadership team and supervise senior managers
- Establish and enforce enterprise standards for architecture, security, and interoperability

- Provide executive oversight of cybersecurity strategy, risk mitigation, and incident response
- Develop and manage operating and capital budgets and apply Total Cost of Ownership methods
- Analyze complex problems, evaluate alternatives, and make sound recommendations
- Communicate effectively orally and in writing, including presentations to the Board and executive leadership
- Build effective partnerships across academic, business, facilities, and operational divisions
- Manage vendors and complex, multi-million-dollar contracts
- Lead change management and the successful adoption of major technology initiatives
- Ensure consistent and equitable access to technology across all schools
- Establish and maintain effective working relationships and be sensitive and responsive to diverse cultural and ethnic groups
- Exercise sound, independent judgment on high-risk and high-investment matters
- Use a computer and enterprise technology systems

PREREQUISITES

- Bachelor's degree in Information Technology, Computer Science, Public Administration, or a related field; Master's degree preferred
- Minimum of seven (7) to ten (10) years of progressively responsible leadership experience managing technology environments
- Experience in cybersecurity governance, enterprise systems management, or large-scale technology operations
- Experience managing multi-million-dollar operating and capital budgets and complex vendor relationships
- Experience leading enterprise technology initiatives in large public or private organizations; experience in a K-12 or public-sector environment is highly desirable
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS

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

WORKING CONDITIONS

ENVIRONMENT:

Office, data center, and diverse school site environments; driving a vehicle to conduct work; fast-paced work with frequent deadlines and constant interruptions; occasional evening and weekend work and on-call response to technology and security incidents.

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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	IT Solutions & Cybersecurity Architect	REPORTS TO	Executive Director, Technology and Learning Systems
DEPARTMENT	Technology Services	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	June 2026	SALARY GRADE	CFCA12-25

BASIC FUNCTION

Under the direction of the Executive Director of Technology and Learning Systems, the IT Solutions & Cybersecurity Architect provides enterprise leadership for the design, modernization, security, and long-term sustainability of the District's technology infrastructure and systems architecture. This role is responsible for developing and enforcing architectural standards, leading the implementation of cybersecurity strategy, and ensuring that network, cloud, and enterprise platforms are integrated, scalable, and resilient.

The position ensures that all technology architecture aligns with District strategic priorities, including instructional outcomes, operational efficiency, data-informed decision-making, and equitable access to technology across schools and central services. The position supervises senior infrastructure engineering staff and ensures technical integrity across major technology initiatives.

This position maintains the confidentiality of all personnel and management matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

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

1. Enterprise Architecture Leadership

- Develop and maintain the District's enterprise technology architecture roadmap.
- Define standards for network design, cloud infrastructure, identity management, system integration, and platform interoperability.
- Lead architecture review processes for major technology procurements and implementations.
- Assess current systems and recommend modernization strategies that reduce technical debt, mitigate cybersecurity threats, and improve performance.

- Define standards for enterprise applications, platforms, and integration tools in collaboration with application and data teams.

2. Cybersecurity Architecture and Risk Mitigation

- Design and oversee the implementation of cybersecurity controls across network, endpoint, and cloud environments.
- Establish technical security standards aligned with industry frameworks.
- Lead vulnerability management strategy, threat mitigation planning, and system hardening practices.
- Support incident response planning and recovery architecture.
- Identify, assess, and mitigate risks associated with enterprise technology systems, including cybersecurity, operational, and data risks.
- Ensure compliance with applicable federal, state, and education-sector cybersecurity requirements and best practices.

3. Network Infrastructure Governance

- Provide strategic leadership for wide area network design, wireless infrastructure modernization, and data center evolution.
- Supervise senior network engineering and administration teams responsible for maintaining reliable and secure infrastructure.
- Ensure network performance monitoring, capacity planning, and redundancy strategies are implemented.
- Establish standards for automated monitoring, configuration management, and infrastructure performance optimization across all sites.

4. Cloud and Systems Integration

- Guide cloud adoption strategy and the integration of on-premise and cloud-based systems.
- Ensure enterprise systems share data effectively through secure and standardized interfaces.
- Collaborate with data and applications teams to support analytics platforms and reporting systems.
- Ensure interoperability across enterprise systems through standardized APIs, integration frameworks, and secure data exchange protocols.

5. Innovation and Emerging Technologies

- Evaluate and guide the adoption of emerging technologies, including artificial intelligence, automation, and advanced analytics, to improve operational efficiency and instructional support.
- Monitor industry trends and recommend forward-looking technology strategies that position the District for future innovation.

