



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1j

**Meeting Date:** June 20, 2024

**Subject:** Approve Job Descriptions

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resources Services

**Recommendation:** The recommendation is to approve new and/or revised job descriptions.

**Background/Rationale:** The District has a need to ensure that job descriptions are updated or new job descriptions created in order to meet evolving needs. As part of an updated process, moving forward, job descriptions will be brought to the Board prior to their implementation.

**Financial Considerations:** The job descriptions below have been approved through an internal District process that includes approval by Business Services, Purchasing Review Process, Cabinet, and Human Resources.

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:** Job Descriptions:

**New Job Descriptions as of 7/1/23:**

Accounting Analyst (Confidential)  
Assistant Superintendent, Early Learning and Care (Non-Represented Management)  
Assistant Superintendent, Labor Relations (Non-Represented Management)  
Chief Legal Counsel (Cabinet)  
Coordinator III, Business Systems Administrator (Non-Represented Management)

### **Continued New Job Descriptions:**

Director II, Payroll Operations (Non-Represented Management)  
District Community Schools Specialist (SCTA)  
Infant Toddler Caregiver (SEIU)  
Lead Print Shop Technician (SEIU)  
Specialist, Community Schools (SCTA)  
Specialist III, Cyber Security (Non-Represented Management)

### **Revised Job Descriptions as of 7/1/23:**

Assistant Superintendent, Human Resources (Non-Represented Management)  
Chief Human Resources Officer and Lead Negotiator (Cabinet)  
Coordinator II, Internal Auditor (Non-Represented Management)  
Coordinator III, Visual and Performing Arts (UPE)  
Coordinator III, Youth Development (Non-Represented Management)  
Director II, Capital Projects, Facilities, and Resource Management (Non-Represented Management)  
Director II, Career Readiness (UPE)  
Director II, Health Services (UPE)  
Director II, Master Scheduling (UPE)  
Employee Relations Analyst (Confidential)  
Manager II, Accounting Services (Non-Represented Management)  
Manager II, Risk Management & Employee Benefits (Non-Represented Management)  
Materials Lab and Mail Technician (SEIU)  
Professional Development Specialist (SEIU)  
Specialist III, Youth Development (Non-Represented Management)  
Supervisor I, Chef /Trainer (Non-Represented Supervisors)

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Accounting Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9873	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Director of Accounting Services	<b>HR APPROVAL:</b>	05-02-23
		<b>CABINET APPROVAL:</b>	04-25-23

**BASIC FUNCTION:**

Under the direction of an Director of Accounting Services, perform a variety of highly responsible, complex, and professional level accounting work including recording and reporting of financial transactions within budgetary controls; support and implement accounting and internal control procedures and standards, reconcile financial activity, participate in audit activities, prepare financial reports and work papers, perform review and analysis of funds and accounts including balance sheet, revenue and expenditure accounts, balance and maintain manual, assist in vendor management oversight, computerized accounting and financial records; and perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Perform independent, specialized accounting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Analyze and provide information related to availability, accessibility, and appropriateness of funding sources, district procedures, contracting, and other fiscal areas. Serve as fiscal operations specialist in assigned areas; provide work direction to others.

Duties including, but not limited to: recording, and reporting of financial transactions for Accounting Services within the District; monitor, and maintain other financial records; plan, develop, and implement new and revised accounting procedure; research, analyze, and resolve fiscal and system discrepancies; provide technical and procedural assistance to administrators and internal staff; provide direction for record maintenance necessary for accurate accounts payable procedures; and procedures and compliance with California State Education Code and California Department of Education requirements; assist with the planning, organization and direction of activities and operations of District accounting records, accounts payable; assure compliance with applicable laws, codes, rules and regulations.

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

Coordinate and perform complex, advanced-level accounting and analysis duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; serve as fiscal operations specialist in assigned areas.**E**

Provide minimal directions to assigned staff in the area of Attendance Accounting, Accounts Payables and Accounts Receivables processes and procedures including training of staff. **E**

Analyze advanced-level processes and procedures, and implement appropriate accounting systems. **E**

Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and

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timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and assist in processing payment of invoices and other accounts payable duties. **E**

Assist in reconciling District general ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger. **E**

Research and compile advanced-level statistical and other data, and work on special projects related to specific funding resources. **E**

Manage and set up system chart of accounts. **E**

Ensure compliance with state unclaimed property laws, including reporting and payment. **E**

Assist in reconciling District-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. **E**

Assist in the implementation of new accounting processes, establishing internal controls and procedures; advises on the impact of the general ledger, provide guidance and training to other District departments as well as to other fiscal staff. **E**

Assist, advise, and communicate with other District departments related to their department financial transactions, applicable process and procedures, internal controls and with special projects. **E**

Provide technical assistance and accounting training to fiscal services staff and other department staff. **E**

Monitor progress and performance of vendor services based on more-complex statements of work. **E**

Assist in the processing of accounting transactions, items auditing, and other warrants, and related reporting systems. **E**

Support with year-end closing, participates in the compilation of data, statistical studies, and analyses of past and current data. **E**

Coordinate, create, and manage databases to provide accurate and timely statistics and other data; coordinate and perform research; supervise information gathering. **E**

Assist the gathering, classifying, and summarizing of data, as the compilation of financial reports; researches and analyses accounting and financial discrepancies and recommends a course of action to resolve problems. **E**

Conduct high-level analysis and reconciliation of various funds; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare and enter end accounting closing entries, ensuring that revenues are equal to expenditures, setting up receivables, deferrals, or payables as needed to balance for federal grants. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Serve as back-up to accounts payable, or accounts receivable. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate and understand system functions related to labor relations, negotiations, and assigned duties. **E**

Maintain established guidelines including confidential and sensitive records and information. **E**

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Perform technical calculations and analyses to create District-wide Average Daily Attendance reports; audit ADA and attendance reports from individual school data. **E**

Reconcile District accounting records with various internal and external reports; audit reports for errors and assure correct reporting. Reconcile District enrollment data and with CALPADS and other required internal and external data submissions for accuracy. **E**

Serve as a liaison with Technology Services to coordinate accounts payable warrant processing and resolve issues; coordinate and resolve issues related to attendance accounting. **E**

Maintain current knowledge of legislative applications of ADA, enrollment, class size and Local Control Funding Formula unduplicated pupil count reporting regulations; implement reports and reporting procedures for new programs and legislation; develop internal reports to analyze effects of legislative and program changes. **E**

May review accounting systems for controls, account classifications, and reports. **E**

Constructs 'what if' models that simulate outcomes based on changing variables. Uses computer-aided spreadsheets, databases, and specialized programs. **E**

Develops 'pro forma' financial statements to support decisions on new programs, grants, and special funds. Researches and extracts data from records of financial transactions in fund, project, or general ledger accounting systems. **E**

Establishes data banks for information such as, but not limited to, cost-of-living, regional population and business activity, and growth. **E**

Prepares work-in-progress reports for capital projects depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION, AND MIMINUM EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with a major in Accounting and six years increasingly responsible experience in accounting, auditing, financial, or school business-related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 60 Correct WPM  
Word..... 95% Overall Score  
Excel / Access ..... 95% Overall Score  
General Accounting..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Accounting and auditing principles, practices, and procedures.
- Government accounting principles and report submission.
- Government Accounting Standards Board.
- Prepare accurate and complete financial summaries and reports.
- California school district fiscal procedures, and reporting requirements.
- California School Accounting Manual.
- Perform clerical and technical work involving accounting processes and analysis.

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- Preparation of financial reports and schedules.
  - Local, state, and federal reporting and accounting guidelines, rules, and regulations.
  - Technical aspects of field of specialty.
  - Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
  - District organization, operations, policies, and procedures.
  - Operation of a computer, related software, and standard office equipment.
  - Paperless electronic filing systems.
  - Research methods, and report writing and recordkeeping techniques.
  - Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
  - Interpersonal skills using tact, patience, and courtesy.
  - Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Analyze and interpret complex fiscal records and documents.
- Prepare extensive, frequent, detailed, and accurate financial reports, and assemble confidential and sensitive information.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Train and provide work direction to others.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Work confidentially with discretion, and complete work with many interruptions.
- Bargaining unit reports, labor relations, and negotiations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and site environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**NOTE:** This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assistant Superintendent, Early Learning and Care	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9869	<b>WORK YEAR:</b>	12 months
<b>DEPARTMENT:</b>	Early Learning and Care	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>HR APPROVAL:</b>	04.28.2023
		<b>CABINET APPROVAL:</b>	11.1.2022

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**BASIC FUNCTION:**

Under the supervision and direction of Chief Academic Officer, supervises and is responsible for the direct and indirect service for early care, health and education programs, advocacy, and policy initiatives related to early learning; provides leadership and management of the early learning and care programs and services of the District including the District's Children's Centers, before and after school childcare, Head Start Program, and State Preschool Program; provide support to center administrators and staff. Directly responsible for all areas within child development and early learning and care; and ensures the alignment and coordination of all other local, state and federal programs and initiatives for youth birth to age 8.

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

Develops, sustains, and supports districts as they develop and sustain exemplary P-12 educational programs, based on a thorough knowledge and understanding of current research in child development, curriculum, instruction, assessment, parent engagement, and program design. **E**

Supervises the collaboration between the Department and sites and local providers to establish needs and provide high-level facilitation, professional development addressing both cognitive and social emotional development. **E**

Guides the planning of curriculum philosophy, implementation, and environmental design of the early learning program that meets Department Of Children, Youth and Families (DCYF) licensing requirements for infants, toddlers, and preschoolers. **E**

Assist in the management of the facility and program to meet federal, state, and local regulations and licensing requirements, including appropriate adult/child ratios during child care hours. **E**

Collaborates with providers and families by sharing resources and community information; recruits providers to participate in program; assists in planning and delivering a developmentally appropriate professional development model, including supporting communities of practice; promotes reflective practices. **E**

Provide technical assistance to support program development, professional development, funding, facilities, parent engagement, and workforce development. **E**

Initiates, establishes, and maintains critical rapport with partnerships with local, regional, and state agencies that link with, and support District programs. **E**

Effectively work with diverse groups and points of view; listens to and communicates effectively with staff, students, and members of the community; encourage a continuous exchange of ideas and maintain positive relationships with family service advocates, staff, regional center, external early intervention(s), and mental health providers. **E**

Commits to exercising the District's Strategic Plan in working with staff, solving problems, and implementing change; identifies, selects, manages, and evaluates staff in a manner that inspires outstanding performance and morale; directs, reviews, and approves Department's personnel management functions, such as hiring and termination, staff development, employee evaluation, and discipline. **E**

Coordinates and guides the development and implementation of the site, division, and District plans based upon the early learning master plan, strategic plans, and other relevant goals and objectives; and provides leadership, directs, administers, and supervises the regular reporting of progress. **E**

Provides responsive advice, counsel, and education to administrators, faculty, and staff on early care, health, and education issues and trends; monitors research and law to forecast the impact of changes upon the delivery of early learning services by and for the District. **E**

Supervises the technology, materials, and curriculum adoption process for early learning programs. **E**

Maintains confidentiality of children, families, and providers involved in the program; attends and participates in meetings, trainings, and conferences as assigned. **E**

Assess and provide an evaluation of clients in major areas of development (i.e., social-emotional, adaptive, fine motor, gross motor, cognitive, etc.) and provide well-written professional, grammatically correct reports (Assessment, progress, termination reports). **E**

Ensures the timely preparation, maintenance, and distribution of reports and records as required by federal, state, local, and District regulations; participates in state and local activities to promote the District's interests in the area of early care, health and education; applies excellent internal and external customer service and directs staff in developing excellent customer service practices; applies and uses effective interpersonal skills (tact, patience, courtesy); informs and updates District leadership, and school administration on projects, operational changes, and service level objectives, informs senior management of potential problems before they occur and presents solutions. **E**

Collaborates with Cabinet and division staff in alignment with the vision, mission, values, and core principles of the office. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Develops, reviews, and monitors project management standards for new projects; administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the early care, health, and education providers; reviews business and administrative educational processes for the possible application of new practices. **E**

Participates at the executive level in the development and implementation of internal educational policies, procedures, and planning; represents Early Learning Services before the Board of Education as directed by Superintendent and in District division meetings; participates in the development of District plans for a wide variety of subjects. **E**

Maintains consistent and clear communications with District administrators and staff regarding plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings. **E**



Operate and understand system functions related to labor relations, negotiations, and assigned duties. **E**

Maintain established guidelines including confidential and sensitive records and information. **E**

Regularly communicates with District leadership and supports District leadership to implement the District's vision for early care, health, and education. **E**

Perform related duties as assigned.

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

Master's degree with a major in early childhood education, parent education, or related field, five to seven years of job-related administrative experience, demonstrated competence in educational leadership, and five years experience in early childhood education. Advanced degrees are preferred.

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

Valid California driver's license; provide personal automobile and proof of insurance. Hold a current Administrative Services Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- General overall knowledge of department services and responsibilities of departments.
- Budget preparation and control.
- Labor Relations law and employee and union contracts.
- Applications, current research, and innovations in academic assessment and program evaluation.
- State and Federal accountability systems and measures and how measures are calculated.
- State and Federal legislation, and the impact on specific student groups including English Learners, low-income students, foster youth, students with disabilities, and other underperforming student groups.
- Working with the social, emotional, physical, and mental health needs of children, adolescents, and families.
- Supervision, evaluation and management of assigned staff.
- Concepts of culture and intersectional identity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.
- Support services for students who are at-risk, low-income, and demonstrate low academic performance.
- Planning, organization, and coordination of all assigned programs.
- District organization, operations, policies, and objectives.
- Grant writing and budget processes.
- Applicable laws, codes, regulations, policies, and procedures related to assigned duties.
- Interpersonal skills and boundaries using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Operation of a computer and related software.

#### **ABILITY TO:**

- Plan, organize, control, direct, and provide leadership for District-sponsored student support services.
- Use the internet, Microsoft Office software, and other technology to manage data and carry out session.
- Demonstrate positive working relationships with students, staff, parents, other professionals, and community partners.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Work confidentially with discretion, and complete work with many interruptions.

- Bargaining unit reports, labor relations, and negotiations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Speak and present to groups, and facilitate meetings, training programs, and development discussions.
- Synthesize information, and strategically align functional areas and business needs to develop actionable content, recommendations, and results.
- Communicate effectively both orally and in writing.
- Prepare and present comprehensive narrative and statistical reports.
- Establish workload priorities and meet timelines.
- Plan and organize work.
- Direct, supervise, and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer, related software and other technology to manage data and carry out duties
- Work independently with little direction, and make decisions within the framework of established guidelines.
- Collaborate with District and community partners.
- Meet District standards of professional conduct as outlined in Board Policy

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; Early Learning and Care sites; school campuses; and drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; dexterity of hands and fingers to generate reports, grant proposals, and correspondence utilizing a computer; see to monitor activities, read documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and other items; and lift light objects.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Assistant Superintendent, Labor Relations	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Assistant Superintendent	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9885	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resources	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Human Resources Officer	<b>HR APPROVAL:</b>	10-26-2023
		<b>CABINET APPROVAL:</b>	10-09-2023

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**BASIC FUNCTION:**

Provide leadership and expertise in the labor relations and collective bargaining for the certificated, classified, and non-represented units; develop and maintain employee compensation policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; negotiating and interpreting collective bargaining agreements and administers negotiated memoranda of understanding; meeting and negotiating with all exclusive representatives; lead and provide support to the District's employee/labor relations policies and procedures. Collaborates with the Chief Human Resources Officer and District staff to implement and manage agreements to improve and align labor relations with the Sacramento City Unified School District Schools (SCUSD) core values, mission, and vision.

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

Provide leadership and expertise to District administrators and staff to provide guidance in matters relating to labor relations. **E**

Work with the Chief of Human resource Services to represent the District in relationships with exclusive bargaining units and employee organizations. **E**

Provide expertise in support General Counsel to represent the District before the Public Employment Relations Board and the State and Federal courts on confidential matters. **E**

Represent the District in mediation, arbitration hearings (i.e. – grievance, PERB) based on negotiated contracts, settlements meetings, and student/family related alternative dispute resolution proceedings; making recommendations to General Counsel and Governing Authority on alternative dispute resolution settlement issues. **E**

Oversees Confer and Consult responsibilities for non-represented employees. **E**

Leads and monitors a program of performance evaluation for all employees; provides staff development to management team regarding scaling, supervision, evaluation and personnel management. **E**

Leads the implementation of layoffs for personnel when necessary; represents the District at PERB and other hearings regarding employee discipline, termination and/or layoff procedures. **E**

Leads and approves the release of employee and/or employment information to bargaining unit representatives. **E**

Provides technical expertise and recommends information regarding union relations and direct employee/labor relations policies and procedures, contract interpretation, investigation best practices, and participates in the formulation of policies, procedures and programs; advises on trends or challenges and recommends appropriate courses of action. **E**

Leads or conducts varied analytical studies, including but not limited to, cost benefits analyses and evaluation of bargaining strategies, objectives, and methods. **E**

Leads and fosters interest-based labor management and bargaining philosophy and actions consistent with a continuous improvement and learning model. **E**

Administer the District's grievance procedures for all employees; serve as the District grievance officer; and maintain records of grievance proceedings. **E**

Develop and implement in-service training in employee/labor relations and grievance procedures. **E**

Provide an information service to all management and employees about administration of contracts; support the Chief Human Resources Officer with communications to the Board of Education and management as required to carry out the negotiations function. **E**

Support the Chief Human Resources Officer with developing and preparing District proposals and counter-proposals with appropriate input from District Board, legal counsel, and District leadership. **E**

Leads in the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Processes and coordinates all formal employee disciplinary actions in accordance with Education Code requirements, Board policy and District collective bargaining agreements. **E**

Prepares Board agenda items; presents reports; reviews and presents Board items affecting personnel services; supports the Chief Human Resources Officer with updates to the Board for closed sessions regarding personnel matters. **E**

Plans and presents ongoing training for the District's management employees in areas such as Interest-Based Problem Solving, grievances, performance appraisal, documentation, employment contract management, and due process. **E**

Coordinate management responsibility for consultation with exclusive representatives, and serve as a liaison with employee organizations that have no exclusive representation. **E**

Work closely with the Chief Human Resources Officer and exclusive representatives, and promote non-adversarial bargaining. **E**

Support the Chief Human Resources Officer and other management personnel in matters relating to employer/employee relations, and recommend identification of management, bargaining unit, salary range of non-represented positions. **E**

Works collaboratively on all necessary grievances and investigations including complaints concerning school

personnel and allegations of discrimination or sexual harassment. **E**

Under the direction of the Chief of Human Resources Officer, in conjunction with Communications Department, collaborates in developing public news releases regarding collective bargaining implementation of agreements. **E**

Assist in the final preparation of policy and regulations agreed upon in negotiations. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and exclusive representatives to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Meet and negotiate with exclusive representatives and maintain records of all negotiations sessions; work collaboratively with the Chief Human Resources Officer to develop and recommend objectives and negotiation strategies for the District's overall bargaining process. **E**

Makes visits to schools and community activities on an unvarying basis.

Perform related duties as assigned.

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

Any combination equivalent to: Master's degree in Human Resources, Organizational Development, Psychology, Business Administration, Public Administration, or related field desirable from a four- year accredited college or university. JD or MBA preferred. A minimum of 6 years of experience leading negotiations and labor relations in a comprehensive school district, municipal, state or federal public agency or some combination of experiences. Pre- K-12 public education experience is desirable. Demonstrated success implementing and leading complex and collaborative leadership projects.

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

Valid California driver's license; provide personal automobile and proof of insurance. Must be willing to attend evening/weekend meetings or activities.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Grievance procedures including arbitration.
- Negotiations, personnel administration, and effective human relations techniques.
- Budget preparation and control.
- Federal, State, and District laws, rules, and regulations pertaining to employer-employee relations.
- School district policies and regulations.
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.
- Legislation concerning employer-employee relations, and represent the District as an advocate before the legislature in such matters.
- Theories, techniques, and methodologies of Human Resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.

