

Board Office Use: Legislative File Info.	
File ID Number	10-0512
Introduction Date	3-29-10
Enactment Number	10-0608
Enactment Date	4-14-10




OAKLAND UNIFIED  
SCHOOL DISTRICT

expect success

every student. every classroom. every day.

# Memo

To Board of Education

From Jacqueline Minor, General Counsel 

Board Meeting Date April 14, 2010

Subject Professional Services Contract - The Podesta Group - School Climate and School Security

**Action Requested** Approval of professional services contract between Oakland Unified School District and the Podesta Group. The Podesta Group will provide strategic counsel to the District regarding school safety, school climate and restorative justice programs and funding for such programs for the period of 02/02/2010 through 09/01/2010.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.* Oakland Unified School District has a priority goal of safe and secure schools. The Podesta Group will provide strategic counsel to the District regarding school safety, school climate and restorative justice programs and funding for such programs. This is a short term contract focused on obtaining immediate funding to support the District's school safety, school climate and restorative justice programs.

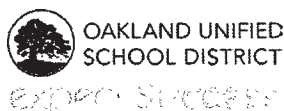
**Discussion**  
*One paragraph summary of the scope of work.* Ratification by the Board of Education of a Professional Services Contract between the District and the Podesta Group to provide strategic counsel to the District regarding school safety, school climate and restorative justice programs and funding for such programs for the period of 02/02/2010 through 09/01/2010.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and the Podesta Group for the period of 02/02/2010 through 09/01/2010.

**Fiscal Impact** Funding resource name: (GP) not to exceed \$75,000.00.

**Attachments**

- Professional Services Contract



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**AGREEMENT  
Between  
OAKLAND UNIFIED SCHOOL DISTRICT and  
THE PODESTA GROUP**

**1. INTENT**

The Oakland Unified School District (hereinafter "the District" or "OUSD") hereby enters into a professional services agreement with THE PODESTA GROUP (hereinafter "CONSULTANT" or "CONTRACTOR") to provide strategic counsel to the District regarding school safety, school climate and restorative justice programs and funding for such programs.

**2. TERMS AND CONDITIONS**

**2.1 Term of Agreement.** The term of this agreement shall be February 2, 2010 to September 1, 2010 and may be extended by written agreement of both parties.

**2.2 Fees.** Consultant's fees for its services shall not exceed Ten Thousand Dollars (\$10,000.00) and shall not exceed \$75,000.00 during the initial term of the Agreement. Subject to Section 6 below, Consultant shall be reimbursed separately for travel; telephone toll charges; express mail, messenger or delivery service for the term of this Agreement, provided that these cumulative out-of-pocket costs do not exceed Five Thousand Dollars (\$5,000.00).

**2.3 Simultaneous Services by Consultant to Other Clients.** The District acknowledges its understanding that Consultant is actively involved in furnishing services similar to those provided by this contract for other clients. Consultant shall not be limited in any way in performing services for other clients that do not prevent it from discharging its obligations under this Agreement.

**2.4 Due Diligence and Lack of Warranty.** Consultant shall exercise due diligence and its best efforts in performing the services required by this Agreement. Consultant makes no warranty, express or implied, as to the results of the services provided.

**2.5 Notice of Termination.** OUSD may at any time terminate this Agreement upon not less sixty (60) days written notice to CONSULTANT. OUSD shall compensate CONSULTANT for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this agreement for cause should CONSULTANT fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONSULTANT shall pay the additional cost. OUSD's right to terminate this Agreement is not its exclusive remedy but is in addition to all other remedies available to the OUSD by law, in equity, or under the provisions of this Agreement. Upon any termination of this Agreement, CONSULTANT shall immediately provide OUSD with complete and accurate copies or originals - where appropriate - of all documents in its possession belonging to OUSD. CONSULTANT further agrees to do all other things reasonably necessary to cause an orderly transition of services without detriment to the rights of OUSD.