6. Capital Planning and Facilities Integration

- Coordinate with Facilities leadership to ensure technology infrastructure requirements are embedded in modernization and construction projects.
- Lead and oversee E-rate strategy and project implementation, including eligibility determination, technical design, and coordination with Facilities and vendors, to maximize federal reimbursement and ensure compliant, timely delivery of network and infrastructure upgrades.
- Support the design of network backbone upgrades, classroom connectivity improvements, and smart building technologies.
- Ensure alignment between Facilities Master Planning, capital projects, and long-term technology infrastructure strategy.
- Advise on infrastructure investments to ensure scalability, sustainability, and cost efficiency across bond-funded and capital improvement projects.

7. Technical Leadership and Workforce Development

- Supervise infrastructure specialists, engineers, and network administrators.
- Provide mentoring and technical guidance to develop internal expertise.
- Establish documentation standards and knowledge-sharing practices.

- Promote a culture of proactive system maintenance and continuous improvement.
- Build internal capacity to reduce reliance on external vendors and strengthen long-term organizational sustainability.
- Perform related duties as assigned.

DIRECT REPORTS

- Specialist, Network Infrastructure
- Senior Network Engineer
- Senior Network Administrators
- Network Administrators I

QUALIFICATIONS

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Principles and practices of enterprise technology and infrastructure architecture, including network, cloud, and identity management
- Cybersecurity architecture, controls, and industry frameworks, including vulnerability management, threat mitigation, and system hardening
- Incident response, disaster recovery, and recovery architecture
- Wide area network design, wireless infrastructure, and data center operations
- Cloud adoption strategy and the integration of on-premise and cloud-based systems
- System integration methods, including application programming interfaces, integration frameworks, and secure data exchange protocols
- Federal, state, and education-sector cybersecurity and student data privacy requirements and best practices
- Emerging technologies, including artificial intelligence, automation, and advanced analytics
- E-rate program eligibility, technical design, and federal reimbursement requirements
- Capital and bond program planning and the integration of technology into construction and modernization projects
- Principles of supervision, mentoring, and workforce development
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

ABILITIES TO:

- Develop and maintain an enterprise technology architecture roadmap and enforce architectural standards
- Design and oversee cybersecurity controls across network, endpoint, and cloud environments
- Lead architecture review for major technology procurements and implementations
- Supervise senior network engineering and administration staff and develop internal technical expertise
- Guide cloud adoption and ensure secure, standardized integration across enterprise systems
- Identify, assess, and mitigate cybersecurity, operational, and data risks
- Lead E-rate strategy and coordinate technology requirements within capital and facilities projects
- Analyze complex technical problems, evaluate alternatives, and make sound recommendations
- Communicate effectively orally and in writing with technical and non-technical audiences
- Establish and maintain effective working relationships and be sensitive and responsive to diverse cultural and ethnic groups
- Advise on infrastructure investments for scalability, sustainability, and cost efficiency
- Use a computer and enterprise technology systems

PREREQUISITES

- Bachelor's degree in Computer Science, Cybersecurity, Information Systems, or a related field
- Seven (7) years of experience in enterprise infrastructure or cybersecurity architecture
- Experience designing multi-site network environments and cloud integration strategies
- Experience supervising senior technical staff
- Industry certifications such as CISSP, CCNP or CCIE, and Azure or AWS Architect are preferred
- Experience with enterprise data architecture, system integration, and large-scale technology implementations is preferred
- Experience working in complex public-sector or education environments is preferred
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS

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

WORKING CONDITIONS

ENVIRONMENT:

Office, data center, and diverse school site environments; driving a vehicle to conduct work; fast-paced work with frequent deadlines and constant interruptions; occasional evening and weekend work and on-call response to technology and security incidents.

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 or more 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 to make presentations.

NON-DISCRIMINATION POLICY

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Director, Payroll	REPORTS TO	Chief Financial Officer
DEPARTMENT	As Assigned	CLASSIFICATION	Classified Management-Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours
ISSUED	Created: June 2016; Revised: June 2026	SALARY GRADE	CFCA12 26 / CFCA 12 28

BASIC FUNCTION

Under the direction of the Chief Financial Officer, the Director, Payroll leads and collaborates in planning, organizing, managing, auditing, and supervising the complex payroll operations of a large school district, carried out by a staff of professional, technical, and clerical employees. The Director protects the District's financial health through accurate and compliant administration and effectively communicates payroll goals, operations, data, timelines, and progress to employees, staff, department heads, the Superintendent, and the Board.