- Current trends and related laws and regulations in educational reform, management, and Human Resources.
- Collaborative problem-solving methods.
- Principles, practices, and trends of public personnel administration.
- Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- Administrative and collective bargaining practices and techniques.
- Compensation practices, and personnel procedures and practices.
- Grievance procedures including arbitration.
- Interview and selection techniques and methods.
- Credentialing laws.
- Legal procedures, terminology, and negotiation processes.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

**ABILITY TO:**

- Conduct unbiased investigations.
- Prepare pleadings and briefs.
- Conduct legal research.
- Develop clear and unambiguous contract language.
- Work with grievance procedures including arbitration.
- Negotiate with a variety of employee organizations.
- Prepare summaries and reports to identify potential challenges, collect, analyze, and present complex data, evaluate alternative solutions and prepare sound recommendations based on data.
- High level of independence and judgment and the ability to anticipate, modify or adapt systems or programs in order to meet ongoing instructional, technological, and legal changes.
- Sequence and integrate multiple projects and programs, as well as develop both short and long term goals and metrics for analysis of results
- Leadership skills in facilitating group processes, including consensus building, and conflict resolution.
- Develop and strategically implement specific, detailed, and tangible plans.
- Work effectively with racially, ethnically, and linguistically diverse staff, students, and community to bring groups together toward common goals.
- Identify, develop, and deploy resources across multiple initiatives.
- Demonstrates cultural competence and a deep understanding of issues facing diverse groups with empathy.
- Build consensus, resolve conflict, and exhibits tact and willingness to have difficult conversations.
- Skillfully navigate existing political structures/systems.
- Clear and persuasive oral and written communication skills, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Aptness to recognize political and priority implications throughout the negotiation process.
- Proficiency to listen and accept feedback constructively.
- Possess high emotional intelligence skills.
- Demonstrates understanding of change management strategies.
- Lead in a fast-paced, demanding, and constantly changing environment.
- Sufficient auditory ability to carry on conversations in person with large audiences, one-on-one, and over the telephone; sufficient capacity to speak in an understandable voice with sufficient volume to be heard in

normal conversations and to speak publicly;

- Use sufficient arm, hand, and finger dexterity to write, operate a keyboard, operate office equipment.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Facilitate or otherwise resolve employee organization issues.
- Maintain and coordinate effective relationships with management and employees organizations.
- Communicate effectively verbally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedure
- Analyze situations accurately, and adopt an effective course of action.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Provide leadership and expertise in human capital management and Human Resources.
- Develop innovative Human Resource programs, including training programs.
- Effectively represent the District before the public.
- Take individual initiative, accept responsibility, and be held accountable.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Administer the District's grievance procedures.
- Work across cultures and communities.
- Evaluate and assess the effectiveness of teams, programs, and individuals.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Establish and maintain effective working relationships with District staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
- Plan and organize work to meet schedules and timelines.

#### **WORKING CONDITIONS:**

#### **SPECIAL REQUIREMENTS:**

Ability to work frequent nights, weekends, and holidays, as required. Ability to meet externally imposed and inflexible deadlines.

#### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

#### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

#### **SAMPLE HAZARDS**

Contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through district-offered plans.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Chief Legal Counsel	<b>CLASSIFICATION:</b>	Non-Represented Management Superintendent's Cabinet, Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9870	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Superintendent	<b>SALARY:</b>	Range 44 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>REVISION:</b>	3-5-2024
		<b>HR APPROVAL:</b>	5-4-2023
		<b>CABINET APPROVAL:</b>	4-27-2023

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**BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, the Chief Legal Counsel governs the successful implementation of the Legal Services Department and serves as both the primary legal/ representative (i.e., general counsel) advisor to the Superintendent and Cabinet members on governance matters.

Interpret and provide guidance to all Departments in the district regarding Board policies, administrative regulatory compliance, and federal and state laws including, but not limited to, the Education Code, Brown Act, Fair Political Practices, and the Government Code, California Civil Rights Department (CCRD) and the Equal Employment Opportunity Commission (EEOC). They may also provide legal input and insight to student discipline hearing panels regarding student discipline.

They will provide input and possibly conduct investigations, respond to and represent the District to determine legal and factual bases for proceedings that include but are not limited to, PERB, EEOC/CRD, OCR complaints, Department of Labor Standards and Enforcement complaints, and California Commission on Teacher Credentialing.

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

**Serve:**

Serve as the District liaison between outside legal counsel and District departments; and local, regional, state, and federal agencies as assigned. **E**

Serve as the level three hearing officer for grievances or delegate to another District officer, if appropriate. **E**

Serve as the District's Filing Official/ Officer for Fair Political Practice Commission filings; monitor and maintain the list of the District's designated filers of the Form 700, "Statement of Economic Interest"; and maintain the District's Conflict of Interest Code, BB 9270. **E**

Serves as a highly visible representative of the school district and a participant in all major policy discussions. **E**



**Represent:**

Represent the District in mediation, arbitration hearings (i.e. - grievance) based on negotiated contracts, settlements meetings, and student/family related alternative dispute resolution proceedings; making recommendations to general counsel and Governing Authority on alternative dispute resolution settlement issues. **E**

Represent the District in employment matters before the Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC). **E**

Represent, when assigned, as alternate Compliance Officer for Uniform Complaint Procedure complaints and as an officer for discipline proceedings. **E**

Represent the district on forums with various external parties. **E**

**Responsibility:**

Manages and supervises the District Legal Office. **E**

Oversee day-to-day handling of legal issues, complaints, and litigation. **E**

Oversee responses to Public Records Act (PRA), Requests for Information (RFI), proposals pursuant to board policy (i.e. – Request for Proposals (RFP's)), and administrative agency requests. **E**

Oversee and perform complex-level duties in investigation, initiation of actions, discovery, document production, depositions, briefing, settlement, trial, and general business law administration. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Manage and collaborate with the HR Department with receipt and processing of subpoenas, summons, pupil records privacy and access. **E**

Ensures the effective delivery of strategic governance, legal and regulatory compliance, and public/government relations of the District. **E**

Protects and preserves the legal, ethical, and financial stability of the District. **E**

**Build/Develop/Provide/Prepare:**

Provides legal advice to the Superintendent, and the District senior leadership team on legal issues, including general public education law, special education law, labor and employment law, litigation and claims, contracts, bids, construction, real property, and charter school law. **E**

Develop, implement, and manage cross-functional training with HR, Technology, and Business Services regarding internal and external procedures, timelines, goals, and metrics by using best practice research with the District's goals and objectives to assure smooth and efficient delivery of services. **E**

Prepare legal documents, contracts, policies, notices, rules and regulations, and Board resolutions. **E**

Prepare, negotiate, and review contracts and memoranda of understanding (MOU's). Provide legal issues as necessary. **E**

Develop and document best practices and develop databases to use in decision support. **E**

Coordinate Conflicts of Interest and Lobbyist Filing Compliance. **E**

Conduct research, and analyze data to provide and coordinate recommendations to District personnel, outside legal counsel, investigators, and State agency personnel concerning the resolution of legal issues and conflicts, Board policies, administrative regulations, collective bargaining agreements, the Education Code, Brown Act, Fair Political Practices, Government Code, and other state and federal laws and regulations. **E**

Ethicize general counsel and associated staff to conduct legal unbiased investigations, research, interview (clients and witnesses), gather evidence, and handle other details necessary to provide litigation and trial preparation in all areas of law pertaining to school districts. **E**

Develop special projects and conduct research; attend to administrative details on special matters as assigned; and manage various ongoing projects and legal matters including data collection, preparation of reports, conducting data analyses, and the interpretation of findings. **E**

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations and negotiations. **E**

**Advisement:**

Proactively advise and provide technical expertise, information, and assistance to staff. **E**

Provide advisement on civil rights issues related to student speech, student searches, student attire, related discipline, Title IX, Title VII, and equity, and other related issues. **E**

Advise on and prepare responses to complaints and appeals filed by parents and Office of Civil Rights (OCR) and California Department of Education (CDE) investigations. **E**

Advise school sites or provide general counsel on variety of issues including student/family related alternative dispute resolution with issues of child custody conflicts and abuse reporting responsibilities, and withdrawal of consent letters. **E**

Advise and collaborate with Student Support and Health, Youth Development, and Special Education Department on issues of student health and services, including 504 Plan issues, Residency issues, and homeless and foster youth issues. **E**

Advise the Human Resource and Business Services Department on related matters including discipline, investigations, and collective bargaining agreements, Skelly Hearing process for represented and non-represented employees, Notice of Unprofessional Conduct/Notice of Unsatisfactory Performance letters, CRD/EEOC complaints, and ADA related issues. **E**

Provide advisement on Charter School matters, including Petitions, renewals, and Memorandum of Understandings, FUA analysis. **E**

Advise on Business and Facilities Maintenance Department on matters, including contract and bid processes, use of public funds and pupil fees issues, developer fees issues. **E**

Assist in the preparation and development of the department's annual budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

**Attend:**

Attend and provide legal advice and counsel for internal administrative meetings, and other meetings, as needed. **E**

Attend workshops, trainings, conferences, and study legal journals and publications to remain current with the latest revisions to laws and regulations. **E**

**Maintain:**

Maintain legal library with current law and resources. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Graduation from an accredited school of law and/or Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association, active member in good standing of the State Bar of California, and five years increasingly responsible experience working in a school district or a law firm that provides legal services to school districts or seven (7) years of experience in labor and employment law or similar fields; legal experience in the public sector is highly desirable. Preference will be given for coursework in educational laws and regulations, administrative laws and regulations, labor laws and regulations, or public agency administration.

**LICENSES AND OTHER REQUIREMENTS:**

California Bar Membership (Active); valid California driver's license; and provide personal automobile and proof of insurance. Eligible for membership in the State Bar of California and admission to practice before the United States District Court for the Northern District of California (preferred).

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- California judicial procedures.
- Computerized case management system(s).
- Investigation techniques and procedures.
- Legal management practices, such as discovery, document production, depositions, briefing, and trial procedures.
- School operational procedures including instructional scheduling, hours, and local procedures.
- Technical aspects of field of specialty.
- Applicable sections of the California Education Code (EDC), other laws, rules, and regulations related to assigned activities.
- Meyers-Milias Brown Act, Fair Labor Standards Act, Government Code and California Education Code and applicable court rulings.
- District organization, operations, policies, procedures, and objectives; applicable sections of the California Education Code and other laws and regulations.
- Any and all state and federal laws and regulations that govern working conditions that are subject to negotiations (such as FMLA, ADA, OSHA, OTETA, CFEHA, Government Codes, California Ed Code, Labor Law, etc.).
- Any and all state and federal laws that govern discipline, dismissal and release of public school employees.
- Research methods and report writing techniques.
- Current economic, political and sociological conditions affecting school districts.

- Current issues and problems of large urban school districts and their communities.
- Budget preparation and control.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation and development of approaches, strategies, and techniques.
- Operation of a computer, related software, scanners, and standard office equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Conduct unbiased investigations.
- Prepare pleadings and briefs.
- Conduct legal research.
- Develop clear and unambiguous contract language.
- Make persuasive oral arguments in administrative hearings, arbitrations or other alternative dispute resolution settings.
- Understand, analyze, and interpret Board policies and regulations, and state and federal laws and regulations.
- Manage multiple priorities simultaneously with highly developed organizational skills and attention to detail.
- Research, analyze, compile, and verify data, and prepare comprehensive narrative and statistical reports.
- Exercise analytical and independent judgment.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Work confidentially with discretion.
- Complete work independently with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with management, site administrators, staff, and the public.
- Meet schedules and timelines.
- Train and supervise the performance of assigned staff.
- Prepare and deliver presentations and trainings.
- Compose correspondence and written materials independently.
- Operate a computer, related software, scanners, and standard office equipment.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read various documents and reports; view a computer monitor; sit for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally, to retrieve and store files from cabinets and shelves; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

**SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT  
Position Description**

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<b>TITLE:</b>	Business Systems Administrator	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9895	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 13 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Student and Data	<b>HR APPROVAL:</b>	5-23-23
		<b>CABINET APPROVAL:</b>	5-22-2023
		<b>BOARD APPROVAL:</b>	TBD

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**BASIC FUNCTION:**

Serve as technical business systems administration expert; coordinate finance information system development and installation, implementation, administration, development system updates, manage system internal controls, and business support of the district's systems, applications and tools, databases, reporting, and related operating systems; responsible for the selection, development, deployment, utilization, access, integrity, and monitors and performs complex work in the development, control and analysis of district's enterprise resource system; coordinate assigned activities with other departments. Assist stakeholders in a wide variety of activities and special projects for the purpose of ensuring smooth and efficient financial operations while remaining in compliance with District staffing allocations and procedures and state and Federal policies and regulations.

**DISTINGUISHING CHARACTERISTICS**

Business Systems Administrator is distinguished from other staff by the overall responsibility for system analyses of current business practices, processes and work flows, system implementation of finance information systems, and administration. A Business Systems Administrator perform difficult to complex business and systems analyses of current business practices, processes and work flows in assigned business areas and recommend modifications or new processes to facilitate integration with designated enterprise system module processes; develop testing and implementation plans for new systems, system enhancements and upgrades; review projects following implementation to ensure compliance with specifications; collaborate with administrators and staff on system and operational improvements and third-party system integrations and facilitate business improvements; and perform related duties as assigned.

Perform complex business services functional analysis of system modules including report functions and system component analysis.

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

Lead, oversee, and participate in the design, implementation, upgrading, monitoring, tuning, and troubleshooting of the district's applications and tools, and system modules. **E**

Plan, implement and supervise projects; work with others on special projects to design and format system programs to achieve desired results; performs other special projects as assigned. **E**

Compile a wide variety of financial information and reports related to work assignments for the purpose of providing required documentation and processing information. **E**

Prepare financial information for a variety of stakeholders for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements. **E**

Develop specifications, design, and implementation of database queries, scripts, views, tables, and structures; provide database monitoring, performance tuning, troubleshooting, query development, replications, and data mining. **E**

Lead, oversee, and participate in determining data elements and structures that need to be accessed and extracted, moved and loaded, validated and cleaned, and standardized and transformed. **E**

Provide advanced technical support for the district's business services systems and applications; troubleshoot and resolve data integration and reporting problems; provide information, technical direction, and training to staff on activities required to implement projects, upgrades, new procedures, and techniques. **E**

Maintain business correspondence and communication techniques in day to day operations, training presentations and meetings. **E**

Knowledge of complex mathematics to perform calculations and statistical computations. **E**

Provide support for business systems activities with specific responsibility for the analysis and reconciliation of staffing allocations in compliance with established policies; providing specialized financial and budget support to other personnel; and verifying budget data. **E**

Develop business process modifications and determine strategic solutions to provide consistency; Prepare business; process documentation, write test scripts and lead testing, and identify fixes or corrections. **E**

Provide technical support and expertise for business systems. Serve as the subject matter expert, collaborate with district staff to solve complex procedural, operational, and technical business service problems. **E**

Analyze, test and model the results of system setup to determine appropriate functionality, performance, and data integrity and third-party software interface connections; make recommendations for system changes/corrections as necessary. **E**

Manage advanced reporting tools, analyze, design and write specialized queries and custom reports to generate required data and reports on a periodic basis. **E**

Assist user teams with special business projects such as system upgrades and system implementations; evaluate requests for system enhancements; provide guidance to business systems end users on application use and operating parameters; translate user expectations into technical specifications for enhancements and customizations; consult with other district staff on business process changes; research these changes for potential problems and develop and implement solutions. **E**

Support of California Department of Education/California Employment Development Department/California Unemployment Insurance/Internal Revenue Service federal reporting requirements by assembling information, verifying accuracy, inputting and/or overseeing the input of information into various system databases and staying current with new requirements. If new requirements are needed, ensuring all technology is updated accordingly. **E**

Coordinate review of the technical environment to evaluate, measure and maximize system performance, availability and effectiveness; utilize management software and tools to monitor and analyze data operations; analyze capacity and growth requirements, and recommend systems, system upgrades and enhancements to meet district needs. **E**

Develop, maintain, and provide district specific documentation including data standards, policies and procedures. **E**

Recommend and coordinate with staff and vendors on the design, documentation, implementation, maintenance, testing, and monitoring of business continuity and recovery procedures. **E**

Coordinate trainings for areas of the comprehensive business system. This includes being able to prepare complex technical written material in an effective and comprehensive manner. **E**

Analyze problems and make modifications to systems; preserve the performance and integrity of data. **E**

Assist with planning, organizing and prioritizing work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files and coordinating multiple projects simultaneously. **E**

Assist with supporting comprehensive integrated software systems with the ability to assess the outcomes and identify training and developmental needs for staff to enhance their performance, productivity and quality of work. **E**

Act as a liaison and serve on a variety of committees, task forces, and professional group meetings; maintain awareness of new trends and developments in the fields of Technology Services, database administration and security; incorporate new developments as appropriate. **E**

Read and interpret applicable policies, procedures, contracts and state and federal laws necessary to competently perform duties. **E**

Maintain professional and technical knowledge by attending courses and system training, reviewing professional publications, etc. **E**

Interpret technical system documentation and translate work processes into business systems functions. **E**

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

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

Any combination equivalent to: Bachelor's degree in business, statistics, project management, management information, computer information science, finance, accounting or closely related fields from an accredited college or university along with four years of increasingly responsible experience in business, statistics, project management, finance, accounting information systems or other related field. Experience should include installing, implementing, and maintaining SQL Server in a clustered and highly available environment. Incumbent must have expertise with Microsoft SQL Server, database performance tuning and capacity planning, testing, evaluation, report development and systems integration.



**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Alternative work schedule may be mandatory to prevent end-user interference.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Data warehouse and systems architecture, including the development of logical and physical data models including multidimensional data cubes, metadata definitions, and models.
- Principles and practices of Business Intelligence and data integration constructs.
- Industry design and configuration standards for data transformation and data warehouse technologies and tools.
- Principles and practices of business and technical communications, including techniques in the development of system and user documentation.
- Comprehensive Integrated Software Systems.
- Database theories and practices.
- Operating principles, parameters, uses, capabilities, characteristics, and limitations of servers, network operating systems, personal computers, mid-range computers, and related equipment.
- Standard principles, practices, methods, and tools of project management.
- Database design and management of SQL and other programming environments.
- Programming languages and reporting tools for SQL.
- Relational database management systems, computer network topologies, and the security implications of each. Conceptual design processes.
- Problem solving skills.
- Operation of computer, related software, and standard office equipment. Effective oral and written communication skills.
- Principles and practices of providing work direction to others.

**ABILITY TO:**

- Develop and deploy conceptual frameworks, and apply state-of-the-art technology to the design, development, implementation and management of data warehouse and data integration infrastructures and functionality.
- Install, configure, maintain, and manage the operations of complex database and data warehouse systems to achieve optimal technical performance and end-user support.
- Analyze and determine data entities, relationships, attributes, data flow, storage requirements, data output, and reporting capabilities.
- Determine and develop solutions to meet the functional requirements and specifications of hardware and software systems.
- Act as project manager for implementation of software application features or subsystems.
- Analyze and troubleshoot complex scripting, data cleansing, data integration, and data warehouse system issues; identify the reasons for problems, failures, and malfunctions; develop optimal solutions.
- Perform business and functional analyses, and reach sound conclusions regarding system requirements.
- Read, interpret, and apply complex technical publications, manuals, and other documentation.
- Identify data communication and information management issues and opportunities; analyze problems and alternatives; develop sound conclusions and recommendations.
- Prepare clear, concise, and accurate program documentation, reports of work performed, and other written materials.
- Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the district, in accordance with departmental and district policy and state and federal law.
- Translate user requirements into computer programs and systems. Apply creative thinking and critical reasoning to resolve complex system issues.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Implement system software and data changes in accordance with security and change control policies. Work individually, as well as part of a collaborative team.
- Establish and maintain cooperative relationships with others.
- Communicate effectively, both orally and in writing. Alternative work schedule may be mandatory to prevent end- user interference.
- Develop policies, procedures, functions and principles of information systems; accounting and record-keeping principles, methods and practices.
- Operate a computer, related software, and standard office equipment.
- Provide leadership, guidance, and training to other technical and non-technical personnel.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; subject to noise from equipment operation.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, inspect manuals and other written materials with fine print, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

**SAMPLE HAZARDS:** Occasional contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Payroll Operations	<b>CLASSIFICATION:</b>	Classified Non-Represented Management
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9891	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Business Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Chief Business and Operations Officer	<b>HR APPROVAL:</b>	3-7-2024
		<b>CABINET APPROVAL:</b>	3-13-2024

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**BASIC FUNCTION:**

Oversee payroll functions across SCUSD, inclusive of over 5,000 certificated and classified personnel on varying pay schedules employed in approximately 84 school sites, early education centers, and administrative facilities, which utilize paper and web-based time reporting systems.