**2.6 Choice of Laws.** This Agreement is governed by the laws of the State of California.

- 2.7 **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 2.8 **Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under this AGREEMENT, CONSULTANT shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. CONSULTANT agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONSULTANT agrees to require like compliance by all of its subcontractor(s).
- 2.9 **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

### **3. AREAS OF AUTHORITY**

- 3.1 **Independent Contractor.** This is not an employment contract. CONSULTANT, is an independent contractor or business entity, and will be responsible for operations and management of its employees to sufficiently carry out the agreed upon Scope of Work. CONSULTANT understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided or entitled to employees of OUSD, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT shall assume full responsibility for payment of all Federal, State, and local taxes or contributions necessary to do business in the State of California, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.
- 3.2 **No Rights in Third Parties.** This agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 3.3 **Ownership of Documents.** All documents created by CONSULTANT pursuant to this Agreement, including but not limited to reports, designs, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by CONSULTANT, are and shall be at the time of creation and thereafter the property of the OUSD, with all intellectual property rights therein vested in the OUSD at the time of creation. The OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the OUSD. CONSULTANT may retain a copy of all materials produced under this Agreement for its use in its business activities.
- 3.4 **Copyright/Trademark/Patent/Ownership.** CONSULTANT understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters,

including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD.

- 3.5 **Confidentiality.** The CONSULTANT and all CONSULTANT's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information and documents received that are labeled as confidential. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

#### **4. INDEMNIFICATION**

CONSULTANT shall indemnify and save harmless the District and its officers, State Trustee, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of CONSULTANT or loss of or damage to property, arising directly or indirectly from CONSULTANT's performance of this Agreement, except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of the District and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on CONSULTANT, its agents or employees. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and the District's costs of investigating any claims against the District.

In addition to CONSULTANT's obligation to indemnify the District, CONSULTANT specifically acknowledges and agrees that CONSULTANT has an immediate and independent obligation to defend the District from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to CONSULTANT by the District and continues at all times thereafter.

#### **5. INSURANCE**

Without in any way limiting CONSULTANT's liability pursuant to the "Indemnification" section of this Agreement, throughout the term of the AGREEMENT, CONSULTANT shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than A-, VIII or higher in Best Insurance Rating Guide, the following policies of insurance:

Workers' Compensation, in statutory amounts, with Employer's Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness; and

Comprehensive Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) for each occurrence, combined single limits for bodily injury and property damage, including coverage for owned and non-owned and hired auto coverage, as applicable; and

Comprehensive General Liability Insurance with limits not less than one million dollars (\$1,000,000) for each occurrence, combined single limit for bodily injury and property damage, including contractual liability, personal injury, products and completed operations coverages.

All liability policies that this Section requires CONSULTANT to maintain shall provide for the following: (i) name as additional insureds the District, the School Board, the State Trustee, its officers, agents and employees; and (ii) specify that such policies are primary insurance to any other insurance available to the additional insureds, with respect to any claims arising out of this Agreement and that insurance applies separately to each insured against whom claim is made or suit is brought.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of the OUSD. Prior to final approval of this Agreement, CONSULTANT shall deliver to the District a certificate of insurance for each required policy with insurers and additional insured policy endorsements for the comprehensive general liability insurance and comprehensive automobile liability insurance. Each policy and certificate shall provide that no cancellation, major change in coverage or expiration shall become effective or occur until at least thirty (30) days after receipt of written notice by the District.

If at any time said policies of insurance lapse or become canceled, this agreement shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or CONSULTANT to OUSD.

## **6. BILLING**

- a. Bills for CONSULTANT fees and expenses must be submitted monthly and within 30 days of the end of the billing period unless otherwise agreed. Bills or invoices should be addressed to:

Jacqueline P. Minor, General Counsel  
Oakland Unified School District  
1025 Second Avenue, Room 406  
Oakland, CA 94606

- b. The District will not pay for amounts not reflected on bills or invoices.
- c. The District will pay only the actual costs for reasonable expenses without any premiums or markups.
- d. The District shall reimburse CONSULTANT for necessary photocopying and other expenses at cost, subject to the following limitation:
  - i. Copying expense - 10¢ per page
  - ii. Facsimile expense - 50¢ per page
- e. The District retains the right to audit all bills or files that are or have been the subject matter of any billing in the past. Such an audit will require CONSULTANT to produce any and all documentation that would support the billing submitted by CONSULTANT. CONSULTANT will produce any individual who has submitted billing on behalf of the firm, as well as any firm personnel who would have knowledge or information regarding any billing, and the firm shall produce such persons to answer any and all questions regarding the billings. CONSULTANT acknowledges that the District may utilize its own personnel, an outside auditing service, or such other company or service to perform such audits.