The Senior Director, Payroll performs the full range of Director, Payroll duties and, in addition, serves as the advanced and lead-level manager of the payroll function. The Senior Director sets multi-year strategy for payroll operations and systems, owns payroll compliance and audit risk, leads major system implementations, and provides lead direction, supervision, and mentoring to the Director, Payroll and other payroll management staff.

Both positions maintain the confidentiality of all personnel matters; some duties involve access to confidential information concerning employer-employee relations.

DISTINGUISHING CHARACTERISTICS

This position description establishes two related classifications. The Director, Payroll is the full management-level classification responsible for the day-to-day operation of the payroll department, allocated to CFCA 26. The Senior Director, Payroll is the advanced-level classification, allocated to CFCA 28. The Senior Director is distinguished by district-wide strategic responsibility for the payroll function, ownership of payroll compliance, audit, and risk, leadership of major system implementations, and the lead direction, supervision, and mentoring it provides to the Director, Payroll and other payroll management staff. Both classifications report to the Chief Financial Officer.

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 these classifications, but is intended to reflect the principal job elements accurately.

ESSENTIAL FUNCTIONS — DIRECTOR, PAYROLL AND SENIOR DIRECTOR, PAYROLL

Executive leadership and collaboration

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

Department design

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

Department management

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

- Review all payroll-related reports subsequent to submission to stakeholders, including the IRS, the State, the Alameda County Office of Education, and other agencies.

Professional development

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

Personnel management

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

General

- Perform related duties as assigned.

ADDITIONAL ESSENTIAL FUNCTIONS — SENIOR DIRECTOR, PAYROLL

In addition to all duties listed above, the Senior Director, Payroll:

- Provide strategic, district-wide leadership for the payroll function and set the multi-year direction for payroll operations, systems, and internal controls.
- Provide lead direction, supervision, and mentoring to the Director, Payroll and other payroll management staff, and coordinate the overall structure and priorities of the payroll function.
- Own payroll compliance and audit risk, including federal and state payroll tax reporting, CalSTRS and CalPERS reporting, and wage and hour compliance, and lead the resolution of complex or high-exposure payroll matters.
- Serve as the District's senior authority on the payroll implications of collective bargaining, and lead the modeling and implementation of negotiated agreements, including retroactive payments and settlements.
- Lead major payroll and related system implementations, upgrades, and process redesign, in partnership with Information Technology, Human Resources, and Fiscal Services.
- Establish the internal control framework for payroll and certify the accuracy and timeliness of payroll reporting to executive leadership, the Board, and external agencies.
- Represent payroll at the executive level and advise the Chief Financial Officer, Cabinet, and Board on payroll strategy, risk, and performance.
- Lead continuous improvement, key performance indicators, and service standards for the payroll function across the District.
- Act on behalf of senior fiscal leadership on payroll matters, as assigned.

QUALIFICATIONS

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Planning, organization, and direction of payroll operations for a large, complex organization, preferably a school district
- Business principles and payroll regulations and processes
- Process improvement related to systems
- Correct oral and written English usage, grammar, spelling, vocabulary, and punctuation
- Report writing, auditing, record-keeping, and record-maintenance
- Presentation, communication, and public speaking skills
- Principles and practices of effective management
- Applicable laws, codes, regulations, policies, collective bargaining agreements, and procedures
- Interpersonal skills using tact, patience, and courtesy

Additional knowledge for Senior Director, Payroll:

- Federal and state payroll tax law and reporting, and CalSTRS and CalPERS reporting requirements
- Internal control frameworks, audit standards, and risk management for payroll
- Enterprise payroll and human resources information systems and large-scale system implementation
- Multi-year strategic planning and the payroll implications of collective bargaining

ABILITY TO:

- Plan, organize, and administer payroll for a large, complex organization
- Provide leadership and direction to the District's payroll staff
- Understand systems and analyze information and data to drive system and process improvement
- Select, train, supervise, coordinate, and evaluate the work of others
- Remain current regarding applicable federal and state laws, rules, regulations, policies, procedures, and collective bargaining agreements
- Work under minimal supervision and exercise sound judgment and initiative in an environment of rapid change
- Analyze situations accurately and adopt an effective course of action
- Analyze the District's Strategic Plan and develop processes and procedures that implement the goals of that plan
- Design, develop, and deliver effective and compelling verbal and written presentations to community, peers, staff, and the Board of Education on abstract as well as concrete subject matter relating to payroll
- Prepare comprehensive narrative and statistical reports and audits and direct the maintenance of a variety of payroll reports and files
- Meet District standards of professional conduct as outlined in Board Policy
- Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, community, and external agencies
- Recommend and assist in the formulation and implementation of operating procedures and policies
- Manage competing priorities and time
- Operate a personal computer, related software, and other office equipment