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

Manage the day-to-day functions of the Payroll department with a focus on providing the highest standards of customer service to our schools and central office staff. **E**

Engage in effective and efficient implementation of the HR/Payroll enterprise system through collaborative cross-departmental efforts. **E**

Lead the complex effort to understand current state of end-to-end payroll processes and identify key opportunities for improvement. **E**

Drive the design and implementation of improved payroll processes and operations with the goal of making them more streamlined, efficient and accessible. **E**

Standardize to best practices where possible and develop a plan for implementation of process improvements, including preparing and engaging Payroll staff in process change through training, documentation, and technical support **E**

Communicate and obtain buy-in for proposed process changes with key stakeholder groups. **E**

Coordinate efforts with system implementation teams to ensure alignment for cross-functional processes. **E**

Supervise, evaluate and guide Payroll staff, build capacity, establish and communicate clear goals and expectations for the department that are aligned to district priorities, and hold staff accountable for meeting short and long-term goals. **E**

Ensure the timely and accurate reporting of certificated and classified employees' retirement contributions to CALSTRS and CALPERS, all post-pay deductions and withholdings, garnishments, Tax Sheltered Annuities

## Director, Payroll Operations -- Continued

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(TSA), general deductions, and retirement deductions. **E**

Oversee timely and accurate printing, sorting and mailing of pay warrants, direct deposits, W2's, and monthly and quarterly taxes. **E**

Ensure timely completion of all payroll tax reporting requirements for federal and local taxes. **E**

Work collaboratively with the Human Resources and Risk Management Departments to ensure accuracy of employee compensation and benefits data and the timely set up of new employee information in the payroll system. **E**

Respond to audit items and public record requests. **E**

Monitor compliance with all applicable laws, ordinances and regulations, including California Labor Code and Board of Education policies; oversee the preparation and submission of State and Federal mandated reports. **E**

Develop strategies to resolve complex payroll and retirement reporting issues. **E**

Implement and update functions within business systems and/or additional workflows, providing supporting documentation as needed for continuous improvement and accountability. **E**

Assist and prepare workshops and manuals relevant to payroll process and present at workshops when assigned. **E**

Input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, labor partners, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

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

Bachelor's degree from an accredited college or university; advanced degree preferred.

Four (4) years of professional-level experience in a large, urban school district over 30,000 ADA, or payroll department, or other relevant setting such as County or State level education organization. Strategic leadership and management experience; in a K-12 public educational setting preferred.

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

Valid California driver's license; provide personal automobile and proof of insurance.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Experience supervising a payroll division in a California public school district, with demonstrated knowledge of and responsibility for processing certificated and classified employees' pay through a computerized payroll system.

## Director, Payroll Operations -- Continued

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- Knowledge of California Education Code employment provisions applicable to certificated and classified staff.
- Knowledge of practices and procedures of the California State Teachers' Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS).
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.

### **ABILITY TO:**

- Highly-motivated, self-directed individual with deep payroll functional as well as process improvement expertise who will provide the strategic vision for the SCUSD Payroll functions and the leadership for our change management effort to streamline processes.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Ability to work effectively across multiple functions and roles within a complex organization.
- Strong interpersonal skills and the ability to build effective working relationships with senior level district staff and colleagues.
- Success leading effective teams and individuals.
- Ability to work effectively in difficult situations that involve confidential and sensitive matters.
- Strong computer skills including Google Suite, Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office and site environment; drive a vehicle to conduct work; constant interruptions.

#### **SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

#### **SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits with District-offered plans

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	District Community Schools Specialist	<b>CLASSIFICATION:</b>	Certificated Non-Management (SCTA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9890	<b>WORK YEAR:</b>	190 Days
<b>DEPARTMENT:</b>	Assigned School Site	<b>SALARY:</b>	Program Specialist and School Social Worker Annual S1-A/N21
<b>REPORTS TO:</b>	Executive Director of Student Support and Health Services	<b>HR APPROVAL:</b>	1-26-24
		<b>CABINET APPROVAL:</b>	11-28-23

**BASIC FUNCTION:**

Under the direction of the Executive Director, Student Support and Health Services or designee, the District Community Schools Specialist (DCSS) is responsible for the integration, alignment, coordination, and monitoring of the system-wide community school (CS) strategy in accordance with California Community School Partnership Program (CCSPP) grant requirements. The District is committed to the Six Pillars and Four Mechanisms of the Community School Strategy as outlined by the National Education Association at [www.nea.org/communityschools](http://www.nea.org/communityschools).

The DCSS will co-facilitate, coordinate, and schedule the Community School Advisory Council (CSAC) including recruiting/training new members (i.e. students, parents/guardians, school staff, and community partners who are representative of the diversity of the school community).

The DCSS will work with the CSAC to review the site-level needs and assets assessments and to develop, implement, and revise a District CS implementation plan based on the results of that assessment and the District's system-wide community school (CS) strategy as set forth above.

The DCSS will collaborate with program leaders at the system and site level in alignment with the CS strategic plan. The DCSS develops and furthers the wisest use of community resources to create optimal impact by enhancing community and individual assets, meeting critical needs, and promoting long-term collective solutions.

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

**1. Assets and needs assessment, data collection and analysis:**

- Align the processes sites use for initial, comprehensive needs and assets assessment, and additional ongoing assessments and listening projects to identify gaps in service for students and families to ensure a comprehensive, evidence-based and coordinated process is used across CS sites. **E**

- Support site CSS with coordination of the needs and asset assessments and listening projects. **E**
  - Assist the CSS with identifying existing resources in the community and the district to fill identified gaps. **E**
  - Coordinate the CSAC to analyze data from site-level needs and assets assessments including synthesizing and preparing data and reports to facilitate analysis. **E**
  - Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders. **E**
- 2. Using such data to inform, and implement, strategic plans:**
- Build high-functioning problem-solving teams for identified needs. **E**
  - Match schools with high-quality community partnerships and district resources that meet identified needs and support student achievement. **E**
  - Provide technical assistance and support to CSS with implementing a menu of strategic programs and services according to the priorities identified by the CSIT. **E**
- 3. Program coordination and alignment:**
- Coordinate the integration and alignment of community and district resources and partnerships to maximally support the goals of the site to the fullest extent possible. **E**
  - Initiate, facilitate, and coordinate programs and strategies related to the community schools implementation during and beyond the school day for students, families and the community. **E**
  - Coordinates central office initiated community resources serving the Community School sites per the need assessments and district initiatives. **E**
- 4. Implementation and monitoring:**
- Review and monitor the site-level CS strategic plan implementations and effectiveness data in collaboration with the site CSS and site leader and make recommendations. **E**
  - Perform required data collection and evaluation; prepare written and oral reports required by grant funders and present to district leadership and constituents as needed. **E**
  - Assist in grant writing, reporting and development and identification of other resources to increase and sustain programs and services. **E**
- 5. Community/Family engagement and organizing:**
- Coordinate and participate in district and site- parent and community engagement initiatives, with a specific focus on engaging families of color and underserved/marginalized families. **E**
  - Attend meetings of the CSAC. **E**
  - Attend meetings of the CSITs as needed. **E**
- 6. Leadership and facilitation:**
- Work cooperatively with principals and other district administrators and supervisors in planning and implementing the system-wide Community Schools (CS) strategy. **E**
  - Assist the Director in integrating diverse community partners, parents, etc. into district governance structures. **E**
  - Coordinate training and professional learning for site-based CSS, parents/guardians, other District staff, and community groups to support implementation of the community school model. **E**
  - Provide advisement, guidance, and support to site-based CSS to carry out Community School grant expectations and site-activities. **E**
- 7. Advocacy and ambassadorship:**

- Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including representing the District in regional groups or relevant coalitions and advocacy activities to promote the initiative. **E**
- Participate in district and other relevant professional learning and training sessions. **E**
- Assists in interpreting the programs and goals of the school district to the community. **E**

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

Experience coordinating programs, grants, conducting needs/asset assessments is preferred. Experience collecting, analyzing, and presenting information and data to diverse audiences is preferred. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in education, social work, health or related field. Master's degree preferred. Experience coordinating comprehensive program activities in a school/academic setting is preferred. Bilingual skills preferred. Knowledge and experience working in the school or surrounding community preferred. Experience working with students/families similar to the demographics served by the school community preferred, with a minimum of five years preferred.

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

Possession of a California Credential in teaching and/or in Pupil Personnel Services (Counseling, Psychology, or Social Worker) is required.

### **KNOWLEDGE, SKILLS, AND COMPETENCIES:**

- Demonstrated ability to collect, interpret, and analyze data from a variety of sources, evaluate that data, and make recommendations based on evaluation
- Excellent interpersonal and communication skills (verbal & written), including active listening
- Demonstrated ability in grassroots community organizing, and leadership identification and development
- Knowledge of community resources
- Able to build and lead high-functioning teams and facilitate groups
- Ability to market a school, write grants, and fundraise
- Cultural sensitivity and a demonstrated commitment to equity and social justice
- Demonstrated ability to build trust and effective working relationships with a wide variety of stakeholders and people from varied backgrounds (communities of color, low-income communities, speakers of various languages, etc.)
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks
- Awareness of the physical, social, emotional and academic development of the learner
- Knowledge of political, economic, and social barriers to educational equity
- Skilled in PowerPoint, Excel, Google Docs/Drive, and social media
- Ability to work independently and without close supervision

### **DISCLAIMER:**

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.



**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Flexible schedule - Ability to adjust work day schedule to work evenings and/or on weekends to participate in district meetings and community engagement activities as needed; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of records and reports.

**SAMPLE HAZARDS:**

Contact with dissatisfied, hostile individuals; may risk exposure to communicable diseases, home environments that are not clean or safe, and personal safety hazards.

**SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT  
Position Description**

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<b>TITLE:</b>	Infant Toddler Caregiver	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9871	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Student Support and Health Services	<b>SALARY:</b>	Range 50 Salary Schedule C
<b>REPORTS TO:</b>	Coordinator II- SSHA	<b>HR APPROVAL:</b>	7-24-2023
		<b>CABINET APPROVAL:</b>	8-11-2022

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Infant Toddler Caregiver will provide age-appropriate activities that support a functional learning atmosphere; prepare and execute appropriate experiences suitable for children, 0 to 3 years of age. Work in a licensed childcare setting.

**REPRESENTATIVE DUTIES:**

Facilitates and guides children's learning, social and emotional development, problem-solving abilities, physical development and any special ability. **E**

Support all children in small and large groups, in a variety of activities involving fundamental language development and literacy, number concepts, exploration of nature, arts and crafts, music, and dramatic play. **E**

Support each child's individual needs. **E**

Provide a positive, safe and nurturing learning environment. Monitors classroom and playground activities to ensure the safety and wellbeing of students. **E**

Oversee the safety and supervision of children in care. **E**

Organize, plan, implement and oversee student activities and instructional materials that align with the State or Federal required tools. Complete required assessments and screeners as required by funding and compliance. **E**

Provide assistance and support to students' individual health needs when appropriate, with toilet training and/ or diapering, hand washing, feeding, and tooth brushing needs. **E**

Support children with special needs and those with an IFSP or requiring individualized care. **E**

Maintain the classroom in a safe, sanitary, and orderly condition. **E**

Prepare and maintain a variety of records such as, but not limited to, student files and portfolios, notes, observations, and student attendance, in relation to funding requirements. **E**

Document activities in related to assigned children and activities including parent involvement and other parent engagement activities, developmental screeners, and assessments. **E**

Assist with completing required student enrollment and attendance designs and prepares bulletin boards, displays, charts, games, and other teaching aids such as forms, and worksheets. **E**

Plan and schedule required home visits. **E**

Facilitate parent engagement activities/workshops including home visits and conducting parent meetings. **E**

Provide parents/guardians of children with practical information regarding the program, their student's progress and provide support and encouragement for involvement with their children's education. **E**

Collaborate with community partners to enhance services for children and parents. **E**

Support diverse and at-risk and priority populations as low-income, teen parents, refugees, dual language learners etc. **E**

Participate in periodic meetings with Student Support and Health Services staff, instructional coaches, school site staff, administrators, and other designated staff to assess progress, discuss issues or concerns and plan teaching/learning strategies. **E**

Attend trainings and professional development. **E**

Work collaboratively with classroom instructional staff and childcare attendants. **E**

May assign special projects to the Instructional Aide (as needed) to support the program. **E**

Attend a variety of conferences, training, and meetings as assigned. Operate standard office and classroom equipment. **E**

Operate standard office and classroom equipment. **E**

Perform related duties as assigned.

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

Any combination equivalent to: Associate of Arts Degree in Early Childhood Education, Child Development, Human Development or related field and six (6) Infant & toddler specialized units or minimum of completion of three (3) units Infant & toddler specialized units and proof of enrollment in additional three (3) units upon placement.

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

(Including Title 22 Community Licensing staff requirements).

Valid Teacher Permit or higher issued by the California Commission on Teaching Credentialing, valid First Aid/CPR certification (Infants & Toddlers), valid California Driver License and insurance, and pass the employee entrance evaluation (lifting test).

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Classroom procedures and appropriate knowledge of child development methods and practices.
- Child behavior management techniques and child guidance principles and practices.
- Requirements of maintaining an infant/toddler classroom in a safe, clean and orderly condition.
- Experiences and curriculum designed for an infant/toddler program.
- Basic record-keeping techniques.
- Basic instructional methods and techniques.
- Health and safety regulations.
- Operation of standard office and classroom equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Proper lifting techniques.
- Lift infants and toddlers weighing up to 50 pounds.
- California Department of Social Services (CDSS) licensing requirements
- Community Care and Licensing Regulations, State and Federal guidelines in relation to funding requirements.

#### ABILITY TO:

- Monitor, supervise and evaluate children in games, play or group activities;
- Read and understand teacher manuals and guides;
- Follow oral and written instructions with direction; Ability to give directions clearly;
- Work independently and make minor decisions within the framework of established guidelines;
- Adapt to individual needs of children and work with frequent interruptions;
- Work harmoniously with children and staff.
- Meet schedules and timelines.
- Learn and use technology and computer software applications as appropriate to the learning environment.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Successfully implement and use positive reinforcement and assertive discipline practices.
- Provide experiences and related activities in a classroom or assigned learning environment.
- Maintain a clean, safe and orderly classroom-learning environment.
- Communicate effectively orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures applicable to the Early Learning and Care environment.
- Communicate effectively with others.
- Operate standard classroom equipment.
- Work closely with classroom para-educator to insure a safe and cohesive learning environment.
- Provide input for performance evaluations as requested by the administration.
- Monitor student attendance.
- Understand and relate to students with special needs.

- Maintain consistent, punctual and regular attendance.
- Sit or stand for an extended period.
- Bend at the waist, kneel, crawl or crouch to assist students.
- Learn district organization, operations, policies and objectives.
- Assist parents with school involvement and participation as required.
- Use proper lifting methods.

**WORKING CONDITION:**

**SAMPLE ENVIRONMENT:**

Indoor classroom and outdoor playground childcare environment; frequent interruptions; significant distractions; continuous contact with staff and the public. Drive a vehicle to conduct work for required home visits.

**SAMPLE PHYSICAL ABILITIES:**

Sufficient physical strength and mobility to stand, walk, run with students and lift/hold infants/toddlers. Sit for extended periods; bend at the waist or crouch to assist children. Must be able to bend, squat, and kneel throughout the day, reach overhead, above the shoulders, and horizontally to retrieve and store files; hear and speak to exchange information; see to read a variety of materials and monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities, prepare materials. Operate standard office and classroom equipment and technology. Lift infants and toddlers weighing up to 50 pounds.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals; exposure to erratic student behavior; may risk exposure to lice, bodily fluids, and communicable diseases.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Lead Print Shop Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9878	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Central Printing Services	<b>SALARY:</b>	Range 58 Salary Schedule C-M
<b>REPORTS TO:</b>	Purchasing Manager	<b>HR APPROVAL:</b>	07-21-23
		<b>CABINET APPROVAL:</b>	09-05-23

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**BASIC FUNCTION:**

Plan, organize, coordinate, and direct diverse, specialized duties in the operation of digital high-speed printing equipment, offset presses, reproduction and bindery equipment, and other equipment for the production and distribution of high-quality printed materials. Make independent judgement and analysis decisions on projects to ensure efficient, safe workflow to direct and train assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Print Shop Technician classification operates duplication and photocopy equipment, and performs finishing, bindery and shipping work as directed. The Lead Print Shop Technician classification will operate finishing and binding equipment, digital high-speed printing equipment and offset presses requiring specialized training in press operation and technical computerized equipment, including multi-color registration.

The Lead Print Shop Technician creates digital job files, requiring the use of various graphic design software for layout and design of printed material. Oversee the production schedule, billing of print jobs, reconciling of vendor invoices and adhering to industry rules and regulations.

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

Perform all pre-press functions; ensure projects will print effectively, make corrections to files as needed. Understand and follow printing rules and concepts; understand and follow post office regulations for mailing. **E**

Operate high-speed digital printing presses, , high-volume copy machines, paper cutters, binding machines, collators, shrink wrappers, folder-inserter, folder-sealer, coil binder, tape binder, industrial stapler, plate makers, and drill press; layout and design a wide variety of banners utilizing custom equipment computer software. **E**

Prepare equipment and machinery for production, i.e., prepare proofs, layout and design, create and set up plates, load toner and ink, load paper; prepare completed work orders for shipping or distribution. Calculate charges and complete requisitions. Ensure effective retention of files, requisitions, work orders, and materials. Maintain organized archives of print files. **E**

Make offset plates or digital plate makers; clean and prepare masters for duplicating. **E**

Utilize a variety of graphic design software, , and other computer software programs to manipulate graphics; Perform complex variable data creating customized documents for print and digital delivery. Facilitate Portable Document Format (PDF) document creation, review, and high-end output; and design/typeset documents. **E**

Maintain equipment in efficient working order, making routine adjustments, and diagnose problems as appropriate; communicate with equipment vendor regarding malfunctions and problems as necessary. **E**

Operate a paper-cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple, shrink wrap, perform hand finishing, and package reproduced materials. **E**

Assist in receiving and stocking inventory of materials and supplies; unload paper supplies, and rotate stock as assigned; perform moderately heavy lifting; carry, push, and pull packages, boxes, supplies, and completed print jobs. **E**

Maintain inventory according to established guidelines; maintain routine records as assigned; update Central Printing price book as necessary; research equipment and design software as necessary; may operate a vehicle to conduct work. **E**

Communicate with district personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work; confer with district personnel regarding reproduction and printing needs. **E**

Coordinate intake for projects and create detailed job tickets in design software for production. Obtain quotes from outside vendors for overflow projects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Train and provide work direction to Print Technicians. **E**

Assist other personnel as may be required for the purpose of supporting staff in the completion of work activities. **E**

Perform related duties as assigned.

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

Any combination equivalent to: graduation from high school, and five years of print shop operations experience including high-speed digital and offset printing.

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

Valid California driver's license, and provide proof of insurance; employee entrance evaluation. (lift and carry a minimum of 20 lbs.)

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Principles, processes, and equipment used in digital and offset printing, duplicating, and high speed photocopying.
- Operation of digital high-speed equipment, offset press, and peripheral equipment.
- Inks, toner, and paper stock used in printing.
- Graphic design and mail sorting software
- Custom equipment computer software.
- Operation of a computer, related desktop publishing software, and standard office equipment.
- District policies and procedures related to assigned duties.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing work direction and guidance to others.
- Health and safety regulations.

##### **ABILITY TO:**

- Perform the basic function of the position.

- Maintain, adjust, and perform routine maintenance to equipment.
- Produce quality printed work according to established production standards.
- Operate a variety of finishing equipment.
- Learn and operate custom equipment software.
- Operate a computer, related desktop publishing software, and standard office equipment.
- Be organized.
- Promote and train safe work practice.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform moderately heavy lifting.
- Carry, push, and pull of packages, boxes, supplies, and completed print jobs according to safety regulations.
- Complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Work independently with little direction.
- Train and provide work direction to Print Technicians.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Print shop and mini-print environment; constant interruptions; subject to noise from equipment operation, and fumes from ink and cleaning compounds; may drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Stand for extended periods of time; dexterity of hands and fingers to operate a variety of print shop equipment; handle physical and emotional stress in meeting deadlines and schedules; handle moderately heavy packages and boxes; moderately heavy lifting; carry, push, and pull boxes of supplies and completed print jobs, operate pallet jack and hand truck; stoop or crouch when loading supplies in equipment; reach and handle supplies, equipment, and materials to maintain the equipment; talk and hear over equipment noise; visual acuity, depth perception, and accommodation when operating equipment and reading forms.