## **7. WAIVER**

Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

## **8. MODIFICATION OF AGREEMENT**



The parties may amend this Agreement in writing by mutual consent. Changes, including any increase or decrease in the amount of the CONSULTANT's compensation, shall only be effective upon proper Board approval and execution of a duly authorized written amendment to this Agreement.

#### **9. COMPLIANCE WITH LAWS**

CONSULTANT shall keep itself fully informed of the applicable state and federal law affecting the performance of this Agreement, including but not limited to any and all restrictions and requirements of the Lobbying Disclosure Act, and shall at all times comply with such laws as they may be amended from time to time.

#### **10. SECTION HEADINGS**

The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.

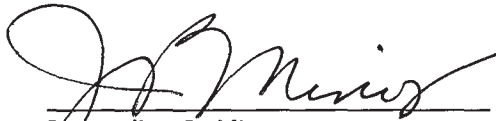
#### **11. ENTIRE AGREEMENT**

This Agreement contains the entire agreement between the parties and supersedes all other oral or written provisions.

#### **12. SEVERABILITY**

If any term or provision of this Agreement shall be found illegal or unenforceable, this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

IN WITNESS WHEREOF, the parties hereto agreed to be bound and have executed this Agreement on the day first mentioned above.



Jacqueline P. Minor  
General Counsel  
Oakland Unified School District

Date: 3/15/2010



Kimberley Fritts, CEO  
The Podesta Group

Date: 3/15/2010



S. D. Yee  
President, Board of Education  
Oakland Unified School District

Date: 4/15/10



Secretary, Board of Education  
Oakland Unified School District

Date: 4/15/10

Approved As to Form



\_\_\_\_\_  
Jacqueline Minor, General Counsel

**OAKLAND UNIFIED SCHOOL DISTRICT**  
**Human Resources Services and Support**

April 14, 2010

**Legislative File**

File ID No: 10-0492

Introduction Date: 4-5-10

Enactment No.: 10-0568

Enactment Date: 4-14-10

By: AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent  
Delia Ruiz, Executive Officer, Human Resources Services and Support

SUBJECT: Creation of Classified Management Positions

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 0910-0037 for the creation of a classified management position in both Buildings and Grounds and in Custodial Services Departments.

**DISCUSSION**

Presently, there are two incumbents in a generic Coordinator, Classified job classification. The objective is to create a job description/job classification that captures the specific duties and responsibilities and that reflects the appropriate minimum requirements needed to perform the essential job functions, and to address the overall knowledge and abilities inherent to the position as it relates to the assigned department.

**Create:**

<u>Position Title/FTE</u>	<u>Salary Schedule/Range</u>
Coordinator, Buildings and Grounds (1.0 FTE)	UAOS Classified Management Salary Schedule ADCL, Range 16 \$74,540 - \$95,141 12 months, 261 days, 7.5 hours or as assigned
Coordinator, Custodial Services (1.0 FTE)	UAOS Classified Management Salary Schedule ADCL, Range 16 \$74,540 - \$95,141 12 months, 261 days, 7.5 hours or as assigned

A Meet and Confer has been conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

There is no additional budget impact. These positions will be funded through General Purpose funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 0910-0037 for the creation of a classified management position in both Buildings and Grounds and in Custodial Services Departments.