Additional abilities for Senior Director, Payroll:

- Provide strategic, district-wide leadership and set multi-year direction for the payroll function
- Provide lead direction, supervision, and mentoring to payroll management staff
- Own payroll compliance and audit risk and resolve complex, high-exposure payroll matters
- Lead major payroll system implementations and process redesign
- Advise executive leadership and the Board on payroll strategy, risk, and performance

PREREQUISITES**Both classifications:**

- Bachelor's degree

- Supervisory experience
- Experience managing all payroll functions for a large, complex organization; experience in a school district preferred
- Demonstrated success in systems and payroll management, and experience developing and facilitating high-functioning collaborations and teams
- Valid California Driver's License

Director, Payroll (CFCA 26):

- Five (5) years of relevant and increasingly responsible experience

Senior Director, Payroll (CFCA 28):

- Eight (8) years of relevant and increasingly responsible experience, including leadership of the payroll function for a large, complex organization
- Demonstrated experience leading payroll compliance, audit, and system implementation, and providing direction to payroll managers
- Experience in a public-sector or school district environment is strongly preferred; experience with CalSTRS and CalPERS reporting is preferred

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis clearance, 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 or more 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 to 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, immigration status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE	Staff Attorney / Senior Staff Attorney	REPORTS TO	General Counsel
DEPARTMENT	Legal Office	CLASSIFICATION	Confidential
FLSA	Exempt	WORK YEAR/HOURS	261 Days / 7.5 Hours, or Duty Days/Hours as assigned
ISSUED	Revised: June 2007; September 2015; June 2026	SALARY GRADE	EXEC Salary Schedule — Range 2

BASIC FUNCTION

Under the direction of the General Counsel, the Staff Attorney provides advice and counsel on regulatory and litigation matters for the District. This includes, but is not limited to, investigating, responding to, and representing the District in EEOC, DFEH, and PERB charges, OCR complaints, and California Commission on Teacher Credentialing inquiries; advising on and representing the District in labor and employment matters, including drafting statutory notices and appearing in OAH hearings, arbitrations, mediations, contract negotiations, labor management meetings, and litigation; drafting and reviewing contracts and agreements; providing proactive legal advice to central departments and school sites; drafting restraining orders and representing the District in hearings; addressing conflict of interest matters; providing Section 504 and FERPA advice and counsel; handling California Public Records Act requests; representing the District in civil litigation and administrative hearings before state and federal courts and agencies; and providing training to District management and staff.

The Senior Staff Attorney performs the full range of Staff Attorney duties and, in addition, serves as the advanced and lead-level attorney in the Legal Office. The Senior Staff Attorney handles the most complex, sensitive, and high-exposure matters, provides lead direction and mentoring to other attorneys and legal support staff, manages outside counsel, and acts on behalf of the General Counsel as assigned.

Both positions maintain the confidentiality of all personnel matters; some duties involve access to confidential information concerning employer-employee relations and negotiations.

DISTINGUISHING CHARACTERISTICS

This position description establishes two related classifications in the Legal Office. The Staff Attorney is the journey-level professional attorney classification, allocated to Range 2 of the EXEC Salary Schedule, and performs the essential functions listed below with substantial independence. The Senior Staff Attorney is the advanced-level attorney classification, allocated to Range 3 of the EXEC Salary Schedule. The Senior Staff Attorney is distinguished by the complexity, sensitivity, and exposure of the matters assigned, by responsibility for managing outside counsel and segments of the litigation portfolio, and by the lead direction and mentoring it provides to Staff Attorneys and legal support staff. The lead role is one of work direction and mentoring and does not include formal supervisory authority such as hiring, discipline, or evaluation. Both classifications report to the General Counsel.

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 these classifications, but is intended to reflect the principal job elements accurately.