**SAMPLE HAZARDS:**

Exposure to chemical fumes, fuser oil, and chemicals/solvents on hands; heat from laminating machines and fuser units; cuts from staples, drillers, paper, and paper cutters.



**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Specialist, Community Schools	<b>CLASSIFICATION:</b>	Certificated Non-Management (SCTA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9895	<b>WORK YEAR:</b>	184 Days
<b>DEPARTMENT:</b>	Assigned School Site	<b>SALARY:</b>	Training Specialist Annual T-A/N20
<b>REPORTS TO:</b>	School Principal and Executive Director of Student Support and Health Services	<b>HR APPROVAL:</b>	11-13-2023
		<b>CABINET APPROVAL:</b>	2-2-2024
		<b>BOARD APPROVAL:</b>	TBD

**BASIC FUNCTION:**

Under the direction of the site’s principal and/or designee, the Community Schools Specialist (CSS) is responsible for the, integration, alignment, and coordination of the community school (CS) strategy at the school site level. The District is committed to the Six Pillars and Four Mechanisms of the Community School Strategy as outlined by the National Education Association at [www.nea.org/communityschools](http://www.nea.org/communityschools).

The CSS will facilitate, coordinate, and schedule the Community School Implementation Team (CSIT) including recruiting/training of new members (i.e. students, parents/guardians, school staff, and community partners who are representative of the diversity of the school community).

The CSS will work with the school’s inclusive leadership team (CSIT) (and a broad range of school staff, families, administrators, and community partners) to conduct an extensive needs and assets assessment and to develop and implement a CS strategic plan based on the results of that assessment.

The CSS will initiate, facilitate, and maintain programs at the school level in alignment with the CS strategic plan. The CSS develops and furthers the use of community resources to create optimal impact by enhancing community and individual assets, meeting critical needs, and promoting long-term collective solutions.

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

**1. Assets and needs assessment, data collection and analysis:**

- Coordinate initial, comprehensive needs and assets assessment, and additional ongoing assessments and listening projects to identify gaps in service for students and families and to identify existing resources in the community and the district to fill those gaps. **E**

- Coordinate the work of the Community School Intervention Team (CSIT) to analyze data from needs and assets assessments. **E**
  - Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders. **E**
- 2. Using such data to inform, and implement, strategic plan:**
- Build high-functioning problem-solving teams for identified needs. **E**
  - Match students and families with high-quality community partnerships and district resources that meet identified needs and support student achievement. **E**
  - Implement a menu of strategic programs and services according to the priorities identified by the by the CSIT, in partnership with school staff, students, parents/guardians, and community allies. **E**
- 3. Program coordination and alignment:**
- Coordinate community resources serving the school. **E**
  - Ensure the integration and alignment of community and district resources and partnerships to maximally support the goals of the principal, school leadership team, and strategic partners to the fullest extent possible. **E**
  - Coordinate programming related to the community schools strategic plan, during and beyond the school day for students, families and the community. **E**
  - Assist with designing and managing volunteer systems within the school. **E**
- 4. Implementation and monitoring:**
- Monitor the effectiveness of interventions and supports in collaboration with school site team (CSIT). **E**
  - Perform required data collection and evaluation; prepare and present written and oral reports to district and partners. **E**
- 5. Community/Family engagement and organizing:**
- Coordinate and participate in parent and community engagement initiatives, with a specific focus on engaging families of color and underserved/marginalized families. **E**
  - Serve as a member of site-based teams related to the Community Schools strategic plan, as appropriate. **E**
- 6. Leadership and facilitation:**
- Serve as an active member of the CSIT. **E**
  - Assist the principal in integrating diverse community partners, parents, etc. into school governance structures. **E**
  - Coordinate trainings and professional development for school staff, parents/guardians, and community groups to support implementation of the community school model. **E**
- 7. Advocacy and ambassadorship:**
- Represent the initiative in various public forums as needed and participate in advocacy activities to promote the initiative. **E**
  - Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including representing the school in neighborhood groups or relevant coalitions. **E**
  - Participate in district and other professional learning and training sessions. **E**

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

Experience coordinating programs, grants, conducting needs/asset assessments is preferred. Experience collecting, analyzing, and presenting information and data to diverse audiences is preferred. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in education, social work, health or related field. Master's degree preferred. Experience coordinating comprehensive program activities in a school/academic setting is preferred. Bilingual skills preferred. Knowledge and experience working in the school or surrounding community preferred. Experience working with students/families similar to the demographics served by the school community preferred, with a minimum of three years preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide personal automobile. Possession of a California Credential in teaching and/or with Specialization in Pupil Personnel Services (Counseling, Psychology, or Social Worker) required. Specific languages and District Primary Language Assessment may be required. Must be available to work at least two evenings per week or on Saturdays.

## **KNOWLEDGE, SKILLS, AND COMPETENCIES:**

- Demonstrated ability to collect, interpret, and analyze data from a variety of sources, evaluate that data, and make recommendations based on evaluation
- Excellent interpersonal and communication skills (verbal & written), including active listening
- Demonstrated ability in grassroots community organizing, and leadership identification and development
- Knowledge of community resources
- Able to build and lead high-functioning teams and facilitate groups
- Ability to market a school, write grants, and fundraise
- Cultural sensitivity and a demonstrated commitment to equity and social justice
- Demonstrated ability to build trust and effective working relationships with a wide variety of stakeholders and people from varied backgrounds (communities of color, low-income communities, speakers of various languages, etc.)
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks
- Awareness of the physical, social, emotional and academic development of the learner
- Knowledge of political, economic, and social barriers to educational equity
- Skilled in PowerPoint, Excel, Google Docs/Drive, and social media
- Ability to work independently and without close supervision

## **DISCLAIMER:**

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

## **WORKING CONDITIONS:**

### **SAMPLE ENVIRONMENT:**

Flexible schedule - Ability to adjust work day schedule to work evenings and/or on weekends to participate in district meetings and community engagement activities as needed; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

**SAMPLE HAZARDS:**

Contact with dissatisfied, hostile individuals; may risk exposure to communicable diseases, home environments that are not clean or safe, and personal safety hazards.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Cyber Security Specialist	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9892	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Director, Student & Data Systems / Chief Information Officer	<b>CABINET APPROVAL: HR APPROVAL:</b>	4-19-2024 9-21-2023

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**BASIC FUNCTION:**

Plan, design, implement, monitor, and maintain cyber security programs for the Sacramento City Unified School District; identify and address critical systems and critical digital assets; maintain cyber security attack mitigation and incident response capability; and provide assistance to higher level management staff.

Under the direction of the Chief Information Officer or designee, the position of Cyber Security Engineer is responsible for establishing, coordinating, implementing, and managing the Sacramento City Unified School District's cyber-security strategy program across the organization. The incumbent will develop and implement processes to self-audit IT security systems and identify leading technology to prevent system incursions. The position will work directly with the leadership team to identify, implement, and maintain appropriate technology solutions for all aspects of the organization.

**DISTINGUISHING CHARACTERISTICS:**

Under specific guidance, the Cyber Security Specialist I functions at the entry-level position and has the most limited scope of any Cyber Security Specialist. The Cyber Security Specialist I is knowledgeable and capable of specific tasks within the cyber security, but is often not able to relate specific tasks into a broader picture of how a sub-area functions.

Under general guidance, the Cyber Security Specialist II functions at the journey-level and provides guidance to the entry-level position. The Cyber Security Specialist II is able to understand major sub-areas of the cyber security and/or environment. Cyber Security Specialists I and II support district security systems.

The Cyber Security Specialist III is the most knowledgeable and the most capable of any of the network specialists, and performs all of the duties of a Network Specialist III in addition to the duties listed below. The Cyber Security Specialist has a scope of knowledge and capability that includes the entire network and its environment. When a Cyber Security Specialist functions in a team lead or project leader capacity, the Cyber Security Specialist III will provide technical guidance to other network specialists.

Classes in this series are used to perform a variety of analytical activities in support of security processing systems. Incumbents develop problem solutions using security technology methods; conduct feasibility studies; assist or act as a project manager over information processing projects; work on analysis and support of district security processing systems; develop information processing standards and procedures.

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

Develops and maintains centralized security alert logging and reporting systems, implements Data Loss Prevention (DLP) systems. **E**

Coordinates and conducts investigations of security events, responds to emergency cybersecurity situations. **E**

Installs security measures and operating software to protect systems and information infrastructure, including firewalls and data encryption programs. **E**

Resolves detected vulnerabilities to maintain a high security standard. **E**

Monitor hardware, software, network traffic, and security systems and identity, troubleshoot, diagnose, resolve, and report security vulnerabilities and incidents. **E**

Manages various cybersecurity systems and provides guidance to technology staff for the integration of new systems. **E**

Reviews and analyzes system logs, SIEM tools, and network traffic for unusual or suspicious activity, and makes recommendations to restore secure operations. **E**

Reviews, tests, and recommends new security software, tools and/or technologies to determine applicability to SCUSD operations. **E**

Manages maintenance agreements, support contracts and software licensing regarding cybersecurity. **E**

Perform audits, periodic inspections, and penetration testing of district information systems to ensure security measures are functioning and effectively utilized. Work with outside consultants as appropriate on independent security audits. **E**

Develop and maintain incident response plan, and provides post-incident analysis. **E**

Monitor information security trends relevant to SCUSD, keeping management informed about information security-related issues and activities affecting the district. Identifies phishing and social engineering attacks targeting SCUSD and notifies staff of associated security risks; performs vulnerability scans on SCUSD and school district networks. **E**

Compiles and reports metrics and key performance indicators to senior management in all areas of responsibility. **E**

Designs, builds, documents, and implements a system security architecture and standard security operating procedures and protocols. **E**

Collaborates with the Network and Systems staff with the design, implementation, and management of the District's infrastructure and systems, encompassing virtual, physical, and cloud computing, storage, networks, and applications; ensuring secure, highly reliable delivery of services to meet district business requirements. **E**

Serve as Tier III escalation point for varied security, infrastructure and application problems; provide technical guidance to staff and others to resolve issues. **E**

Maintain up-to-date remains up-to-date on current cybersecurity best practices and policies; may work with local, state, and federal agencies related to security incidents technical knowledge by attending educational workshops and trainings, review professional publications, establish personal networks, and participate in professional associations. **E**

Performs related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination of education, training of 5 years or more of progressively responsible experience involving all levels of LAN and WAN networking , systems administration, and application support. Of the 5 years, a minimum of two years of experience is required in a cybersecurity related field.

Experience may include with a broad range of computer hardware and software, which includes the installation, maintenance, and enhancement of network hardware and software on WANs and LANs. Experience in planning and supporting network and computer infrastructure. Experience managing a network, including firewalls, switches, storage device management, backup and recovery systems, network management tools, and various network protocols.

Any combination equivalent to: bachelor's degree with an emphasis on cyber security, information systems, network management, or computer science (computer operation, information systems, or network operations), and two years general technical experience in installing and maintaining computer networks to include network management.

**LICENSES AND OTHER REQUIREMENTS:**

Must be available for mandatory overtime during critical times. Alternative work schedules and/or telecommuting may be mandatory to prevent end-user interference.

Hold a valid California driver's license and provide proof of insurance.

Desired industry certifications and knowledge:

- **Certifications:** Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), CompTIA Security+, Certified Ethical Hacker (CEH), CompTIA Advanced Security Practitioner (CASP+), GIAC Security Essentials Certification (GSEC)
- **Networking:** Switches, Routers, Servers, Firewalls, LAN, WAN, TCP/IP, Domain Name System (DNS), Active Directory, Wi-Fi, RADIUS, etc.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Technical expertise on LAN, WAN, network operating systems, network cabling topologies, and industry standards and practices
- Cybersecurity laws, regulations, policies, procedures, and standards
- Cybersecurity methodologies and technologies
- Network security and access control systems such as firewalls, endpoint protection systems (antivirus)
- Knowledge and ability to support authentication methods
- Chromebook, Apple, Windows, and windows Server operating systems Firewall, router and switch configuration
- Data systems back-up

**ABILITY TO:**

- Conduct daily cybersecurity operations and services.
- Install, configure, and maintain firewalls and other cybersecurity systems.
- Perform vulnerability scans, configuration audits and security monitoring.
- Investigate suspicious network and user activity; maintain high level of attention to detail; make cybersecurity-related recommendations.
- Learn new hardware and software systems and adapt to changes in technology
- Perform the basic function of the position.

## Cybersecurity Specialist - continued

- Develop network procedures and documentation that others can execute.
- Perform troubleshooting analysis of network infrastructure, servers, workstations, and associated systems.
- Make technical trade-off decisions that consider logistical and operational factors with cost factors and standardization efforts.
- Function in a team environment to balance technical factors with other organizational factors. Coordinate with other technical personnel to arrive at optimum solutions.
- Use commonly available office automation tools.
- Be available for mandatory overtime during critical times.
- Work in a manner and at a time so as not to interfere with customer productivity.
- Alternative work schedules and/or telecommuting may be mandatory to prevent end-user interference.
- Lift, move, re-position, and connect light to moderately heavy network and workstation equipment components according to safety regulations.
- Effectively work with program managers and site personnel. Maintain confidentiality of information
- Meet state and district standards of professional conduct as outlined in Board Policy.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work; constant interruptions.

#### **SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; walk and stand to identify and diagnose networking issues; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders, and horizontally; bend at the waist or crouch to troubleshoot and connect cables; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities; lift, move, re-position, and connect light to moderately heavy network and workstation equipment components; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

#### **SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals; exposure to dust when equipment is installed or moved.



**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Assistant Superintendent, Human Resources	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Assistant Superintendent	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9884	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resources	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Human Resources Officer	<b>HR REVISION:</b>	10-19-2023
		<b>CABINET APPROVAL:</b>	07-30-13

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**BASIC FUNCTION:**

Provide leadership and expertise in human capital management and Human Resources throughout the District to meet the needs of Sacramento City Unified School District students; support and develop workforce excellence in all positions with a targeted focus on those who provide direct educational services to students; lead performance management initiatives and support including recognition and reward structures, non-renewals, discipline, and improvement plans for underperforming employees; develop and maintain Human Resources policies and procedures; develop and maintain employee compensation policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; develop new programs and initiatives that support goals for finding, developing, and retaining great talent in all positions; provide leadership and direction in human capital management with the Chief Human Resources Officer, Superintendent's Cabinet, Executive Staff, and SCUSD administration.

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

Provide leadership and expertise to District administrators and staff to facilitate development and administration of Human Resources plans and programs which further the District's Strategic Plan for student achievement and goals; provide leadership for implementation and monitoring of Human Resource Services; develop and implement ongoing audits of the effectiveness of Human Resources programs and services, and modify programs and services accordingly. **E**

Provide support to the District's labor and staff relations; coordinate staff and Department activities; coordinate and disseminate Human Resources information; assist in resolving disputes and grievances in accordance with District policies/procedures, union contracts, and past practices. **E**

Lead and provide expertise in support of the District's recruitment, selection, placement, and appraisal of staff; promote diversification in recruitment to obtain diversity within the organization; provide leadership and training in Human Resources management; coordinate collaborative staffing processes, including substitute services; coordinate and disseminate related information. **E**

Lead and provide expertise in performance management systems; coordinate collaborative data gathering, administration, and reporting; investigate and recommend alternative reward/recognition systems to encourage high performance, including evaluation systems; coordinate activities related to position classification and compensation, position description development, salary schedules, and classification and compensation surveys/studies for the District to maintain competitive wage and salary systems; coordinate and disseminate performance program information and other required reports. **E**

Ensure ongoing communication with Principals, central office staff, legal staff, labor leaders, other District staff, and the community to strengthen the effectiveness of staff relations, employment services, and reward/recognition system. **E**

Visit school sites and District offices on a regular basis to observe Human Resources practices, school culture and climate, and student/staff administration/community interpersonal relationships. **E**

Make recommendations on human capital initiatives, Human Resources impact on the District's Strategic Plan; provide policy formulation for and contributes input to the Strategic Plan; provide for the preparation of reports and interpretations of Human Resources-related data for District staff, the public, and management decision-making; advise the Chief Human Resources Officer, Superintendent, and Board of Education on District Human Resources activities and issues; prepare reports as needed to assist the Chief Human Resources Officer, Superintendent, and Board of Education in decision-making. **E**

Provide interpretations of legislation, laws, regulations, policies, and procedures related to employment, classification and compensation, labor, employment records, investigations, and finalization of allegations and complaints; advise District management and staff on employment and education discrimination, harassment, Section 504, and Title IX activities and issues; act as a key spokesperson for Human Resource matters. **E**

Oversee the coordination of the District's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; ensure resolution of allegations and complaints are timely; ensure disciplinary actions are implemented in a fair and consistent manner; ensure compliance for background checks and outcome of background checks in accordance with legal mandates. **E**

Conduct research on current trends in Human Resources; provide ongoing training to enhance the professional skills of assigned staff; acquire, maintain, and provide current state-of-the-art status in methods and techniques; coordinate with local, state, and national alliances, institutions, or agencies. **E**

Develop and maintain ongoing professional development training programs for District administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with the Academic Office; develop a professional development plan for ongoing training in areas impacting employees within Human Resources and a District orientation program for new employees in collaboration with the Academic Office. **E**

Coordinate parent, business, staff, and community involvement in the planning, implementation, and evaluation of the District's Human Resource Services; recruit members for, serve on, and supervise the organization of committees; serve as a liaison with community and business programs that impact Human Resources; communicate program innovations to administrators, staff, labor organizations, and the general community. **E**

Represent the District's Human Resources functions in meetings with governmental, legislative, business, community, and labor union representatives; serve on committees, task forces, councils, school-based site councils, and ad hoc groups, as necessary, to coordinate Human Resources functions; maintain updated information on current trends, laws, and regulations. **E**

Collaboratively establish departmental goals and objectives which are consistent with District policies; make presentations to the Board of Education; provide consultative services on departmental matters; convene District administrators and staff to discuss District-wide Human Resources issues; actively promote and encourage a customer-friendly environment within Human Resources to provide customer service to internal and external clients. **E**

Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with monitoring compliance issues; maintain currency on rules, regulations, District policies, and other requirements for compliance; ensure records are maintained in accordance with legal mandates. **E**

Develop assigned departmental budgets, and ensure expenditures of approved budget in conformance with District fiscal procedures. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Assist the Chief Human Resources Officer and Cabinet in the selection and appraisal of administrative staff, and provide advice regarding administrative assignments and reassignments.

Perform related duties consistent with the scope and intent of the position.

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

Any combination equivalent to: Master's degree in Human Resources, business or public administration, or a closely-related field, and seven years of increasingly responsible management-level experience, which includes substantial experience in Human Resources, labor relations, and school district administration, preferably in a large, complex public agency. Human Resources Certification in either Association of California School Administrators (ACSA) or the Society for Human Resources Management (SHRM) desirable.

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

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings or activities.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Theories, techniques, and methodologies of Human Resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.
- Current trends and related laws and regulations in educational reform, management, and Human Resources.
- Collaborative problem-solving methods.
- Principles, practices, and trends of public personnel administration.
- Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- Administrative and collective bargaining practices and techniques.
- Compensation practices, and personnel procedures and practices.
- Grievance procedures including arbitration.
- Interview and selection techniques and methods.
- Credentialing laws.
- Legal procedures, terminology, and negotiation processes.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

#### **ABILITY TO:**

- Provide leadership and expertise in human capital management and Human Resources.
- Develop innovative Human Resource programs, including training programs.
- Effectively represent the District before the public.
- Take individual initiative, accept responsibility, and be held accountable.
- Serve as the District's chief negotiator for all bargaining units.

- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Administer the District's grievance procedures.
- Work across cultures and communities.
- Evaluate and assess the effectiveness of teams, programs, and individuals.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with District staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

### **WORKING RESPONSIBILITIES**

Required to manage the services and systems of the department to maintain focus on customer service and work product quality; provide the flexibility, enthusiasm, and adaptability necessary for the effective leadership of the staff of a multi-service department in a dynamic organization; ability to exercise effective decision-making and problem-solving; foster and maintain effective communication and working relationships with the District's employee union representatives; align the department's operation with the District's mission to provide quality education to its students; participate as a member of the District's Superintendent's Cabinet and Executive Staff; respond to shifting tasks and priorities of the school district; attend evening/weekend meetings or activities; represent the District on potentially sensitive or controversial matters; facilitate group discussion, communication, and problem solving; communicate clearly with diverse audiences and stakeholders; exercise excellent listening skills.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

#### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through district-offered plans.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Chief Human Resources Officer and Lead Negotiator	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent's Cabinet
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9894	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 37 Salary Schedule A-C
<b>REPORTS TO:</b>	Superintendent	<b>BOARD APPROVAL:</b>	TBD, 02-18-10
		<b>CABINET REVISION:</b>	02-11-15

**BASIC FUNCTION:**

Provide leadership and expertise in human capital management and human resources throughout the district to meet the needs of Sacramento City Unified School District students; support and develop workforce excellence in all positions with a targeted focus on those who provide direct educational services to students; lead performance management initiatives and support including recognition and reward structures, non-renewals, discipline, and improvement plans for underperforming employees; develop and maintain human resources policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; develop new programs and initiatives that support goals for finding, developing, and retaining great talent in all positions; provide leadership and direction in human capital management with the Superintendent's Cabinet, Executive Staff, and SCUSD administration.

Under the direction of the Superintendent, coordinates all the labor relations and collective bargaining for the certificated, classified, and non-represented units. Responsible for negotiating and interpreting collective bargaining agreements and administers negotiated memoranda of understanding. Act as the district's representative in meeting and negotiating with all exclusive representatives; recommend and direct the district's employee/labor relations policies and procedures. Collaborates with Sacramento City Unified Board Members and district staff to implement and manage agreements to improve and align labor relations with the Sacramento City Unified School District Schools (SCUSD) core values, mission, and vision.

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

Provide leadership and expertise to district administrators and staff to facilitate development and administration of human resources plans and programs which further the district's Strategic Plan for student achievement and goals; provide leadership for implementation and monitoring of Human Resource Services; develop and implement ongoing audits of the effectiveness of human resources programs and services, and modify programs and services accordingly. **E**

Coordinate and provide expertise in support of the district's labor and staff relations; coordinate collaborative staff and labor relations activities; coordinate and disseminate labor relations information; may assist in resolving disputes and grievances in accordance with district policies/procedures, union contracts, and past practices. **E**

Lead and provide expertise in support of the district's recruitment, selection, placement, and appraisal of staff; promote diversification in recruitment to obtain diversity within the organization; provide leadership and training in

human resources management; coordinate collaborative staffing processes, including substitute services; coordinate and disseminate related information. **E**

Lead and provide expertise in compensation and performance management systems; coordinate collaborative data gathering, administration, and reporting; investigate and recommend alternative reward/recognition systems to encourage high performance, including evaluation systems; coordinate activities related to position classification and compensation, position description development, salary schedules, and classification and compensation surveys/studies for the district to maintain competitive wage and salary systems; coordinate and disseminate performance program information and other required reports. **E**

Ensure ongoing communication with Principals, central office staff, legal staff, labor leaders, other district staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system. **E**

Visit school sites and district offices on a regular basis to observe human relations practices, school culture and climate, and student/staff administration/community interpersonal relationships. **E**

Make recommendations on human capital initiatives and human-resources impact on the district's Strategic Plan; provide policy formulation for and contributes input to the Strategic Plan; provide for the preparation of reports and interpretations of human resources-related data for district staff, the public, and management decision-making; advise the Superintendent and Board of Education on district human resources activities and issues; prepare reports as needed to assist the Superintendent and Board of Education in decision-making. **E**

Provide interpretations of legislation, laws, regulations, policies, and procedures related to employment, classification and compensation, labor, employment records, investigations, and finalization of allegations and complaints; advise district management and staff on employment and education discrimination, harassment, Section 504, and Title IX activities and issues; act as a key spokesperson for human resources matters. **E**

Oversee the coordination of the district's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; ensure resolution of allegations and complaints are timely; ensure disciplinary actions are implemented in a fair and consistent manner; ensure compliance for background checks and outcome of background checks in accordance with legal mandates. **E**

Conduct research on current trends in human resources; provide ongoing training to enhance the professional skills of assigned staff; acquire, maintain, and provide current state-of-the-art status in methods and techniques; coordinate with local, state, and national alliances, institutions, or agencies. **E**

Develop and maintain ongoing professional development training programs for district administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with Instructional Services; develop a professional development plan for ongoing training in areas impacting employees within Human Resources and a district orientation program for new employees in collaboration with Instructional Services. **E**

Coordinate parent, business, staff, and community involvement in the planning, implementation, and evaluation of the district's Human Resource Services; recruit members for, serve on, and supervise the organization of committees; serve as a liaison with community and business programs that impact human resources; communicate program innovations to administrators, staff, labor organizations, and the general community. **E**

Represent the district's human resources functions in meetings with governmental, legislative, business, community, and labor union representatives; serve on committees, task forces, councils, school-based site councils, and ad hoc groups, as necessary, to coordinate human resources functions; maintain updated information on current trends, laws, and regulations. **E**

Collaboratively establish departmental goals and objectives which are consistent with district policies; make presentations to the Board of Education; provide consultative services on departmental matters; convene district administrators and staff to discuss district-wide human resources issues; actively promote and encourage a customer-friendly environment within Human Resources to provide customer service to internal and external clients. **E**

**Serve/ Represent:**

Serve a Lead Negotiator and represent the Board of Education, the Superintendent, and district management in their relationships with exclusive representatives; provide guidance in matters relating to labor relations. **E**

Serve as lead District strategist and chief negotiator on labor/bargaining unit agreements/contracts. **E**

Work with General Counsel to represent the Superintendent in relationships with exclusive bargaining units and employee organizations

Work with General Counsel to represent the District before the Public Employment Relations Board and the State and Federal courts on confidential matters. **E**

Represent the Superintendent in relationships with exclusive bargaining units and employee organizations and provide guidance to all District administrative staff members in matters relating to labor relations.

Represent the District in mediation, arbitration hearings (i.e. – grievance, PERB) based on negotiated contracts, settlements meetings, and student/family related alternative dispute resolution proceedings; making recommendations to General Counsel and Governing Authority on alternative dispute resolution settlement issues. **E**

**Responsibility/Oversee/Direct/Provide:**

Oversees Confer and Consult responsibilities for non-represented employees. **E**

Directs and monitors a program of performance evaluation for all employees; provides staff development to management team regarding scaling, supervision, evaluation and personnel management. **E**

Directs the implementation of layoffs for personnel when necessary; represents the District at PERB and other hearings regarding employee discipline, termination and/or layoff procedures. **E**

Directs and approves the release of employee and/or employment information to bargaining unit representatives. **E**

Provides technical expertise and recommends information regarding union relations and direct employee/labor relations policies and procedures, contract interpretation, investigation best practices, and participates in the formulation of policies, procedures and programs; advises on trends or challenges and recommends appropriate courses of action. **E**

Directs or conducts varied analytical studies, including but not limited to, cost benefits analyses and evaluation of bargaining strategies, objectives, and methods. **E**

Leads and fosters interest-based labor management and bargaining philosophy and actions consistent with a continuous improvement and learning model. **E**

Administer the district's grievance procedures for all employees; serve as the district grievance officer; and maintain records of grievance proceedings. **E**

Develop and implement in-service training in employee/labor relations and grievance procedures. **E**

Provide an information service to all management and employees about administration of contracts; meet with the Board of Education and management as required to carry out the negotiations function. **E**

Develop and prepare district proposals and counter-proposals with appropriate input from district board, legal counsel, Associate Superintendent, and management personnel. **E**

Accountable for labor and employment litigation before state and federal courts and administrative agencies. **E**

**Build/Develop//Prepare/ Coordinate/Maintain:**

Provide summary of proposed agreements to the public prior to the Board entering into tentative agreements with bargaining units. **E**

Processes and coordinates all formal employee disciplinary actions in accordance with Education Code requirements, Board policy and District collective bargaining agreements. **E**

Prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting personnel services; updates the Board in closed sessions regarding personnel matters. **E**

Plans and presents ongoing training for the District's management employees in areas such as Interest-Based Problem Solving, grievances, performance appraisal, documentation, employment contract management, and due process. **E**

Coordinate management responsibility for consultation with exclusive representatives, and serve as a liaison with employee organizations that have no exclusive representation. **E**

Build consensus trust and buy-in with key internal parties by understanding their issues, and actively taking corrective action with tools, policies, and practices that support the labor strategy as needed. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; and assemble confidential and sensitive information related to labor relations and negotiations. Prepare public updates on collective bargaining. **E**

**Advisement/Collaborate:**

Advisement and representation of the District in labor, public/government relations and employment matters under collective bargaining agreements including arbitrations, mediations, contract negotiations, review of professional service contracts and other agreements. **E**

Work closely with exclusive representatives, and promote non-adversarial bargaining. **E**

Provide guidance to the Superintendent and other management personnel in matters relating to employer/employee relations, and recommend identification of management, bargaining unit, salary range of non-represented positions. **E**

In conjunction with the Risk Management Department, plans, implements, and administers the District's workers' compensation program; insures District compliance with state OSHA regulations and other federal, state and local laws; serves as district compliance officer for the uniform complaints procedure. **E**

In conjunction with the Assistant Superintendent of Business Services, plans and implements the employee benefits program, medical verifications, planning and budgeting; communicates with administrators, personnel, service providers, public agencies, attorneys, insurance companies, and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information. **E**

In conjunction with Communications Department, collaborates in developing public news releases regarding collective bargaining implementation of agreements. **E**

Assist in the final preparation of policy and regulations agreed upon in negotiations. **E**



Communicate and collaborate with other administrators, district personnel, outside organizations, and exclusive representatives to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

**Attend/Meet:**

Meet and negotiate with exclusive representatives and maintain records of all negotiations sessions; work collaboratively with the Superintendent to develop and recommend objectives and negotiation strategies for the district's overall bargaining process. **E**

Makes visits to schools and community activities on an unvarying basis.

Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with monitoring compliance issues; maintain currency on rules, regulations, district policies, and other requirements for compliance; ensure records are maintained in accordance with legal mandates. **E**

Develop assigned departmental budgets, and ensure expenditures of approved budget in conformance with district fiscal procedures. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Assist the Superintendent in the selection and appraisal of administrative staff, and provide advice regarding administrative assignments and reassignments.

Perform related duties consistent with the scope and intent of the position.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Master's degree in human resources, business or public administration, or a closely-related field, and seven years of increasingly responsible management-level experience, which includes substantial experience in human resources, labor relations, and school district administration, preferably in a large, complex public agency. Human Resources Certification in either Association of California School Administrators (ACSA) or the Society for Human Resources Management (SHRM) desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings or activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- Theories, techniques, and methodologies of human resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.
- Current trends and related laws and regulations in educational reform, management, and human resources.
- Negotiations, personnel administration, and effective human relations techniques.
- Federal, State, and district laws, rules, and regulations pertaining to employer-employee relations.
- Current District collective bargaining agreements.
- Bargaining unit agreements, labor relations, and negotiations.
- Collaborative problem-solving methods.
- Principles, practices, and trends of public personnel administration.

- Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- Administrative and collective bargaining practices and techniques.
- Compensation practices, and personnel procedures and practices.
- Grievance procedures including arbitration.
- Legislation concerning employer-employee relations, and represent the district as an advocate before the legislature in such matters.
- Interview and selection techniques and methods.
- Credentialing laws.
- Legal procedures, terminology, and negotiation processes.
- Report writing and presentation.
- Budget preparation and control.
- School district policies and regulations.
- School district organization, operations, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Interpersonal skills using tact, patience, and courtesy.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

**ABILITY TO:**

- Provide leadership and expertise in human capital management and human resources.
- Develop innovative human resource programs, including training programs.
- Effectively represent the district before the public.
- Take individual initiative, accept responsibility, and be held accountable.
- Serve as the district's chief negotiator for all bargaining units.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Administer the district's grievance procedures.
- Conduct unbiased investigations.
- Prepare pleadings and briefs.
- Conduct legal research.
- Develop clear and unambiguous contract language.
- Work with grievance procedures including arbitration.
- Negotiate with a variety of employee organizations.
- Prepare summaries and reports to identify potential challenges, collect, analyze, and present complex data, evaluate alternative solutions and prepare sound recommendations based on data.
- High level of independence and judgment and the ability to anticipate, modify or adapt systems or programs in order to meet ongoing instructional, technological, and legal changes.
- Sequence and integrate multiple projects and programs, as well as develop both short and long term goals and metrics for analysis of results
- Leadership skills in facilitating group processes, including consensus building, and conflict resolution.
- Develop and strategically implement specific, detailed, and tangible plans.
- Work effectively with racially, ethnically, and linguistically diverse staff, students, and community to bring groups together toward common goals.
- Identify, develop, and deploy resources across multiple initiatives.
- Demonstrates cultural competence and a deep understanding of issues facing diverse groups with empathy.
- Build consensus, resolve conflict, and exhibits tact and willingness to have difficult conversations.
- Skillfully navigate existing political structures/systems.
- Clear and persuasive oral and written communication skills, problem-solving, and interpersonal skills using tact, patience, and courtesy.

- Aptness to recognize political and priority implications throughout the negotiation process.
- Proficiency to listen and accept feedback constructively.
- Possess high emotional intelligence skills.
- Demonstrates understanding of change management strategies.
- Lead in a fast-paced, demanding, and constantly changing environment.
- Work across cultures and communities.
- Evaluate and assess the effectiveness of teams, programs, and individuals.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

### **WORKING RESPONSIBILITIES**

Required to manage the services and systems of the department to maintain focus on customer service and work product quality; provide the flexibility, enthusiasm, and adaptability necessary for the effective leadership of the staff of a multi-service department in a dynamic organization; ability to exercise effective decision-making and problem-solving; foster and maintain effective communication and working relationships with the district's employee union representatives; align the department's operation with the district's mission to provide quality education to its students; participate as a member of the district's Superintendent's Cabinet and Executive Staff; respond to shifting tasks and priorities of the school district; attend evening/weekend meetings or activities; represent the district on potentially sensitive or controversial matters; facilitate group discussion, communication, and problem solving; communicate clearly with diverse audiences and stakeholders; exercise excellent listening skills.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

#### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

*(Former Classification: Chief Human Resources Officer)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator, Internal Auditor	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>POSITION CODE:</b>	9887	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Internal Audit	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Business and Operations Officer/Superintendent	<b>BOARD APPROVAL:</b>	04-13-98
		<b>BOARD REVISION:</b>	08-21-00
		<b>CABINET REVISION:</b>	09-25-23

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**BASIC FUNCTION:**

Perform broad examinations and evaluations of the adequacy and effectiveness of the district's system of internal controls; provide professional information and advice as appropriate; serve as liaison between the district and external auditors; manage district's annual independent audit.

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

Coordinate and perform complex, advanced-level auditing duties requiring independent judgment and analysis. **E**

Conduct audits for student body funds, attendance accounting, cafeteria cash collections, school activities, transportation fees, adult education fees, developer fees, travel claims, payroll, accounts payable, and others as determined appropriate. **E**

Make oral and written presentations to management, the Superintendent and the Board of Education regarding audit activities, policies and procedures; discussing deficiencies, render judgment; recommend corrective action to improve operations and efficiency, and provide for appropriate follow-up. **E**

Serve as liaison between the district and external auditors. **E**

Coordinate audits with federal, state, and county agencies and with the external auditing firm selected to perform the district's annual audit; meet with external auditors regarding pre-audit engagement, perform internal audits, may accompany auditors during field work, and respond to audit findings. **E**

Evaluate, examine, or prepare, a variety of accounting documents, records, procedures, purchase orders, and systems of internal control to determine compliance with existing laws, management policies, and procedures; identify potential areas of risk exposure. **E**

Assure district divisions and departments are performing accounting and control activities in compliance with management instructions, existing laws, and various business-related policies and procedures; provide results as appropriate. **E**

**REPRESENTATIVE DUTIES:** (continued)

Assist school personnel with accounting and reporting procedures, and develop manual and other training aids needed for operational functions. **E**

Monitor quality control of business-related activities. **E**

Conduct examinations to ascertain the reliability and integrity of information, compliance, the safeguarding of assets, the economical and efficient use of resources, and the accomplishments of established objectives and goals for operations of programs. **E**

Incorporate the Standards of the Institute of Internal Auditors to assure the integrity of the internal auditing process and safeguard the independence of the process. **E**

Assist in the development of accounting and auditing procedures, and consult with appropriate departments in developing new accounting programs; perform auditing feasibility checks on final products. **E**

Assist school personnel with accounting and reporting procedures, and develop manuals and other training aids needed for operational functions. **E**

Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to output, update, extract/reformat data; and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; assist management in the preparation of proposals for collective bargaining. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Operate a computer, accounting-related software, and a calculator. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with emphasis in accounting or auditing, and six years increasingly responsible experience in accounting or auditing for a large agency.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- School district program audits.
- Generally Accepted Accounting and Auditing Procedures, practices, and procedures.
- California School Accounting Manual.
- Technical aspects of field of specialty.
- Methods and practices of financial record-keeping.
- Risk assessment.
- State and federal compliance, specifically The State Audit Guide and Consolidated Program Monitoring.
- Financial statements, generally accepted accounting principles, generally accepted auditing standards, and control procedures.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities. District organization, operations, policies, and objectives.
- Bargaining unit reports, labor relations, and negotiations.
- Preparation, maintenance, verification, and processing of accounting records.
- Preparation of financial statements and comprehensive accounting reports.
- Technical aspects of field of specialty.
- Laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Assure compliance with laws, regulations, and policy.
- Conduct test of program.
- Maintain accurate financial and statistical records.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Research, analyze, compile, and verify financial records, documents, and data; prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Perform broad examinations and evaluations of the adequacy and effectiveness of the district's system of internal controls.
- Provide professional information and advice as appropriate.
- Serve as liaison between the district and external auditors.
- Reconcile, balance, and audit assigned accounts.
- Maintain accurate financial and statistical records.
- Compare numbers and detect errors efficiently.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan and organize work.

- Make oral and written presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Operate a computer, related software, and standard office equipment.
- Lift light objects according to safety regulations.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

**NOTE:** This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

*(Former: Auditor Analyst)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Coordinator, Visual and Performing Arts	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Coordinator III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9874	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 47 Salary Schedule B7
<b>REPORTS TO:</b>	Director, Culture, Climate and SEL	<b>CABINET APPROVAL:</b>	7.18.2023
		<b>HR REVISION:</b>	4.20.2023

**BASIC FUNCTION:**

Facilitate the integration of visual and performing arts in the instructional program by providing professional learning, supporting instruction, and serving as a resource to increase student/staff knowledge and participation. Establish an environment which encourages creative and innovative integration of visual and performing arts.