**Legislative File**File ID No: 10-0492Introduction Date: 4/5/10Enactment No.: 10-0568Enactment Date: 4/14/10By: [Signature]

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 0910-0037**

Creation of Classified Management Positions

-- Coordinator, Buildings and Grounds --

-- Coordinator, Custodial Services --

---

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

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

**WHEREAS**, the District is committed to a structure which focuses on student achievement and to generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service and to support sites fully; and

**WHEREAS**, the District's goal is to have updated and Board-approved job descriptions for all active positions, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions shall be established on the respective salary schedule/range effective 12:01 a.m., April 16, 2010:

Create:

Position Title/FTE

Coordinator, Buildings  
and Grounds  
(1.0 FTE)

Salary Schedule/Range

UAOS Classified Management  
Salary Schedule ADCL, Range 16  
\$74,540 - \$95,141  
12 months, 261 days, 7.5 hours  
or as assigned

Coordinator, Custodial  
Services  
(1.0 FTE)

UAOS Classified Management  
Salary Schedule ADCL, Range 16  
\$74,540 - \$95,141  
12 months, 261 days, 7.5 hours  
or as assigned

**BE IT FURTHER RESOLVED** the incumbents currently assigned to the generic Coordinator, Classified positions in the relevant departments will be reassigned into the newly created positions, resulting in the accumulation of new seniority hours in the new positions respectively.

Passed by the following vote:

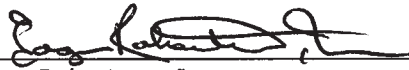
AYES: Jody London, Jumoke Hodge, David Kakishiba, Noel Gallo, Alice Spearman,  
Vice President Christopher Dobbins

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 14, 2010.

  
\_\_\_\_\_  
Edgar Rakestraw, Jr.  
Secretary, Board of Education  
Oakland Unified School District

**Legislative File**

File ID No. 10-0492

Introduction Date: 4-5-10

Enactment No. 18-0568

Enactment Date: 4/14/10

By: \_\_\_\_\_



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Buildings and Grounds</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Buildings and Grounds</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: April 2010</b>	<b>SALARY GRADE:</b>	<b>ADCL 16</b>

**BASIC FUNCTION:** Assist the immediate supervisor to coordinate and provide work direction for day-to-day operations of Buildings and Grounds to ensure all school sites and facilities are properly maintained.

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

**E = Essential Functions**

Coordinate, develop, and implement day-to-day work schedules to ensure timely delivery of buildings and grounds services. **E**

Identify and evaluate sites with maintenance concerns. **E**

Investigate and respond to all buildings and grounds-related Williams and Level I Complaints. **E**

Collaborate and coordinate with other District departments to identify maintenance and repair projects. **E**

Coordinate and complete a variety of reports to ensure District's compliance with federal, state, and District mandates. **E**

Prepare, process, and evaluate bid specifications and contracts; receive bids, evaluate and record bids, and verify vendor compliance with requirements and restrictions. **E**

Coordinate capital improvement projects with the Facilities Planning and Management department. **E**

Serve as District liaison with various agencies to promote organizational teamwork, collaborative problem solving, and customer service. **E**

Communicate with District administrators to ensure timely delivery of maintenance services. **E**

Work with all District employees, architecture and engineering employees, and outside contractors. **E**

Coordinate, supervise, and evaluate the performance and duties of assigned staff. **E**

Resolves issues and questions in the absence of the immediate supervisor. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: bachelor's degree and four years of building maintenance supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

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

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures governing workscope

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

Safety and Health Protection on the job (OSHA Regulations)

Regulations for hazardous material storage, handling, and disposal

Safe methods for using equipment and materials governing workscope

Principles of supervision and evaluation

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, apply, and explain rules, regulations, policies, and procedures related to workscope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to workscope

Prepare comprehensive, narrative, and statistical reports

Plan, organize, and coordinate assigned programs

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Make mathematical calculations

Communicate effectively using tact, patience, and courtesy

Meet schedules and timelines

Work independently

Establish and maintain effective working relationship among District staff and contractors

