Oak Grove School District

Position Description

TITLE: Executive Confidential **REPORTS TO: Assistant Superintendent**
Classification: Oak Grove Mgmt. Association **WORK YEAR: 260 Days**
SALARY: Confidential Salary Schedule, Range 8 **BOARD APPROVAL: January 15, 2026**
DEPARTMENT(S): Business Services and Human Resources

SUMMARY DEFINITION:

Under the direction of the department Assistant Superintendent or Administrative Designee, the Executive Confidential performs a wide variety of complex and technical functions. Employees in this classification receive limited supervision from a District administrator within a broad framework of policies and procedures. Employees in this classification may oversee and coordinate the work of others. Employees assist and act in a confidential capacity to persons who formulate, determine and effectuate management policies in the field of labor relations and/or have access to confidential information concerning anticipated changes which may result from collective bargaining negotiations. This position requires the person to be directly involved in collective bargaining data and is thereby designated as a confidential position under collective bargaining law. This job class requires initiative and exercises independent judgment in the application and follow through on administrative decisions and policy making.

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 position, but is intended to accurately reflect the principal job elements.)

- Processes administrative details not requiring the immediate attention of a senior administrator
- Executes varied activities in support of various department functions and transactions; compiles, assembles, verifies and processes a variety of data and information; resolves related issues and concerns in a proper and timely manner
- Coordinates and prioritizes work flow within the operational unit and in conjunction with other units and agencies
- Compiles materials, data, and comprehensive reports necessary for initial bargaining proposal development and contract negotiations

- Acts as information source regarding the District's policies, procedures, and objectives; receiving and interacting with inquiries in person and via email and phone and giving out information where judgment, knowledge and interpretations are utilized
- Takes official minutes or notes, using experience and judgment
- Takes and edits minutes or notes that require a substantial amount of technical terminology, organization knowledge and familiarity with laws, policies and procedures
- Prepares letters, reports, contracts and manuscripts, accurately, in proper form and layout
- Compiles agenda materials, comprehensive reports, data and varied information into final drafts for administrative approval
- Arranges committee and other meetings; prepares agendas, minutes and summaries of actions taken
- Assists in coordinating communications within and outside the District regarding administrative and operational functions
- Coordinates, supervises and monitors special projects, assignments and activities as assigned
- Maintains control files on matters in progress and expedites their completion
- Arranges appointments, schedules, and itineraries for assigned administrators
- Compiles and organizes information for the preparation of special reports as assigned
- Determines office forms and procedures following general instructions
- Establishes and maintains varied and complex filing and data collection systems
- Responds to Public Records Requests, as appropriate
- Performs other related duties

	Specific Duties
Human Resources Confidential, Personnel Specialist	● Prepares a variety of activities in support of various human resources functions and transactions; compiles, assembles, verifies and processes a variety of personnel data and information; resolves personnel related issues and concerns in a proper and timely manner ● Inputs and updates personnel and a variety of other data and information in an assigned computer system; establishes and maintains automated records and files using position control data systems ● Assists in ongoing data verification and reporting (ie. SalSAAS, CalPads, SARC, etc.) ● Assists in recruitment efforts for certificated personnel; initiates job postings; prepares, organizes and maintains an applicant tracking system; assists in screening applications; initiates, organizes and maintains employment application files using paperless filing system; schedules interviews with applicants for certificated vacancies; follow-ups with applicants on outcome of selection process.

	● Conducts inquiries and reference checks to obtain information on potential employees under the supervision of the Human Resources Administrator ● Processes new personnel; conducts orientations; arranges for and provides information to new employees regarding fingerprints, TB tests and other pre-employment requirements; prepares and maintains personnel files and contracts using paperless record keeping systems ● Records personnel actions and employee contracts in position control and coordinates changes with the district payroll department. Monitors position control numbers ● Establishes, maintains and updates personnel records and files; processes personnel actions such as promotions, position changes, increment changes, educational training credits and range changes, and annual longevity changes using position control systems ● Organizes and maintains personnel files of all employees ● Maintains and updates seniority lists by classification and in accordance with collective bargaining agreements and Ed Code ● Provides evaluation timelines and information to site and department managers as requested and tracks annual evaluations using data systems ● Analyzes transcripts for eligibility for teaching credentials and salary placement; prepares agenda items regarding credentialing issues for Board of Education; prepares paperwork to obtain emergency permits and waivers from the Commission on Teacher Credentialing; coordinates with credentialing department personnel at the SCCOE and the CTC to assist employees with credentialing issues ● Applies the provisions of the OGEA collective bargaining agreement and applicable Memorandum of Understanding; and seeks guidance/interpretation from the Human Resources Administrator when appropriate ● Maintains a tracking system to assure all certificated employee credentials are current ● Assists in recommendation process to CTC for teachers who have completed Teacher Induction Program requirements ● Monitors certificated assignments to ensure employees are appropriately credentialed to provide assigned services ● Assists in monitoring certificated FTE allocations/staffing at school sites ● Keeps up-to-date lists of leaves of absence, resignations, terminations, new hires and tenured/probationary/temporary status ● Processes and tracks all FMLA/CFRA leaves; and coordinates changes with district payroll department ● Monitors all certificated transfer requests and compiles a list of site vacancies