ESSENTIAL FUNCTIONS — STAFF ATTORNEY AND SENIOR STAFF ATTORNEY

- Represent the District in administrative hearings, unfair labor practice proceedings, arbitration hearings, and certificated and classified employee discipline and dismissal cases.
- Appear and represent the District in state and federal court and before quasi-judicial and administrative agencies, including OAH, CTC, PERB, OCR, EEOC, and DFEH, among others.
- Prepare federal, state, and administrative litigation matters for hearing and trial; conduct legal research, interview clients and witnesses, conduct investigations, and gather evidence.
- Advise the General Counsel, Governing Board, and senior management on the status of litigation and on legal risk.
- Represent the District in mediation and settlement conferences and make recommendations on settlement issues.
- Provide counsel to school sites and the Student Discipline Hearing panel regarding student discipline; provide Section 504 advice and counsel.
- Draft and review contracts, agreements, statutory notices, and legal documents, and respond to administrative agency requests.
- Provide proactive legal advice to Human Resources, Payroll, Information Technology, Risk Management, Procurement, and other central departments, as well as school sites.
- Handle California Public Records Act requests; provide student records and FERPA advice and counsel.
- Draft restraining orders and represent the District in related hearings; address conflict of interest matters.
- Interpret laws, rulings, and regulations for the District and prepare legal memoranda on legal issues.
- Confer with special and outside counsel on particular litigation matters to determine the legal and factual bases for proceedings.
- Provide training to District management and staff.
- Maintain confidentiality of all personnel and labor relations matters.
- Perform related duties as assigned.

ADDITIONAL ESSENTIAL FUNCTIONS — SENIOR STAFF ATTORNEY

In addition to all duties listed above, the Senior Staff Attorney:

- Serve as lead attorney on the District's most complex, sensitive, and high-exposure legal matters, including significant litigation, investigations, and labor and employment disputes.
- Provide lead work direction, work review, and mentoring to Staff Attorneys, paralegals, and legal support staff, and coordinate case assignments at the direction of the General Counsel. (This is lead and mentoring direction; it does not include formal supervisory authority such as hiring or evaluation.)
- Manage and oversee outside and special counsel on assigned matters, including scope, strategy, budget, and performance.
- Advise the Governing Board, Superintendent, and Cabinet on high-risk, precedent-setting, and district-wide legal matters.
- Lead the development and revision of Board policies, bylaws, and administrative regulations, and lead district-wide legal compliance initiatives.
- Oversee and report on assigned segments of the District's litigation portfolio, including case status, exposure, and reserves.
- Provide legal strategy and support for collective bargaining and labor-management matters.
- Design and deliver district-wide legal training programs.
- Act on behalf of the General Counsel in the General Counsel's absence, 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:

- Government law, education law, labor law, affirmative action, and employment discrimination
- Constitutional and administrative law
- Rules of civil procedure and evidence
- Juvenile law, students' rights, and discipline
- Current economic, political, and sociological conditions affecting school districts
- Current issues and special problems of large urban school districts and their communities
- Correct and persuasive English usage, grammar, spelling, vocabulary, and punctuation
- District policies, applicable sections of the State Education Code, and other laws and regulations

Additional knowledge for Senior Staff Attorney:

- Principles of legal case management and the management of outside and special counsel
- Risk management and the analysis of legal exposure across a litigation portfolio
- Principles of lead direction, work review, and mentoring

ABILITIES TO:

- Conduct investigations
- Prepare pleadings and briefs
- Prepare and render legal opinions
- Conduct legal research
- Communicate effectively orally and in writing
- Use a computer
- Understand processes and systems
- Analyze, interpret, and apply laws, rules, regulations, and policies
- Maintain effective working relationships
- Deal with the special problems of urban school districts and communities and be sensitive and responsive to diverse cultural and ethnic groups
- Work collaboratively and efficiently
- Manage time and be self-directed

Additional abilities for Senior Staff Attorney:

- Provide lead direction and mentoring to attorneys and legal support staff
- Manage complex and high-exposure caseloads and direct the work of outside counsel
- Exercise sound, independent legal judgment on high-risk and precedent-setting matters

PREREQUISITES

Both classifications:

- Graduation from an accredited school of law (Juris Doctor)
- Active membership in good standing with the State Bar of California, and eligibility for admission to practice before the United States District Court for the Northern District of California
- Valid California Driver's License, if applicable

Staff Attorney (Range 2):

- Five (5) years of experience in education-related law or similar fields; legal experience in the public sector is highly desirable

Senior Staff Attorney (Range 3):

- Eight (8) years of progressively responsible legal experience, including complex litigation and labor and employment matters; experience in education law or public-sector practice is strongly preferred
- Demonstrated experience leading legal matters and providing direction or mentoring to other attorneys or legal staff, and managing outside counsel

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis clearance, 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 or more 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 to make presentations.

NON-DISCRIMINATION POLICY

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