Prepare and deliver clear and concise presentations to a variety of audiences

Supervise, coach, and evaluate assigned staff

Operate personal computer, related software, and other office equipment

Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

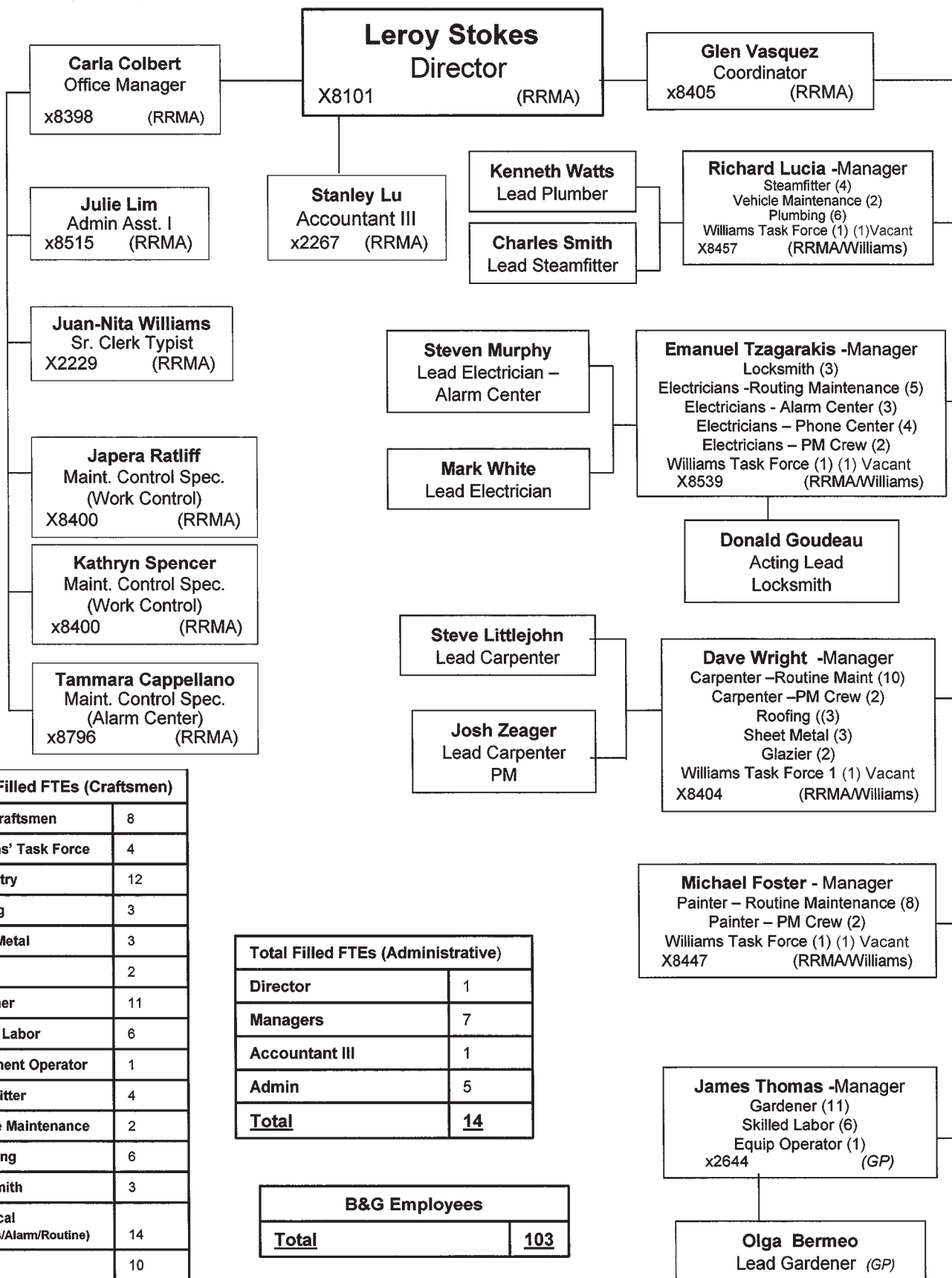
Office environment; driving a District vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.



Department of Building & Grounds  
2009-2010



Classification Creation/Modification Routing Form

"Cord. B+G"

Classification/Title

Buildings & Grounds

Department/Sponsor

**Human Resources**

- ☒ Reviewed for compliance with appropriate format
- ☒ Reviewed for placement on appropriate salary range
- ☒ Reviewed for consistency with existing classifications

By: \_\_\_\_\_

Human Resources

Date: \_\_\_\_\_

3/8/10

**Labor Management & Employee Relations (LMER)**

- ☒ Determination of appropriate bargaining unit
- ☒ Meet & Confer held with appropriate bargaining unit:

