SLUSD District Office Administrative Support Reorganization

Job Class - Old	Job Class - New	Salary Range - Old	Salary Range - New*
Executive Assistant - Cabinet (confidential)	Executive Assistant - Cabinet (confidential)	65	65
N.A. (new position)	Executive Assistant - Cabinet (confidential)	N.A.	65
Administrative Assistant - Educational Services	Eliminate Position	70	-
Administrative Assistant - Business Services	Eliminate Position	70	-
Administrative Assistant - Human Resources	Human Resources Analyst (confidential)	70	65
Personnel Secretary II (confidential)	Human Resources Analyst (confidential)	45	65

*This salary range will be designated as C1 instead of 65 on the new Confidential Employee Salary Schedule.

Pending Board Approval on November 10, 2015.
Effective November 11, 2015 if approved.

JOB DESCRIPTION
San Leandro Unified School District

Executive Assistant – Cabinet (Confidential)

Purpose Statement

The job of Executive Assistant - Cabinet is done for the purpose/s of assisting the Superintendent and Cabinet in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to Superintendnent or Assigned Administrator

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Essential Functions

- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent, Cabinet and/or Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, budget data, financial records, time sheets, legislative information, databases, board minutes, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. procedures, program components, statistical data, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Prepares a wide variety of reports, documents and correspondence (e.g. letters, memorandums, meeting minutes, etc.) for the purposes of preparing documents for negotiations with bargaiing units; participating in negotiations related discussions; participating in negotiations related meetings as necessary.

- Processes a wide variety of complex documents and materials (e.g. work orders, requisitions, travel reimbursements, budget transfers, state and federal reports, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, Cabinet, other administrators and/or board members.
- Supports Superintendent, Cabinet and Governing Board for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working flexible hours; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work

units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience — Job related experience with increasing levels of responsibility is required.

Education — Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Exam

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	1

JOB DESCRIPTION
San Leandro Unified School District

Human Resources Analyst (Confidential)

Purpose Statement

The job of Human Resources Analyst is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for organizing, analyzing and assembling information regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assistant Superintendent- Human Resources

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Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Coordinates employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, interviews, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains a wide variety of manual and electronic documents files and records (e.g. resumes, labor contracts, vacancy listings, applications, budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of Assistant Superintendent (e.g. application, eligibility,program components, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. recruitment activities, new employee orientation, etc.) for the purpose of providing or receiving information and supporting the needs of the attendees.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, operational procedures, manuals, job vacancies, verification requests of employment, fingerprint reports, personnel board agenda items, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares a wide variety of reports, documents and correspondence (e.g. letters, memorandums, meeting minutes, etc.) for the purposes of preparing documents for negotiations with bargaiing units; participating in negotiations related discussions; participating in negotiations related meetings as necessary.
- Processes a wide variety of documents and materials (e.g. personnel action paperwork, performance appraisals, benefits, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, recruitment needs, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, applicants, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports the Assistant Superintendent of Human Resources and department staff for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; management skills; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Human Resources operations; accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with

diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Exam

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	1

San Leandro Unified School District
Confidential Employee Salary Schedule
2015-16

DRAFT B

Position	Escape Row #	Step 1	Step 2	Step 3	Step 4	Step 5	Step5 + 2% 6th Yr. Long	Step5 + 4% 12th Yr Long
		Numbers rounded to the nearest dollar						
		260 days	260 days	260 days	260 days	260 days	260 days	260 days
Executive Assistant-Cabinet	C1	71,125	74,268	77,552	80,984	84,569	86,260	87,952
Human Resources Analyst	C1	71,125	74,268	77,552	80,984	84,569	86,260	87,952
Budget Analyst	C2	61,915	64,726	67,652	70,781	74,037	75,518	76,998

Vacation Entitlement: 20 work days per year

A 260 Work Year = 225 Work Days + 20 Vacation Days + 15 Holidays

7.5 hours per day

Dues for a maximum of 2 professional organizations equal to 3/4 of 1% of prior year salary

Master=$1,903 (1.5% Elementary Principal under 800 "Step 5")

Doctorate = $3,172 (2.5% Elementary Principal under 800 "Step 5")

One day per month sick leave accumulative

* Salary, sick leave, and vacation benefits will be prorated based on length of work year

Employees are eligible for longevity when they start their 6th year (2%) and 12th year (4%) of service on the Confidential Employee Salary Schedule.

Board Approved:

11/5/2015

San Leandro Unified School District **DRAFT A**
Classified Management Salary Schedule
2015-16

Position	Escape Row #	Step 1	Step 2	Step 3	Step 4	Step 5	Step5 + 2% 6th Yr. Long	Step5 + 4% 12th Yr Long
		Numbers rounded to the nearest dollar						
		260 days	260 days	260 days	260 days	260 days	260 days	260 days
Director, Business Service	10	131,503	137,624	144,031	150,739	157,763	160,918	164,074
Director, Bond	10	131,503	137,624	144,031	150,739	157,763	160,918	164,074
Director of Facilities&Operations	10	131,503	137,624	144,031	150,739	157,763	160,918	164,074
Chief Technology Officer	15	108,068	113,451	119,072	124,979	131,139	133,762	136,385
Public Information Officer	20	102,034	106,678	111,535	116,617	121,932	124,371	126,809
Director, Food Services	20	102,034	106,678	111,535	116,617	121,932	124,371	126,809
Dir, Buildg & Grounds	20	102,034	106,678	111,535	116,617	121,932	124,371	126,809
Director, Fiscal Service	21	113,549	118,193	123,051	128,132	133,451	136,120	138,789
Manager, Student Health & Wellness	21	113,549	118,193	123,051	128,132	133,451	136,120	138,789
Cluster Coordinator	30	84,298	88,059	91,989	96,097	100,393	102,401	104,409
Accounting Manager	40	93,695	97,917	102,333	106,950	111,778	114,014	116,249
Grant Coordinator	40	93,695	97,917	102,333	106,950	111,778	114,014	116,249
Maintenance/Operation Manager	40	93,695	97,917	102,333	106,950	111,778	114,014	116,249
Executive Manager-Food Serv	41	94,539	98,829	103,315	108,008	112,958	115,217	117,476
Theater Facilities Supervisor	50	80,756	84,331	88,068	91,973	96,052	97,973	99,894
Maintenance/Operation Sup.	50	80,756	84,331	88,068	91,973	96,052	97,973	99,894

Vacation Entitlement: 20 work days per year

A 260 Work Year = 225 Work Days + 20 Vacation Days + 15 Holidays

Dues for a maximum of 2 professional organizations equal to 3/4 of 1% of prior year salary

Master=$1,903 (1.5% Elementary Principal under 800 "Step 5")

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One day per month sick leave accumulative

* Salary, sick leave, and vacation benefits will be prorated based on length of work year

Employees are eligible for longevity when they start their 6th year (2%) and 12th year (4%) of service on the Classified Management Salary Schedule.

Board Approved:

11/5/2015