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

Design, coordinate, and provide visual and performing arts professional learning opportunities to meet curriculum goals; focus on the effective teaching and learning of the visual and performing arts standards; and model effective integration of visual and performing arts in the classroom for teachers and students. **E**

Implement and monitor the Strategic District Arts Plan for fidelity, compliance, and equitability throughout the district. Periodically evaluate Strategic Arts Plan goals and strategies to ensure best practices. Evaluate the yearly success of District Arts Plan implementation and report to the superintendent or school board yearly, as directed. **E**

Collaborate with district arts leads to develop scope and sequence for all arts disciplines. Lead design of district VAPA curriculum. Work with school sites to standardize arts curriculum instruction across grade levels in accordance with the District Arts Plan **E**

Serve as lead to analyze, design, and implement district-level projects that may involve multiple systems and affect multiple departments (i.e. SEL, other core subjects, Expanded Learning, etc.); coordinate with other departments and end-users on project teams. **E**



Provide input in the development of District-wide and school level programs that enable teachers and students to integrate visual and performing arts into the instructional program. **E**

Assist teachers in the development of curriculum materials and lessons integrating visual and performing arts and the literacy standards for social science, science, and technical subjects. **E**

Research and develop integration of visual and performing arts that correlates to District standards. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Create, manage, and periodically evaluate district contracts and MOU's with arts partner organizations. **E**

Act as liaison and facilitate communication other district departments as needed to create arts opportunities for students. **E**

Create and maintain a yearly calendar of district performances and galleries. **E**

Provide support to schools regarding the purchase of materials used to enhance student learning in the visual and performing arts. **E**

Develop and coordinate grant-writing proposals. **E**

Serve as a liaison between the District and county, state, and federal agencies. **E**

Remain current concerning trends in visual and performing arts by reading journals/papers, taking courses, and attending workshops. **E**

Purchase, manage/administrate, and evaluate technology tools for use/integration into VAPA classes and arts integration into elementary classrooms. Work with coordinators to ensure teacher support for any district VAPA technology purchases. **E**

Identify sites that are in high need of artist residencies to ensure equity throughout the district; Work with Arts partner organizations to design/create VAPA specific residencies and coordinate with sites and providers for delivery of residencies throughout the district. **E**

Observe/evaluate residencies/teaching artists to ensure adherence to district guidelines and VAPA standards. Report student outcomes yearly to superintendent or school board, as directed. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Manage and coordinate arts data collection systems (i.e. Artlook) to create district-wide and school site data for curricular and extra-curricular visual and performing arts programs and partner organizations in order to ensure arts equity for students throughout the district. Use this to match schools with arts partnerships for maximum mutual benefit. Design arts survey, and modify yearly, to ensure that needed data is collected. **E**

Assist with the preparation of the annual departmental budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Ensure that restricted funding is spent following state/federal guidelines. Determine and report expenditures related to state funding as authorized by Proposition 28 to the superintendent or school board, as directed. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all members of diverse communities. **E**

Supervise and monitor the District music library, including district music librarian, to ensure timely vendor payment, equitable distribution of library materials and resources, and supplies. **E**

Coordinate district-wide performances and galleries (i.e. All-City Music/Art Festivals) to ensure maximum participation from district schools/teachers and equity for student participation throughout the district. Assist other departments as needed with district-wide events that have a focus on visual and performing arts (i.e. Wide Open Walls school mural projects, etc.) **E**

Collaborate with teacher induction coordinator to help provide experienced teaching mentors and appropriate professional development for new VAPA teachers in the district. **E**

Recommend vendors and advise Expanded Learning department and afterschool programs with a focus on the visual and performing arts. **E**

Perform related duties as assigned.

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

Bachelor's degree, three years of teaching experience, and experience in visual and performing arts education, staff development, and training of adults, as well as experience implementing visual and performing arts programs.

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

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

California Standards and Framework for the Visual and Performing Arts  
Methodologies for integrating visual and performing arts into the curriculum and for managing change on a proactive basis.  
Effective practices in the integration of visual and performing arts and staff development.  
Terminology used in visual and performing arts.  
Adult learning theory.  
Current trends in visual and performing arts.  
Budget preparation and control.  
Applicable laws, codes, regulations, policies, and procedures.  
District organization, operations, and objectives.  
Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

### **ABILITY TO:**

Integrate visual and performing arts into the instructional program.  
Revise and edit visual and performing arts courses of study as a result of committee input.  
Provide instructional support in curriculum and staff development.  
Implement the Strategic Plan for visual and performing arts in the curriculum.  
Maintain current knowledge of visual and performing arts in the educational field.  
Develop and conduct professional learning.  
Establish and maintain effective working relationships with others.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all members of diverse communities.  
Communicate effectively, both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan, organize, and implement projects and grants; meet schedules and timelines.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Maintain confidentiality as appropriate.  
Operate a computer, related software, and peripherals for productivity, including Internet, database, spreadsheets, multi-media presentations, interactive and graphics software.  
Meet state and District standards of professional conduct as outlined in Board Policy.

## **WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:** Office and school environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT  
Position Description**

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<b>TITLE:</b>	Coordinator, Youth Development	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0104	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Youth Development	<b>SALARY:</b>	13 Salary Schedule A
<b>REPORTS TO:</b>	Director, Youth Development	<b>CABINET APPROVAL:</b>	09-05-23
		<b>HR REVISION</b>	08-17-23
		<b>BOARD APPROVAL:</b>	05-15-00
		<b>BOARD REVISION:</b>	03-18-04 06-23-09

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**BASIC FUNCTION:**

Plan, organize, and coordinate Youth Services Programs; provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of Expanded Learning programs which include before, after, summer and programs during intersessions and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students.

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

Plan, organize, and coordinate Youth Services Programs; provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of Expanded Learning programs which include before, after, summer and programs during intersessions and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students. **E**

Develop and coordinate strategic plans and grants for the various Youth Services Programs; assist with the development, coordination, and implementation of marketing campaigns. **E**

Coordinate hiring process for Youth Development Support Services; interview, reference checks, and review resume.

Assist with the development, implementation and management of the American Indian Education Program which serves students across SCUSD who identify as native/indigenous. **E**

Assist with the development, implementation and management of a youth employment program, which employing about SCUSD high school students' year around. **E**

Assist with the development, implementation and management of the college mentor program staff who work with high school students on FAFSA, college applications, scholarship applications. **E**

Develop, implement and manage professional development opportunities for Expanded Learning program staff. **E**

Assist the development of student leadership conferences. Assign staff as needed. **E**

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Conduct high-level educational and statistical nationwide research regarding the creation and development of Expanded Learning Programs for elementary and secondary youth, which includes after school, before school and intersession; coordination of Youth Services grant writing. **E**

Coordinate the implementation and focus of the various Youth Services Programs; to provide accurate information about drugs and alcohol, teach students the necessary decision-making skills, show students how to resist negative peer pressure, suggest healthy alternatives to drug use, build confidence and self-esteem, and nurture students at their particular developmental level at an age when lifelong character traits are still being formed. **E**

Assist with making presentations to district staff, community members, parents, and outside agencies regarding the role and accomplishments of the district's Youth Services Programs. **E**

Assist with the development, coordination, and implementation of the budget, financing, and fundraising for various Youth Services Programs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Assist with the integration, coordination, and alignment of Youth Services Programs with traditional school day curriculum. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Maintain strategic and effective liaisons with parents, community members, government agencies, vendors, and district staff regarding Youth Services Programs and eligibility requirements. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Prepare extensive, frequent, detailed, and accurate reports; and assemble confidential and sensitive information. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree, and five years increasingly responsible experience in Youth Services Program development, community service, or recreational programming.

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

Valid California driver's license; provide personal automobile for work-related travel and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization, and coordination of Youth, After School, Character Education, and Drug, Tobacco, and Alcohol Programs.

Policies, objectives, and terminology of Youth Services Programs.

Grant writing, fundraising, budget preparation and control.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, policies, and procedures

Familiarity with Human Resources policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

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Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, and coordinate Youth Services Programs.  
Provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of extended day, extended year, and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students.  
Allocate funds to sites and departments.  
Communicate options, limitations of funding, and program development.  
Establish and maintain effective working relationships with staff, parents, and public.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Meet schedules and timelines.  
Evaluate and organize work according to specific deliverables.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone. Dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical demonstration of recreational protocols and activities.

*(Former Classification: Coordinator I, Youth Services and Coordinator II, Youth Services)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Director, Capital Projects, Facilities, and Resource Management	<b>CLASSIFICATION:</b>	Non-Represented Management/Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9886	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Support Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Assistant Superintendent, Facilities Support Services	<b>CABINET APPROVAL:</b>	01-27-2020 09-25-2023

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

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

Plan, organize, control, and direct a variety of programs, projects, and activities related to facilities, resource management and sustainability efforts to provide a safe and appropriate environment for students and staff. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop policies and procedures to comply with state, county, and city laws and regulations. **E**

Develop marketing strategies for leasing and disposal of District surplus properties; assist in the coordination, negotiation, implementation, and supervision of the sale, disposal, trade, acquisition, or lease of District sites and facilities. **E**

Provide technical expertise, information, and assistance related to facility and energy conservation grants and bond projects. **E**

Develop and update the planning database for schools and District facilities to include student enrollments, construction rates, student yield factors, address grid systems, building data, District maps, and school boundaries. **E**

Develop and update the short and long range Master and Budgetary Plans for new and existing school sites and District facilities; monitor Facilities Master Plan and long range facility planning based on accepted growth projections. **E**

Coordinate the preparation and submission of applications and plans for state funds and grants, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources. **E**

Develop strategies and projects to maximize state facilities funding opportunities for the District; review and approve funding applications, fund releases, and progress statements. **E**

Develop and implement long and short-term plans and activities designed to enhance programs and services; assure an economical, safe, and efficient work environment; and comply with state requirements regarding reporting of maintenance needs and plans including the Deferred Maintenance Plan and resource conservation efforts. **E**



Develop and manage a preventative maintenance program to ensure maximum lifecycle of building components and equipment. **E**

Coordinate the preparation of plans from the developed educational, performance, and equipment specifications for schools and District facilities. **E**

Coordinate the selection, monitoring and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counsels, financial advisors, bond underwriters, inspectors, and other professional service agencies used in support of the facilities program. **E**

Remain current on local, state, and federal regulations which govern the operation of public school facilities, current issues, developments, industry standards, and innovation; attend professional association meetings, conferences, and collaborate with industry partners. **E**

Represent the District on construction sites in contact with contractors, engineers, commissioned architects, and the public for the purpose of coordinating activities and ensuring activities achieve District objectives. **E**

Attend and conduct a variety of meetings as assigned; represent the District regarding school housing planning matters. **E**

Lead community engagement efforts around District facilities efforts. **E**

Meet with Division of State Architect (DSA) as required for plan review and DSA approval; provide input for District construction standards and assist with the development of District specifications. **E**

Oversee the closeout and certification of projects with associated agencies (i.e. DSA, OPSE, CDE, County and Joint Use Partners). **E**

Work with California Department of Education (CDE) staff to obtain approval of District projects. **E**

Coordinate California Environmental Quality Act (CEQA), and environmental compliance for Facilities Planning and Construction (FPC) projects as assigned. **E**

Be the primary liaison between the District and the City and County on Facilities planning matters. **E**

Work closely with city, community, park districts, and consultants to ensure projects are cooperatively implemented. **E**

Serve as liaison between District personnel and planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; respond to inquiries, provide information concerning construction activities, and consult government officials to assure compliance with laws and regulations related to financing, planning, and construction of school facilities. **E**

Provide technical expertise, information, and assistance to the Director of Maintenance and Operations regarding the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; and advise the Chief Business Officer and Assistant Superintendent of Facilities Support Services of unusual trends or problems; and recommend appropriate corrective action. **E**

Oversee the development of the District Hazardous and Toxic Waste Program, the District Asbestos Management Program, the District Injury and Illness Prevention Program, and other safety programs as directed by the District Administration. **E**

Attend and conduct a variety of meetings as assigned; attend pre-bid and pre-construction meetings and provide input; and evaluate current bid climate and product costs to determine most cost effective construction delivery approach. **E**

Administer construction contracts, direct efforts of project team, including contractors, designers, and project managers; interpret contract requirements and ensure proper documentation. **E**

Supervise energy and other related conservation programs and monitor utilities consumption; recommend and oversee utility conservation projects. **E**

Perform feasibility studies to determine facility options cost and timelines to support District educational programs. **E**

Oversee daily departmental administrative activities to include answering official queries and public information act requests, development of external written communications, administrative work assignments, preparation and maintenance of narrative and statistical reports, and maintenance of electronic and hard copy files. **E**

Collaborate with instructional division to assure that the instruction needs of staff and students are met on construction projects. **E**

Communicate and collaborate with District administrators and personnel, outside organizations, and contractors to coordinate activities and programs; resolve issues and conflicts and exchange information; and model District standards of ethics and professionalism. **E**

Communicate and collaborate with Dependent and Independent Charter schools, in partnership with the Director of Innovative Schools, to meet their housing needs. **E**

Develop and assist with Facility Use Agreements and Proposition 39 requests from Charter school leaders. **E**

Participate in District-wide initiatives and plans; coordinate staff planning and implementation of major capital bond initiatives to support District efforts to pass new capital bonds, oversee preparation of annual bond progress report, and periodic reports to the Board of Education. **E**

Coordinate reporting of Bond activity to the Citizens Oversight Committee, School Board, Superintendent, and other applicable District staff. **E**

Direct the activities of staff members who provide administrative support to Independent Citizens Oversight Committee (ICOC) and other statutory bodies. **E**

Manage the collection, reporting, and allocation of developer fees, Mello-Roos, and redevelopment funds. **E**

Administer the Civic Center Act (Education Code 38131) authorizing a civic center at each public school facility and grounds; manage and direct the Civic Center Permits Office. **E**

Develop and prepare the annual budget for facilities and maintenance department; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise assigned supervisor of unusual trends or problems and recommend appropriate correction action. **E**

Make presentations to the Board and other designated parties as necessary regarding status on Facilities Maintenance projects and Bond Program; respond to questions and concerns.

Develop and administer schedules and work assignments; coordinate and arrange for appropriate training of staff to accomplish specific results-based outcomes. **E**

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

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities and Maintenance. **E**

Perform related duties consistent with the scope of the position.

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

Any combination equivalent to: Bachelor's degree from a four-year accredited college or university in a business or public administration, construction management, engineering, architecture or environmental related field and five years of progressively responsible management experience is preferred.

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

Valid California driver's license; provide personal automobile and proof of insurance.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Planning, organization, and direction of facilities.
- Methods, used in the building maintenance trades.
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings.
- Proper methods of storing equipment, materials, and supplies.
- Budget preparation and control.
- Applicable state, county, and city laws, codes, regulations, policies, and procedures.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Operation of a computer and related software.
- Charter school laws and policies
- Civic Center Act

#### **ABILITY TO:**

- Plan, and organize, a facilities project for a large school district. Prioritize and schedule work.
- Estimate materials and labor costs. Work independently with little direction. Maintain detailed records.
- Establish and maintain effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan, layout, manage, and control a maintenance work program involving diversified activities.
- Prepare comprehensive narrative and statistical reports.
- Train, supervise, and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor;

sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**SAMPLE HAZARDS:**

Exposure to safety hazards routinely associated with construction sites and maintenance spaces is possible.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with District-offered plans.

*(Former Classification: Director III, Facilities Maintenance and Resource Management; Director II, Facilities and Maintenance, and Director I, Capital Projects, Facilities, and Resource Management)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Career Readiness	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9883	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	College & Career Readiness	<b>SALARY:</b>	Range 70 Salary Schedule B7
<b>REPORTS TO:</b>	Director III, College and Career Readiness	<b>CABINET APPROVAL:</b>	8-16-2021
		<b>HR REVISION:</b>	7-24-2023
		<b>CABINET APPROVAL:</b>	9-05-2023

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**BASIC FUNCTION:**

The Director will provide administrative leadership for a broad range of issues and activities that relate to college and career readiness such as; grant management, pathway development, Linked Learning integration, coordination of professional learning opportunities, and advisory boards.

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

Plan and oversee annual Career Technical Education related grants, compliance documentation, and operationalizing of initiatives. **E**

Build Career Technical Education initiatives that align to the district's Local Control Accountability Plan (LCAP). **E**

Identify funding sources and services used in grant applications as match or in kind services. **E**

Oversee career partnership academies (CPA) and provide district services to coordinate the annual CAPAAR report and letter of intent. **E**

Oversee the district's new pathway process. **E**

Provide principles with professional development involving the mandated requirements of Perkins V funding, Career Partnership Academy grants and other CTE related funding sources. **E**

Develop and implement fair and equitable processes for resource allocation of CTE grants and funding. Work with service providers to eliminate duplicate services related to CTE and Linked Learning pathways for school sites. **E**

Collaborate with Tech Services to certify year-end California Longitudinal Pupil Achievement Data Systems (CALPADS) data related to dual enrollment and California and Technical Education (CTE) pathway completion. **E**

Oversee, supervise, and evaluate performance of assigned personnel. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Provide leadership in curricular and instructional areas by participating in cross-departmental collaboration to ensure student success in post-secondary life and entry into a chosen career field and/or programs that offer students multiple options. **E**

Assist with the development and management of a process for monitoring, evaluating, and supporting the pathway teams that includes clearly defined teaching expectations and academic rigor reaching high quality status. **E**

Chair key committees for Small Learning Communities/Linked Learning professional development; conduct or attend administrative or Linked Learning management team meetings, counselor groups, and middle school team meetings. **E**

Provide professional development for academic and technical teachers in multidisciplinary curriculum integration and project-based learning that is aligned to industry standards, as well as California State Standards. **E**

Communicate and collaborate with other administrators, district personnel, university partners, outside organizations, and business and industry partners to coordinate activities, programs, and contracts, resolve issues and conflicts, and exchange information, model district standards of ethics and professionalism. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in education reform and emerging industries that may be suitable for the development of new career pathways. **E**

Develop work groups consisting of Broad-Based Community Coalition members, school staff, students, and parents to support college/career-readiness. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties consistent with the scope and intent of the position.

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

Bachelor's degree required; master's degree preferred. Minimum of four years' experience in K-12 instruction or management in developing and managing master schedules for school sites. Experience with CTE pathways and state, federal, and grant funding structures.

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

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- District Curriculum, District content standards, and the California Standards for the Teaching Profession.
- State and federally identified school improvement models and requirements.
- Common Core.
- Student information systems (SIS) and data information systems in a school district environment.
- California Education Code.
- Database systems and data management. Technical aspects of field of specialty.
- Reporting requirements of various student-related reports and surveys.
- Data and student information utilization, capture, organization and implementation practices and procedures.
- Effective management practices and supervision techniques.

- Standardized, performance-based, and other assessments.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning and educational measurement.
- School district organization, operations, policies, and objectives.
- Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally- accepted analysis approaches).
- Theory and practice related to student learning and educational measurement.
- Applicable state and federal laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills. California Education Code.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.
- State, federal, and grant funding structures and requirements.

**ABILITY TO:**

- Plan, organize, and lead student information system related projects.
- Provide training and specialized support and coordination regarding the District student information system.
- Coordinate logistics as well as ability to be flexible and problem-solve.
- Communicate effectively both orally and in writing.
- Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.
- Effectively conduct and facilitate meetings.
- Prepare accurate and concise reports.
- Establish and maintain cooperative relationships with staff and service providers.
- Motivate, manage, evaluate, and direct the work activities of employees.
- Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; school setting, drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

*(Former Classification: Director I, Master Schedule and Instruction, Director II Career Readiness & Master Scheduling)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Director, Health Services	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9893	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Student Support Health Services	<b>SALARY:</b>	Range 70 Salary Schedule A
<b>REPORTS TO:</b>	Executive Director, Student Support and Health Services	<b>CABINET APPROVAL:</b>	11/28/2023
		<b>HR APPROVAL:</b>	4/29/2024
		<b>BOARD APPROVAL:</b>	

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**BASIC FUNCTION:**

Plan, organize, manage, and coordinate the District's Health Services to provide timely delivery of high quality services to staff, sites, and departments, and ensure effectiveness of a comprehensive school health program; review, develop, coordinate, and communicate the health care needs of students according to policies and procedures; ensure compliance with State and Federal health mandates; and supervise and evaluate assigned personnel.

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

Provide leadership, direction, support, and accountability to Health Services staff to ensure high quality standards and expectations. **E**

Serve as the District's expert and advocate on health matters with administrators, school-level nurses, medical personnel, community service organizations, and community partners; leverage community resources to support Health Services as needed. **E**

Development and expansion of, and act as consultant and liaison for health services, wellness and health education, and school-based health centers in a manner that is consistent with District strategies. **E**

Provide advice, guidance, and support to school nurses carrying out health policies and procedures; ensure adherence to legally mandated health-related requirements, and coordinate state-mandated screening procedures, such as hearing, vision, and audits of immunization, dental, and physical exams. **E**

Demonstrate leadership to all stakeholders, think outside the box, and develop new methods or solutions inspiring others to reach a common goal. **E**

Collaborate with other District departments for staff development related to health concerns. **E**



Coordinate school health programs with Special Education and Section 504 Accommodations; coordinate training of staff at school sites related to students with special healthcare needs. **E**

Provide technical expertise, information, and assistance regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop effective policies and procedures to accomplish stated goals; and communicate health policies to others and provide consultation to assigned staff regarding health issues. **E**

Collaborate with governmental entities, including but not limited to the California Department of Education (CDE), California Department of Public Health (CDPH) and Sacramento County Public Health (SCPH) staff, as needed to support statewide and regional initiatives. **E**

In the event of an infectious disease outbreak or pandemic, establish and maintaining health and safety protocols in alignment with federal, state and local public health agencies. Leverage all available resources to ensure schools may remain safely open. **E**

Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; compile and submit reports to State agencies and the board as appropriate; and operate a computer. **E**

Develop and prepare the department's annual budget; analyze and review budgetary and financial data to ensure data accuracy; and monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. **E**

Identify and leverage community resources to support health and wellness services. **E**

Develop, plan, and implement strategic long and short-term plans and activities designed to enhance assigned programs and services; perform program analysis, compile information, and make decisions regarding the needs, objectives, and programs of assigned area(s). **E**

Collaborate with public and private agencies/organizations in providing health services to students; collaborate and provide consultation to health programs for implementation in schools and school-based clinics, or other public and private health partners; develop, implement, and supervise District school-based clinics. **E**

Communicate and collaborate with other administrators, District personnel, private or public contractors, outside organizations, community partners, and agencies to: coordinate health activities and programs to assist students with the physical health, mental health, and social service needs; resolve issues and conflicts; exchange information regarding Health Services programs; and model District standards of ethics and professionalism. **E**

Manage and implement LEA Medi-Cal billing as it relates to school nurses. **E**

Lead and facilitate the District's Wellness committee, as appropriate; attend various District and community meetings regarding health and emergency preparedness issues. **E**

Review and stay abreast of current developments, literature, and technical source information to maintain proficiency related to job responsibilities and student needs. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. E

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Health Services. E

Perform related duties as assigned.