- ☐ AFSCME
- ☐ AFT
- ☐ Building & Construction Trades
- ☐ CSEA
- ☐ OEA
- ☐ SEIU
- ☐ Teamsters
- ☒ UAOS -
- ☐ N/A Non-Represented

UAOS + District agree that incumbent will be "grandfathered" in with following caveats: ① New seniority hours for new position + ② New position is expected to be approved by Board on 4-14-10 - Effective 4-15-10

By: \_\_\_\_\_

Bargaining Unit Representative

Date: \_\_\_\_\_

3/8/10

By: \_\_\_\_\_

LMER Representative

Date: \_\_\_\_\_

3/8/10



**Legislative File**

File ID No. 10-0492

Introduction Date: 9-3-10

Enactment No. \_\_\_\_\_

Enactment Date: \_\_\_\_\_

By: \_\_\_\_\_



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Custodial Services</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Custodial Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: April 2010</b>	<b>SALARY GRADE:</b>	<b>ADCL 16</b>

**BASIC FUNCTION:** Assist the immediate supervisor to coordinate and provide work direction for day-to-day operations of Custodial Services to ensure all school sites and facilities are properly cleaned and maintained.

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

**E = Essential Functions**

Coordinate, develop, and implement day-to-day work schedules to ensure timely delivery of custodial services. **E**

Identify and evaluate sites with custodial concerns. **E**

Investigate and respond to all custodial-related Williams and Level I Complaints. **E**

Compile and provide site inspection reports relevant to rodent and pest control issues to resolve concerns. **E**

Collaborate and coordinate with other District departments to identify repair projects. **E**

Coordinate recycle and waste reduction efforts associated with custodial operations. **E**

Coordinate and complete a variety of reports to ensure District's compliance with federal, state, and District mandates. **E**

Coordinate emergency service projects for safety hazards and conditions such as flooding, power outages, fires and burglaries. **E**

Serve as District liaison with various agencies to promote organizational teamwork, collaborative problem solving, and customer service. **E**

Communicate with District administrators to ensure timely delivery of custodial services. **E**

Develop and implement related training for department staff and other District personnel. **E**

Coordinate, supervise, and evaluate the performance and duties of assigned staff. **E**

Resolves issues and questions in the absence of the immediate supervisor. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: bachelor's degree and four years of multi-level supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

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

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Various District bargaining unit contracts

Procedural guidelines of Departmental Cleaning Standards

Safe methods for using equipment and materials governing workscope

Applicable laws, codes, regulations, policies, and procedures governing workscope

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

Principles of supervision and evaluation

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, apply, and explain rules, regulations, policies, and procedures related to workscope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to workscope

Prepare comprehensive, narrative, and statistical reports

Plan, organize, and coordinate assigned programs

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Make mathematical calculations

Communicate effectively using tact, patience, and courtesy

Meet schedules and timelines

Work independently

Establish and maintain effective working relationship among District staff

Prepare and deliver clear and concise presentations to a variety of audiences

Supervise, coach, and evaluate assigned staff

Operate personal computer, related software, and other office equipment

Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; driving a District vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