	● Prepares, duplicates and keeps current all department forms including new hire payroll
Business Services Division Executive Confidential	**<u>Risk Management</u>** ● Correspondence with attorneys, insurance companies, parents ● Processes incident reports ● Prepares data for Safety Committee **<u>Developer Fees</u>** ● Collects Developer fees ● Assists in the development of routine reports and studies ● Initiates Mitigation agreements related to developments Organizes and Submits Annual Reports for the Board Organizes and Processes Per Pupil Funding (PPF) Payments Prepares Board Transmittals Promptly respond to and/or delegate inquiries, complaints, and public records requests. Completes special projects including planning, coordination and implementation of school district special elections and Board elections; researching and compiling data for projects, as assigned. Prepares letters, newsletters, e-mails, bulletins, and other documents and publications for the Superintendent. Interprets and explains policies, programs, and regulations. Keeps the Superintendent of Business Services apprised of potential problems and concerns. Maintains confidential, privileged, and sensitive information, files, and records. Monitors designated budgets; prepare purchase orders; and process reimbursements. Organizes and manages the office of the Superintendent of Business Services, assuring efficiency and quality; coordinates communications; relieves the Superintendent of Business Services of administrative detail. Coordinates Superintendent of Business Services calendar; conference/travel logistics for the Superintendent and Board members.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in

order to successfully be considered and hired for the position.

EDUCATION:

- Any combination equivalent to an AA degree or equivalent college level training, preferably in office management or business administration

EXPERIENCE:

- Bilingual skills, desired
- Five years of responsible secretarial experience, including three years as secretary to an administrator, preferably in a school district setting; two years of additional college training may substitute one year of secretarial experience; additional administrative-level secretarial experience may substitute for the college training on a year for year basis.

KNOWLEDGEABLE OF:

- Applicable laws, codes, regulations, policies, and procedures governing scope of work
- Record-keeping and report preparation techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, and punctuation
- Telephone techniques and etiquette
- Oral and written communication skills
- Knowledge and use of computers and assigned software, including Google Apps for Education and Microsoft Excel

ABILITY TO:

- Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing the scope of work
- Maintain current knowledge of applicable laws, codes, rules, and regulations, as well as new developments and research in the field governing the scope of work
- Analyze situations accurately and adopt effective courses of action
- Work independently and as part of a team
- Compile and analyze information and prepare reports
- Communicate with staff, parents, and the community using patience and courtesy, and in a manner that reflects positively on the District
- Plan, organize, and prioritize work efficiently and effectively to meet schedules, timelines, and deadlines

- Establish and maintain a positive effective relationship with administrators, faculty, staff, parents, and outside agencies
- Possess a mix of knowledge, interpersonal skills, adaptability, and flexibility
- Operate various office machines, Google Suite (ie. Google Docs, Google Sheets, Google Forms, Google Calendar, Gmail), copy machines, fax, computers, and assigned software
- Communicate effectively, both orally and in written form
- Work under pressure to meet mandated deadlines
- Maintain confidentiality of private and sensitive information

WORKING CONDITIONS:

- Office environment; subject to constant interruptions and ongoing mandated deadlines
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

- Sit for extended periods of time
- Ability to lift, carry, push, or pull 25 pounds of materials or work equipment; reach in all directions
- Bend, twist, kneel and stoop to retrieve and file materials
- Dexterity of hands and fingers to operate a computer keyboard
- Speak clearly and communicate effectively to present to groups
- Seeing to read a variety of materials

OTHER QUALIFICATIONS:

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.