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

Bachelor's degree; advanced degrees in public health or health education are preferred. Three years school nursing, nursing experience, public health social work or closely related field preferred; four years of supervisory, management, and administrative experience. Registered Nurse license preferred.

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

Valid California driver's license; Valid Administrative Services Credential.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Planning, organization, and direction of the Health Services of the District.
- Knowledge and use of various data management applications
- Research-based programs and practices that support the health and wellness of the whole child.
- Negotiating service contracts.
- Union contracts.
- School nursing services and procedures.
- Specialized physical health care procedures, CPR, First Aid, and AED.
- Medication effects and proper administration procedures.
- Diagnostic methods for medical conditions and diseases.
- Modern medical terminology, equipment, and techniques.
- Proper operation of specialized health assessment instruments.
- Testing techniques for hearing, vision, scoliosis, and other screenings.
- Current practices and trends relating to school health, and factors influencing the learning process.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Board Policies and Procedures, California Education Codes, and California Code of Regulations as it relates to public health/health services; and State laws governing health services in schools.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

##### **ABILITY TO:**

Direct and coordinate the health care needs of students.

- Manage change and design an effective system of reporting progress and monitoring results.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Respond effectively and expeditiously to emergency medical situations.

- Follow Federal & State law regarding the sharing of student health information with other professional persons in a confidential manner.
- Assist with grant proposal writing.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports, including state, county, and local mandated reports.
- Supervise and evaluate the performance of assigned staff.
- 
- Operate a computer and related software.
- Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, walk, push/pull, and stoop for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**SAMPLE HAZARDS:**

Exposure to blood and body fluids and student and staff illnesses.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

*(Former Classification, Director I, Health Services)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director, Master Scheduling	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9888	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	College & Career Readiness	<b>SALARY:</b>	Range 70 Salary Schedule B7
<b>REPORTS TO:</b>	Director III, College & Career Readiness	<b>CABINET APPROVAL:</b>	09-05-2023
		<b>HR REVISION:</b>	07-24-2023
		<b>CABINET APPROVAL:</b>	08-16-2021

**BASIC FUNCTION:**

Under general direction, the Director of Master Scheduling is accountable for student academic achievement through access and opportunity in the overall direction, planning, implementation, and effective management of the District-wide master scheduling process. Ensure proper planning, preparation, and training of the scheduling process aligned with the District’s academic goals, expectations, and priorities. Collaborate and plan with the Academic Office, school site administration, District departments, i.e. Technology, Human Resources, and Budget departments, in key information including, enrollment projections, allocation of FTEs, and curriculum alignment. Undertake necessary activities relating to fiscal management, control, and analysis of Master Schedule and Instruction area under supervision in support of educating students at high level; develop, control, and monitor the budgets and accounts of Master Schedule to ensure the financial viability of the District; and supervise, provide clear work direction and evaluate the performance of assigned personnel.

The Director will provide administrative leadership for a broad range of issues and activities that relate to college and career readiness such as; grant management, pathway development, Linked Learning integration, coordination of professional learning opportunities, advisory boards and support the operationalization of the Sacramento City Unified School District (SCUSD) Graduate Profile.

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

Plan, direct, implement, and effectively manage the District-wide master scheduling process. **E**

In collaboration with school site and District Leadership, define the District’s parameters for all school site schedules and the communication and support to school sites around the master scheduling process; ensure proper planning, preparation, and training of the scheduling process aligned with the District’s academic goals, expectations, and priorities. **E**

Collaborate and plan with the Academic Office, school site administration, District departments, i.e. Technology, Human Resources, and Budget departments, in key information including, enrollment projections, allocation of FTEs, curriculum alignment, and District’s student information system. **E**

Participate in the formulation and development of support policies, procedures, and standards for District in terms of master scheduling and student information system (SIS). **E**

Monitor and support the development of all school site master schedules. **E**

Build, develop, and maintain the District course codes in the District's student information system. **E**

Ensure all course numbers are aligned with the State and District requirements for scheduling and awarding credit. **E**

Identify and address issues in relation to master scheduling and District's student information system. **E**

Provide master scheduling guidance and technical support to school site administrators and staff in meeting the District's educational expectations and goals in terms of staffing, class size, and the assignments of instructors. **E**

Perform routine analysis of all school sites' master scheduling process and management for effectiveness; evaluate and recommend improvement. **E**

Evaluate and recommend improvement in the purpose, design, and implementation of the instructional program as well as other support programs related to master scheduling. **E**

In collaboration with Technology Services, provides ongoing training to school site administrators and staff on District's master scheduling and student information system. **E**

Collaborate with Tech Services to certify year-end California Longitudinal Pupil Achievement Data Systems (CALPADS) data related to dual enrollment and California and Technical Education (CTE) pathway completion. **E**

Maintain the District Course Catalogue. **E**

Oversee, supervise, and evaluate performance of assigned personnel. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Provide leadership in curricular and instructional areas by participating in cross-departmental collaboration to ensure student success in post-secondary life and entry into a chosen career field and/or programs that offer students multiple options. **E**

Assist with the development and management of a process for monitoring, evaluating, and supporting the pathway teams that includes clearly defined teaching expectations and academic rigor reaching high quality status. **E**

Chair key committees for Small Learning Communities/Linked Learning professional development; conduct or attend administrative or Linked Learning management team meetings, counselor groups, and middle school team meetings. **E**

Provide professional development for academic and technical teachers in multidisciplinary curriculum integration and project-based learning that is aligned to industry standards, as well as California State Standards. **E**

Communicate and collaborate with other administrators, district personnel, university partners, outside organizations, and business and industry partners to coordinate activities, programs, and contracts, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in education reform and emerging industries that may be suitable for the development of new career pathways. **E**

Develop work groups consisting of Broad-Based Community Coalition members, school staff, students, and parents to support college/career-readiness. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. E

Perform related duties consistent with the scope and intent of the position.

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

Bachelor's degree required; master's degree preferred. Minimum of four years' experience in K-12 instruction or management in developing and managing master schedules for school sites. Experience with CTE pathways and state, federal, and grant funding structures.

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

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

District Curriculum, District content standards, and the California Standards for the Teaching Profession.

State and federally identified school improvement models and requirements.

Common Core.

Student information systems (SIS) and data information systems in a school district environment.

California Education Code.

Database systems and data management.

Technical aspects of field of specialty.

Reporting requirements of various student-related reports and surveys.

Data and student information utilization, capture, organization and implementation practices and procedures.

Effective management practices and supervision techniques.

Standardized, performance-based, and other assessments.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning and educational measurement.

School district organization, operations, policies, and objectives.

Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally-accepted analysis approaches).

Theory and practice related to student learning and educational measurement.

Applicable state and federal laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

California Education Code.

State and federal laws, regulations, and codes dealing with the reporting of educational programs.

State, federal, and grant funding structures and requirements.

#### **ABILITY TO:**

Plan, organize, and lead student information system related projects.

Provide training and specialized support and coordination regarding the District student information system.

Coordinate logistics as well as ability to be flexible and problem-solve.

Communicate effectively both orally and in writing.

Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.

Effectively conduct and facilitate meetings.

Prepare accurate and concise reports.

Establish and maintain cooperative relationships with staff and service providers.

Motivate, manage, evaluate, and direct the work activities of employees.

Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.

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

Work independently with little direction.

Plan and organize work to meet schedules and timelines.

Analyze situations accurately, and adopt an effective course of action.

Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; school setting, drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

*(Former Classification: Director I, Master Schedule and Instruction; Director II Career Readiness & Master Scheduling)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Employee Relations Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0805	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	12-17-01
		<b>BOARD REVISION:</b>	
		<b>CABINET APPROVAL:</b>	
		<b>HR REVIEW/APPROVAL:</b>	10-20-23

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**BASIC FUNCTION:**

Coordinate and perform complex, advanced-level employee relations duties requiring independent judgment and analysis related to district contract negotiations and labor relations.

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

Coordinate and perform complex, advanced-level employee relations duties requiring independent judgment and analysis related to district contract negotiations and labor relations. **E**

Make recommendations and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements. **E**

Investigate, recommend, and/or make decisions regarding the disposition of grievances over labor agreement, complaints, district policies, and/or procedures. **E**

Develop training programs for supervisors and management concerning labor agreement over district labor relations policies and practices. **E**

Research and report on labor relations matters. **E**

Coordinate and assist management in preparation of proposals for collective bargaining; prepare, coordinate, and participate in mediation disputes; communicate with bargaining units. **E**

Prepare memorandums of understanding and letters of agreement addressing discipline, collective bargaining agreement waivers, and grievance responses on behalf of the district; prepare letters pertaining to union business release. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Prepare a variety of District/department organization charts to communicate organizational structure and relationships; prepare flowcharts to outline and create visual images of Human Resource Services processes. **E**



Develop, write, revise, and maintain position descriptions to accurately describe job content; maintain and update classification/compensation databases and internal relationship matrix. **E**

Conduct desk audits of individual and/or group positions; travel to work sites to conduct desk audits; utilize personal interviews, supporting documentation, questionnaires, and existing position descriptions to analyze and validate facts related to job content, level, compensable factors, and relationships to other positions; and prepare and submit desk audit report and recommendation for approval. **E**

Participate in collaborative meetings, meet with various labor partner and District staff to collectively produce annual work calendars for all District work groups, Prepare and implement all District work calendars, and publish on District website. **E**

Calculate salary schedules and stipend tables according to contract language, letters of agreement, past practice, and District standards; work closely with other departments to implement new and/or revised salary schedules and stipend tables; distribute and maintain salary schedules. **E**

Produce and design camera-ready documents for a variety of publications and other materials; prepare display and employment advertisements, create special effects or other visual images, and manipulate graphics and photos; develop and maintain electronic forms environment; scan graphics, signatures, and documents; and develop, design, or revise brochures, forms, handbooks, manuals, presentations, and other documents. **E**

Assist with various personnel functions including the processing of leave of absence requests, preparation of leave of absence materials, and other leave of absence related activities, notice of 39-month reemployment letters pertaining to leaves, leaves of absence, input absence reports; maintain confidentiality of sensitive information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Remain current and knowledgeable on new classification and compensation systems for public and private sectors, job analysis, and changes in technology/human resources issues. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and department. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree with a major in human resources, ~~or~~ business administration, or a related field, and six years of increasingly responsible experience in human resources or employer-employee relations; Preference will be given to candidates with public school district experience, working with unions, and collective bargaining agreements.

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

Valid California driver's license, and provide personal automobile. Overall scores in computer software - testing program preferred as follows:

Keyboarding ..... 60 Correct WPM

Word ..... 95% Overall Score

Excel ..... 95% Overall Score

PowerPoint..... 95% Overall Score

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Employee-employer relations.
- Contracts and bargaining methods.
- District personnel policies and procedures related to certificated and classified employees.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Presentation, communication, and public speaking techniques.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Personal computer hardware, including scanners, and software including DOS-based programs, Windows, Internet, Word, Excel, Access, and PowerPoint.
- Paperless electronic forms and filing systems.
- Research methods, report writing, and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

### **ABILITY TO:**

- Perform the basic function of the position.
- Learn and understand fundamental concepts of labor law terminology and contract language.
- Prepare statistical analyses and collective bargaining documents.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Develop and/or assist with training programs.
- Record or take notes at meetings, and transcribe accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

## **WORKING CONDITIONS:**

### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; see to read, prepare, and proofread documents; stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies from cabinets and shelves; lifting light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

*(Former Title: Analyst III, Employee Relations)*

**NOTE:** This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, Accounting Services	<b>CLASSIFICATION:</b>	Classified Non-Represented Management
<b>SERIES:</b>	Manager II		Exempt
<b>JOB CLASS CODE:</b>	9874	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Accounting Services	<b>CABINET APPROVAL:</b>	08/01/2023
		<b>HR REVISION:</b>	07/21/2023
		<b>HR APPROVAL:</b>	11/10/2021
		<b>CABINET APPROVAL:</b>	11/5/2021

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**BASIC FUNCTION:**

Under general supervision, the Manager II, Accounting Services, manage, plan, organize, coordinate, and direct the various district accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities; train, supervise, and evaluate the performance of assigned staff.

Perform independent, specialized accounting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Analyze and provide information related to availability, accessibility, and appropriateness of funding sources, district procedures, contracting, and other fiscal areas. Serve as fiscal operations specialist in assigned areas; provide work direction to others.

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

Manage, plan, organize, coordinate, and direct the various District accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities. **E**

Supervise, manage, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to District policies and procedures. **E**

Monitor and adjust workflow and assignments to meet established timelines; manage general accounting and accounts payable functions. **E**

Maintain District ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger; manage District-wide billable receivable accounts and accounting for elementary and middle school student activities. **E**

Co-maintain District-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. **E**

Assure that financial income and expenditure transactions and records are in compliance with federal, state, and county rules, regulations, and requirements and that District policies and procedures are met; assure compliance with audit requirements. **E**

Communicate with various District and county departments, vendors, and personnel to answer questions, obtain information, arrange payment, or resolve discrepancies and issues. **E**

Provide the County Treasurer's Office and the County Office of Education cash flow information on accounts payable check runs. **E**

Prepare complex financial and statistical reports and summaries related to accounting operations and activities; review financial reports, receipts, disbursement records, and any other appropriate financial records to assure accuracy and completeness; make corrections and adjustments as necessary. **E**

Conduct high-level analysis and reconciliation of various funds; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Provide technical expertise and training regarding interpretation of laws, rules, and regulations governing the receipt and disbursement of funds. **E**

Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and processing and payment of invoices and other accounts payable. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Assist the Director of Accounting Services to establish and implement processes to streamline department functions. **E**

Closely monitors departmental and district-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, as well as Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standard Board (GASB), federal and state rules, regulations, policies and procedures. **E**

Assist in difficult and responsible accounting duties such as coordination of year end closing, reviewing and authorizing journal entries and bank reconciliations, making necessary adjustments to expenditures and encumbrances. **E**

Develop, create, and translate accounting training materials for first-time users to the finance system. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree with a major in accounting or related field, and six years of increasingly responsible experience in accounting, auditing, financial, or statistical record-keeping.

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

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Accounting and auditing principles, practices, and procedures
- Principles and practices of effective supervision.
- Governmental accounting practices and principles, and government auditing standards.
- California school district fiscal procedures and reporting requirements.
- Preparation of financial reports and schedules.
- Local, state, and federal reporting and accounting guidelines, rules, and regulations.
- Technical aspects of field of specialty.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Manage, plan, organize, coordinate, and direct the various District accounting and financial activities requiring independent judgment and analysis.
- Recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities.
- Manage, train, and evaluate the performance of assigned staff.
- Assure compliance with applicable District policies, procedures, and governmental regulations.
- Apply applicable sections of State Education Code and other applicable laws.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Communicate effectively, and maintain cooperative relationships.
- Prioritize, schedule, and assign work.
- Perform difficult and complex accounting work in the preparation, verification, maintenance, and processing of District accounting records.
- Reconcile accounts, records, reports, and journals.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Operate a computer, related software, and standard office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead,

above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information and make presentations; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

*(FORMER CLASSIFICATION: Accounting Manager I)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Manager, Risk Management & Employee Benefits	<b>CLASSIFICATION:</b>	Classified Non-Represented Management
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9876	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Risk Management	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director II, Risk Management	<b>CABINET APPROVAL:</b>	09-05-23
		<b>HR APPROVAL:</b>	08-31-23

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**BASIC FUNCTION:**

Plan, organize, control, and direct the District's employee health and dental benefits programs and worker's compensation and Wellness Program.; review and analyze the District's current position for compliance; supervise and evaluate the performance of assigned staff.

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

Plan, organize, control, and direct programs and activities related to employee health and dental benefits, worker's compensation and Wellness Program. **E**

Review and analyze the District's current position for compliance with established codes, laws, and procedures related to employee health and dental benefits programs and worker's compensation and Wellness Program.; make required changes and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, and federal and state regulations. **E**

Administer employee benefit programs including, health, dental, vision, worker's compensation and Wellness Program. **E**

Coordinate with insurance company representatives, District insurance brokers, third party administrators and District JPA on benefit renewals, plan changes and workers' compensation settlement authority; resolve benefit, workers' compensation issues and evaluation of claims activity. **E**

Responsible for ensuring employee health benefit plans, retiree benefit plans, worker's compensation, and Wellness Program are in compliance: with carrier contracts, collective bargaining agreements, and applicable federal and state laws, regulations, and District policies and procedures. **E**

Coordinate new hire health benefits orientations, open enrollment presentations and designs materials to support employee understanding of District health benefits packages, benefits enrollment, wellness incentives and summary plan descriptions. **E**

Perform monthly reconciliation of all employee health plans and worker's compensation accounts and works closely with Accounting staff to ensure accurate employee deductions, expense allocations, and timely payment of invoices. **E**



Generate a variety of reports to analyze and audit data related to employee health benefit plans and worker's compensation accounts. **E**

Participate in the research, collection, and compilation of data for required reports and projections. **E**

Serve as liaison with Human Resources and Technology Services to coordinate health benefits processing issues. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the annual budget for the employee benefits, worker's compensation, and risk management functions of the District; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public; maintain current knowledge of legislation, legal codes, and regulations; and execute special assignments. **E**

Assist Human Resource Services on issues related to worker's compensation and benefit claims. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as is related to Compensation and Benefits. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, public administration, risk management administration, health benefits administration, statistics or related field, and four (4) years increasingly responsible in benefits, record-keeping, including two years in supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Planning, organization, control, and direction of the District's workers' compensation, and employee benefits program.
- Claims handling procedures.
- Insurance providers.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures related to benefits, worker's compensation, payroll, and risk management.
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

**ABILITY TO:**

- Plan, organize, control, and direct the District's employee benefits program and workers' compensation program.
- Review and analyze the District's current position for compliance.
- Establish and maintain cooperative and effective working relationships with others.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, view a computer monitor, monitor programs, and assure compliance; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Materials Lab and Mail Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9877	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 52 Salary Schedule C
<b>REPORTS TO:</b>	Purchasing Manager	<b>BOARD APPROVAL:</b>	06-17-04
		<b>HR REVISION:</b>	06-06-12
		<b>HR REVISION:</b>	07-21-23
		<b>CABINET APPROVAL:</b>	09-05-23

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**BASIC FUNCTION:**

Perform technical, specialized duties in the day-to-day operation of the Materials Development Lab; operate and maintain specialized equipment used in the development of instructional materials. Perform duties in the operation of the Mailroom; collect, sort, collate and distribute U.S. and interoffice mail within the District office and adjoining departments; prepare outgoing interoffice mail to central warehouse; meter outgoing U.S. mail and deliver to Post Office.

**DISTINGUISHING CHARACTERISTICS:**

The Materials Lab and Mail Technician classification operates duplication and photocopy equipment, and performs other finishing work as directed and in-district and U.S. mail-processing activities. Incumbents in the Print Shop Technician II classification operate digital high-speed printing equipment and offset presses requiring specialized training in press operation and technical computerized equipment, including multi-color registration.