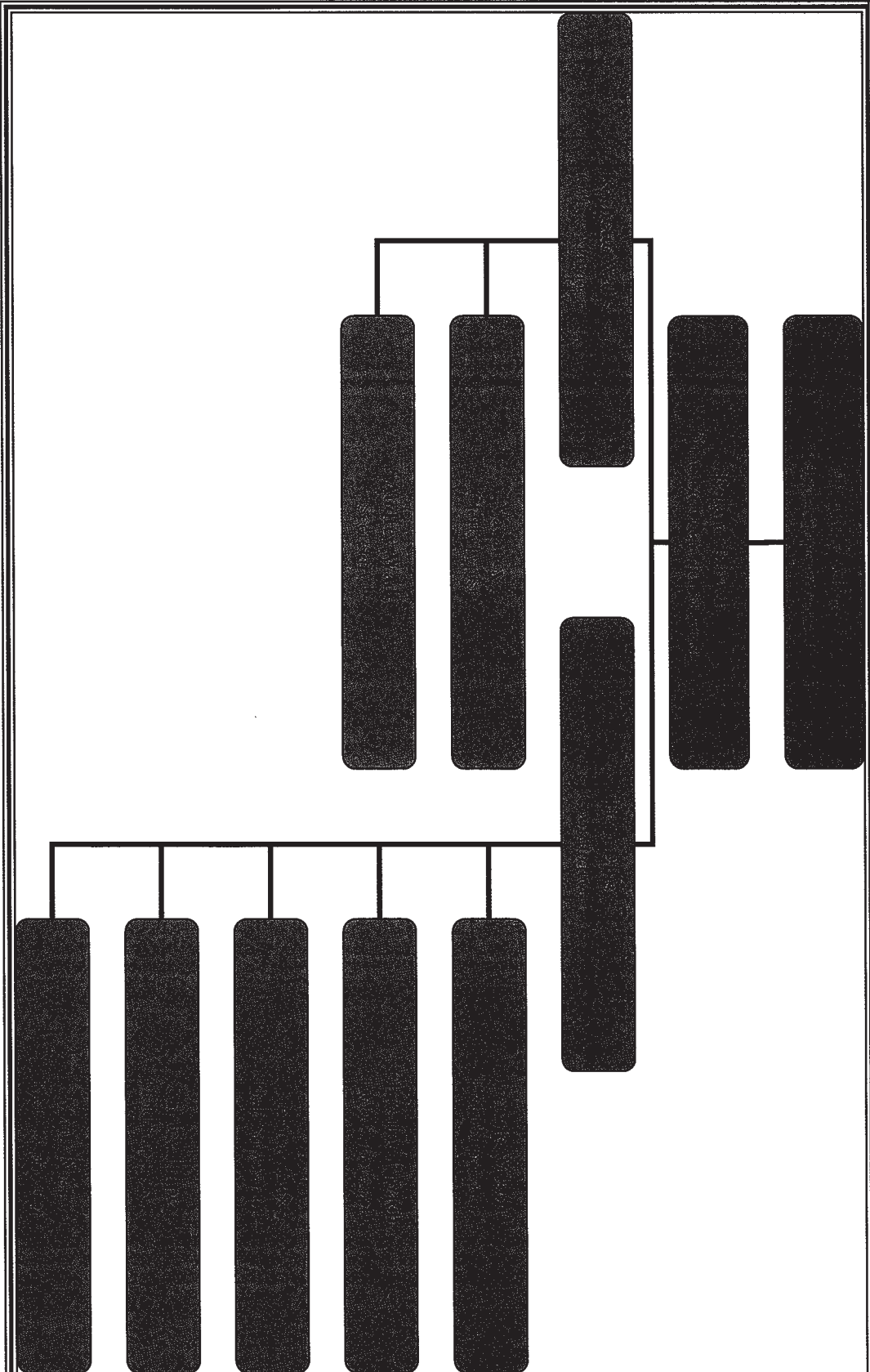


OAKLAND UNIFIED  
SCHOOL DISTRICT

## Custodial Services 2009-2010



OAKLAND UNIFIED  
SCHOOL DISTRICT



Classification Creation/Modification Routing Form

"Coord. Custodial Services" CSU

Classification/Title

Department/Sponsor

**Human Resources**

- ☒ Reviewed for compliance with appropriate format
- ☒ Reviewed for placement on appropriate salary range
- ☒ Reviewed for consistency with existing classifications

By: \_\_\_\_\_

Human Resources

Date: \_\_\_\_\_

3/8/10

**Labor Management & Employee Relations (LMER)**

- ☒ Determination of appropriate bargaining unit
- ☒ Meet & Confer held with appropriate bargaining unit:

- ☐ AFSCME
- ☐ AFT
- ☐ Building & Construction Trades
- ☐ CSEA
- ☐ OEA
- ☐ SEIU
- ☐ Teamsters
- ☒ UAOS
- ☐ N/A Non-Represented

New seniority hours for new position  
New position expected to be approved  
for 04/15  
- UAOS + District agree that  
incumbent will be  
"grandfathered" in

By: \_\_\_\_\_

Bargaining Unit Representative

Date: \_\_\_\_\_

3/8/10

By: \_\_\_\_\_

LMER Representative

Date: \_\_\_\_\_

3/8/10