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

Operate digital and color copiers, laminators, risographs, enlargement machines, binding machines, paper cutters, folder-sealer machine, poster printers, and other related equipment used in the lab; utilize computer software programs to design and typeset a wide variety of documents, forms, and flyers. **E**

Assist teachers, parents, and district staff in the use of lab equipment and materials; make suggestions regarding development of creative instructional materials for use in the classroom. **E**

Receive and review incoming job orders; plan, organize, prioritize, and schedule reproducing and printing work; estimate cost of materials and labor according to established procedures. **E**

Communicate with district personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work; confer with district personnel regarding reproduction and printing needs. **E**

Initiate, compile, and prepare daily and monthly reports of lab usage and submit for billing; order all supplies and equipment including inks, toners, papers, and replacements parts. **E**

Prepare, finalize, and distribute all lab schedules and routine correspondence concerning lab usage and procedures; train and provide work direction to others. **E**

Operate, program, repair, and maintain a wide variety of machines used in the lab to ensure maximum efficiency and productivity; initiate and prepare equipment renewal maintenance agreements. **E**

Receive and stock inventory of materials and supplies; unload paper supplies, and rotate stock; maintain inventory according to established guidelines; check out, clean, and maintain media equipment, including overhead projectors and audiovisual screens. **E**

Operate a paper-cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple, and package reproduced materials. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Operate, program, maintain, and troubleshoot high performance mail metering machine. Process and weigh various classes and certified mail to ensure proper postage is applied; submit department postage meter billing charges; maintains records of receipts, and other required information; replenishes postage on the postage meter as needed.

Communicate and assist district staff and departments in the planning of time sensitive and bulk mailings; perform mail collection and distribution rounds to district office and adjoining departments; keep current with USPS postage rates.

Collect, sort, and distribute inter-office and U.S. mail for the central mail section; coordinate the time schedule for pick-up and delivery of mail; count out and distribute administrative circulars and bulletins; communicate to district personnel the U.S. Postal and district mailing rules and regulations, and act as a liaison with district sites.

Bundle and bag outgoing mail; load and unload route mail, boxes, and equipment, and transport to central receiving for pickup; load bags onto mail cart; move to destination and unload; operate postage meter and scale; calculate mailing costs by location; record certified, registered, and insured U.S. mail; and prepare charge slips based upon weight, destination, and class; keep abreast of U.S. Postal Regulations.

Prepare metered, stamped, box and flat, periodicals, and bulk mailing; redirect metered mail; fill out required documents for mailing services pick-up.

Provide minor maintenance and repair to district postal machine to minimize downtime; maintain a positive balance of district postal meter machine.

Perform heavy lifting, carrying, pushing, and pulling of packages, boxes, equipment, completed print jobs, and pallets of supplies; operate a vehicle to conduct work. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

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

Any combination equivalent to: associate's degree, and four years experience in Microsoft Office software programs, and materials lab production equipment and skills.

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

Valid California driver's license, and provide proof of insurance; employee entrance evaluation (lifting test). Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM  
Word.....80% Overall Score  
Excel.....80% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Principles, processes, and equipment used in digital and color copiers.
- Operation of digital and color print copiers and other related equipment.
- Operation of high performance postage meter machine
- Inks, toner, and paper stock used in printing.
- District policies and procedures related to assigned duties.
- USPS policies and procedures related to assigned duties.
- Record keeping techniques.
- Operation of a computer, related software, audiovisual equipment, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing work direction and guidance to others.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Repair, program, and maintain a wide variety of machinery related to assigned duties.
- Produce quality printed work according to established production standards.
- Maintain records and prepare reports.
- Be organized and efficient.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Operate a computer, related software, audiovisual equipment, and standard office equipment.
- Work independently with little direction.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift, carry, push, and pull heavy packages, boxes, equipment, completed print jobs, and pallets of supplies.
- Train and provide work direction to others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Materials lab environment; subject to noise from equipment operation, and fumes from ink and cleaning compounds; drive a vehicle to conduct work; constant interruptions.

Mailroom environment; subject to high volume incoming and outgoing mail; noise from equipment operation; standing for a period of time; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies; hear and speak to exchange information; see to read, prepare, and proofread documents related to assigned activities and view a computer monitor; lift, carry, push, and pull heavy packages, equipment, boxes, completed print jobs, and pallets of supplies.

**SAMPLE HAZARDS:**

Exposure to chemical fumes and chemicals/solvents on hands; heat from laminating machines; cuts from paper and paper cutters.

*Former Classification: Materials Lab Technician*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Professional Development Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Professional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9875	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 73 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	5-16-23
		<b>HR APPROVAL:</b>	5-16-23

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**BASIC FUNCTION:**

Under general supervision, the Professional Development Specialist will be the lead to coordinate and perform highly responsible and professional development administrative duties requiring independent judgment and analysis for the smooth and efficient internal operations of district professional development and learning. The position will require specialized knowledge and independent judgment involving frequent and responsible public communication; provide appropriate guidance on eligibility and submittals; and conduct high volume of data collection and entries for accurate reporting.

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

Create, maintain, and monitor Common Planning Time records. Professional Growth records, databases, and other related documents. **E**

Prepare training materials, reports, and other documents for the Curriculum Instruction Department. **E**

Process records according to established guidelines, and procedures, schedule appointments, and record information in various computer database systems. **E**

Establish and implement innovative staff development, workshops, and training to strengthen professional skills of employees. **E**

Participate in relevant and necessary conferences and trainings, inspire a commitment to personal growth and professional development, and provide consistency to the overall operations of the District. **E**

Deliver training to employees using a variety of instructional techniques. **E**

Conduct ongoing organizational learning needs assessments, and conduct skills assessment proficiency of staff to determine identify skill gaps and areas of improvement and determine the professional development needs. **E**

Assist in locating and arranging for training and development facilities and speakers/instructors or other trainers. **E**

Perform difficult and complex research and analysis pertaining to management/employee training and staff

development, organizational development, and program management; prepare and present reports, proposals,

Create, maintain, and submit payroll docking of required hours not being completed in accordance with District Common-Planning Guidelines; perform a variety of professional development functions to include, professional growth units earned for salary advancement. **E**

Assist with the prior approval documentation process; prepare, review, compose and facilitate the distribution of prior approval correspondence and related materials; refer difficult prior approvals to the Director as necessary; oversee the preparation and processing of denial letters; maintain computerized prior approval log. **E**

Assess requested authorizations for Common Planning Time requirements to assure compliance of attended workshops; evaluate professional learning activities to determine eligibility for required professional development hours. **E**

Focus on supporting the implementation and maintenance of a fully on-line Professional Development operation. **E**

Provide a variety of professional development resources to all District employees and departments on how to start and maintain and improve work-related skills. **E**

Advertise, coordinate, and communicate training and development programs, goals, and outcomes verbally and in writing. **E**

Administer all aspects of training implementation including professional growth opportunities, participant confirmation, coordinating, and tracking employee attendance and participation. **E**

Partner with District leaders to ensure the professional development of diverse staff and those on flexible schedules are being addressed. **E**

Recognize and advocate employees' added value of professional development participation; encourage employees' continuous learning. **E**

Interpret Common Planning Time requirements and guidelines for the department and impacted District staff. **E**

Act as a lead professional development database administrator; research and analyze information from the database.

Maintain the electronic registration system for professional development; make recommendations for system enhancements to improve quality of service to employees; communicate with Technology Department to perform diagnostic investigation of electronic registration system. **E**

Coordinate the collection, preparation, and maintenance of data reports required by District personnel, and/or state and federal agencies; and provide information as requested. **E**

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations, and others; use a professional tone and discretion; respond to phone calls, emails, letters, and other communications. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; compose reports independently, and prepare and edit letters, memos, forms, and other documents as required. **E**

Prepare and store documents using modern and relevant office equipment and technology including computers, scanners, copiers, and electronic storage devices to understand indexing parameters and procedures. **E**



Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and the department. **E**

Develop a professional relationship and connect as a trusted and respected peer with partners, consultants, vendors, outside agencies, and colleagues, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and the department. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree, with a major in personnel, public or business administration or a related field, and six (6) years of increasingly responsible personnel or professional development experience. Experience working in a large school district preferred.

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

Overall scores in computer software testing program preferred as follows:

Keyboarding .....60 Correct WPM

Word .....95% Overall Score

Excel.....95% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- District and personnel policies, procedures, and terminology.
- State and/or federal laws and regulations pertaining to credentials.
- Certificated classifications and assignment practices.
- Knowledge of union bargaining unit agreements.
- Principles and practices of employee training and development.
- Variety of training programs for employee development.
- Manage logistics of the training program.
- Develop positive working relationships with all levels within an organization.
- Establish and maintain effective communications with educational institutions, vendors, governmental agencies, and other outside contacts.
- Deal with giving and receiving constructive feedback in a positive manner.
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.
- Electronic document imaging, and applicant tracking systems.
- Record-keeping techniques, filing systems, and information management.
- Operation of a computer, related software, and standard office equipment.
- Fair and Equal Opportunity policies and regulations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Effective interpersonal skills using tact, patience, and courtesy.
- Oral written communications skills.
- Health and safety regulations.

#### ABILITY TO:

- Proactive self-starter; resourceful problem solver.
- Perform the basic function of the position.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to credentialing.

- Learn and apply rules and regulations related to credentialing in the State of California.
- Work with school improvement initiatives that close the student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate electronic document imaging and applicant tracking systems.
- Analyze data; prepare and maintain statistical data and other records.
- Operate a computer, scanner, related software, and standard office equipment.
- Meet schedules and timelines, and complete work with many interruptions.
  
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively, both orally and in writing.
- Meet state and District standards of professional conduct as outlined in Board Policy.
- Work confidentially with discretion.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Fast-paced office environment with fixed deadlines; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone or computer, dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARD:**

Occasional contact with dissatisfied or abusive individuals.

*(Former Classification: Professional Development Technician)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Specialist, Youth Development	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1937	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Youth Development	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Director, Youth Development	<b>CABINET APPROVAL:</b>	09-05-23
		<b>HR REVISION:</b>	08-17-23
		<b>BOARD APPROVAL:</b>	06-22-10

**BASIC FUNCTION:**

Assist in the development, coordination, and implementation of the Youth Development, Alcohol, Tobacco, Child Welfare and Attendance, Drug-Free Education, Expanded Learning (before, after, summer and intersessions) Programs, Student Leadership Programs, Youth Employment Programs, , and Foster Youth Programs that meet the educational, health, social services, and other needs of families and children.

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

Coordinate teachers, subcontractors, and volunteers to provide optimum level of service to families, children, youth, and parents as it relates to youth development and engagement. **E**

Plan youth development and Expanded Learning program activities at designated school sites. **E**

Develop, implement and manage Youth Employment Programs for high school youth throughout the school year. **E**

Develop, implement and manage college mentor program in partnership with other departments and collaborate with various high school site administrators and counselors. **E**

Manage partnerships with community based supplemental providers who offer direct services at the sites. **E**

Develop, implement and manage field trip logistics and travel opportunities for K-12 students. **E**

Collaborate with other District departments to develop anti-racist strategies, communications, healing circles, youth centered intervention work that occurs during moments of community based crisis. **E**

Coordinate and manage partnerships with multiple departments to develop and maintain student leadership programs. **E**

Coordinate hiring process for High School youth; interview, select, and train. **E**

Initiate and coordinate the following: youth assessments, Youth Development Program Coordinated Compliance Reviews (CCRs), referrals to direct service personnel and linkages to the Student Study Team (SST), Student Assistance Review Board (SARB), and other government and community agencies. **E**

Act as a communication liaison between the school site administration and Youth Development Program staff, the Family Resource Centers, key Multidisciplinary Team partners, and the Director, Youth Development. **E**

Manage designated programs in core areas, such as Tobacco Use Prevention Education (TUPE), drug and alcohol use prevention/intervention, character education, youth asset development and resiliency, after school services, program monitoring and evaluation. **E**

Serve on various community and district committees or organizations in a leadership and/or advisory capacity on matters relevant to Youth Development Program services and other learning support services. **E**

Oversee Student Advisory Councils and Youth Ambassador Programs to promote authentic youth voice throughout the district; expand Youth Ambassador and leadership throughout the district K-12. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Plan staff development activities as related to Youth Development Program services for school staff and Family Resource Center staff. **E**

Coordinate Youth Development and Student Conferences; develop and maintain youth development database. **E**

Coordinate professional development for staff, teachers, and students; assist in coordinating youth interns for the Youth Development Department. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation and submission of reports as required by the California Department of Education or the funding source. **E**

Assist school staffs in the areas of youth development, parent involvement, and parent education. **E**

Assist in the development and implementation of community-wide youth development projects (i.e., job fairs, health fairs, dental screenings, immunizations, etc.) through coordinating with existing district resources and community resources. **E**

Promote youth development activities and opportunities through newsletters, special announcements, programs, and other marketing methods. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Identify and coordinate funding sources and mechanisms for sustainability. **E**

Assist in identifying the special service needs of identified students and families. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Prepare and manage sensitive or confidential information of students. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three years increasingly responsible experience in an administrative or supervisory position with a background in community-based organizations or public/private schools.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential and/or Pupil Personnel Services Credential preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, and coordination of the district Youth Development Programs.  
Coordinated Compliance Review.  
Budget preparation and control.  
Principles and practices of management.  
Applicable laws, codes, regulations, policies, and procedures.  
School district organization, operations, policies, regulations, and procedures.  
Policies, objectives, and terminology of the Youth Development Program.  
Interpersonal skills using tact, patience, and courtesy.  
District organization, operations, policies, and procedures on student safety.  
District Organizational Chart  
District hiring practices.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Assist in the development, coordination, and implementation of the Youth Development, Alcohol, Tobacco, Child Welfare and Attendance, Drug-Free Education, After School, and Foster Youth Programs that meet the educational, health, social services, and other needs of families and children.  
Create innovative programming for students.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively, both orally and in writing.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and timelines  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor;

sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

*(Former Classification: Specialist II, Youth Development)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Chef/Trainer, Supervisor	<b>CLASSIFICATION:</b>	Non-Represented Supervisor, Classified
<b>SERIES:</b>	Supervisor I	<b>FLSA:</b>	Exempt
<b>JOB CLASS:</b>	9872	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 13 Salary Schedule G2
<b>REPORTS TO:</b>	Manager, Central Kitchen	<b>CABINET APPROVAL:</b>	08-07-23
		<b>HR REVISION:</b>	07-21-23
		<b>CABINET REVISION:</b>	05-23-19
		<b>BOARD REVISION:</b>	11-03-05
		<b>BOARD APPROVAL:</b>	02-05-04 05-20-02

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**BASIC FUNCTION:**

Under the direction of the Executive Director, Nutrition Services, the Chef/Trainer is responsible for culinary, health, and safety training of food service assistants. The Chef/Trainer will inspire consistency and quality assurance through training and mentoring of the food service staff assigned to school sites. The Chef/Trainer will collaborate with the menu development team to develop and design recipes, menus, production standards, cooking processes, methods and procedures for food storage, preparation, and transport and delivery.

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

Supervise finalizing recipe development in collaboration with the menu development team to maximize locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District, when practicable, to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Develop and monitor innovative recipes and menus to reflect culinary trends for a diverse population of student taste preferences. **E**

Travel to school sites and oversee kitchen work production and quality assurance of food taste and presentation. **E**

Provide technical guidance and supervision of food service staff to ensure compliance, consistency, and of food production standards and recipe standardization. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make staffing recommendations; discipline assigned staff according to District policies and procedures. **E**

Collaborate with nutrition supervisors to ensure on-going monitoring and accountability of staff knowledge and performance. **E**

Provide continuing hands-on training, guidance, oversight, and accountability to industry-level culinary to ensure compliance, consistency, and quality assurance in food production standards. **E**

Prioritize, schedule and supervise work of assigned personnel; train, direct, discipline, supervise, evaluate assigned staff; and participate in the selection of new employees as directed. **E**

Supervise the cleanliness of kitchen facilities and equipment based on approved Hazardous Analysis Critical Control Points (HACCP) safety standards which includes disassembling, sanitizing and reassembling large equipment parts; sanitation of food contact surfaces, food containers and food service equipment; and deep cleaning of ovens, food racks, carts, refrigerators, chillers and other foodservice equipment. **E**

Develop, implement, and monitor measures to minimize food costs at school sites including meal production forecasting, ordering, portion, and inventory controls. **E**

Promote student involvement by engaging student feedback on recipe and menu development and interact as District liaison with youth advisory committees and other various student groups. **E**

Work with department personnel to execute special student and District activities and events including cooking demonstrations or media events. **E**

Conduct recipe development, testing, and revisions with a focus on efficient utilization of USDA commodity foods including meal crediting calculations, scaling, and food and labor costing for large quantities. **E**

Collaborate with community Chefs from the Sacramento region for recipe, menu development, and marketing. **E**

Interpret and apply federal U.S. Department of Agriculture and California Department of Education policies, rules, and regulations as they apply to the nutritional and operational requirements of the National School Lunch (NSL) and School Breakfast Programs (SBP), Child and Adult Care Food Program (CACFP), At Risk Supper Program, Summer Feeding Program (SFP) and After School Snack Program (ASSP) and other federal and state regulations. **E**

Attend restaurant and school food service conference and workshops and maintain professional culinary contacts to remain current on restaurant and food service industry trends. **E**

Develop and oversee food safety training and knowledge of health and safety requirements including sanitation and maintenance for commercial food production; monitor food service staff to ensure adherence to appropriate Hazard Analysis and Critical Control Points (HACCP) food safety and sanitation practices. **E**

Safeguard all food handlers work practices by implementing training programs to increase their knowledge about safety, hygiene and accident prevention techniques. Oversee department's safety committee and safety protocols and review safe working environments in our school production kitchens. **E**

Plan, organize and conduct workshops, presentations, trainings for school meal program guidelines which include not limited to food preparation, presentation, production planning, and other related topics. **E**

Assist Central Kitchen Manager as needed including training and supervision of central kitchen production team; participate in the development and implementation of goals, objectives, policies, and procedures related to the Nutrition Services Department. **E**

Evaluate equipment and product specifications used in commercial food production and distribution. **E**

Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence. **E**

Maintain open communication and cooperative relationships with others, inspire individual and team development, actively participate in meetings and work groups and support the goals and objectives of the District and the department. **E**



Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a climate of customer service for our students, district staff, families, and our community. **E**

Perform related duties as assigned.

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

Any combination equivalent to: associate's degree in culinary arts or related field. A minimum of four (4) years' experience required as a commercial chef in a high volume restaurant, hotel, hospital food service, or school nutrition program and/or management experience with large-scale central production or commissary kitchens.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

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

Hold a current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, methods, and techniques of quantity menu design, food preparation, and production including inventory controls.

Institutional food management.

USDA menu planning requirements for ASSP, CACFP, NSLP, SBP, and At Risk Supper.

Proper methods of preparing, cooking, baking, packaging, storing and serving of foods in large quantities.

Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.

Nutrition analysis software.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Principles and practices of effective management techniques.

Methods of computing food quantities and costs.

Possesses knowledge of principals and methods for effective curriculum and training design, teaching, and instruction for individuals and groups.

Possesses knowledge of use and care of institutional kitchen equipment, appliances, and utensils.

Proper methods of preparing, cooking, baking, packaging, and serving of foods in large quantities. Portion control techniques.

#### **ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the food production and service at assigned school sites.

Supervise, evaluate, train, and direct the performance of assigned staff members.

Design and monitor the quality and cost controls of the districts food service program.

Prepare and create a wide variety of cuisines to reflect the diversity of our student population.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Effective public speaking skills.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Plan, schedule, and supervise the work of staff.

Understand and follow complex oral and written instructions and complete assignments in an independent manner

Supervise, evaluate, train, and direct the performance of assigned staff members.

Analyze operational problems, and recommend and implement program improvements.

Research, analyze, compile, maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Maintain confidentiality as appropriate.

Communicate effectively including public speaking, and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Utilize effective leadership skills that work well within a team setting.

Meet district standards of professional conduct as outlined in Board Policy.

Detail oriented with time management and organizational skills.

Coordinate and supervise maintenance, repair, and adjustments on machinery and equipment.

Develop and implement methods for cost effective food production.

Operate all kitchen equipment.

Implement food production, packaging, and quality assurance and control methods.

#### **WORKING CONDITIONS:**

##### **SAMPLE ENVIRONMENT:**

Kitchen environments; subject to heat from ovens, cold from walk-in refrigerators and freezers, intermittent excessive noise.

##### **SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer terminal; carrying, pushing, or pulling food trays, carts, materials, and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

##### **SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents and pesticides.

*(Former Classification Title: Manager, Serna Center Restaurant Operations, Executive Chef/Trainer)*