



HUMAN RESOURCES: AN UPDATE

November 29, 2016



STANDARD OPERATING PROCEDURE DEVELOPMENT

❖ Areas of Procedural Development:

- On-Boarding
 - Posting
 - Interviewing
 - Hiring
 - Benefits Enrollment
- Exit Process
 - Interview
 - Collection of district property
- Periodic Audits Standardized Timeline
 - Credentials
 - Background checks
 - Employee evaluations
 - Educational levels
 - Contact information



AUTOMATION OF HR- IN PROGRESS

❖ CASNET- Electronic Employee Personnel Document

Management System

- Phase 1- Scan of all current employees- Completed in March 2016
- Phase 2- Scan of new employees from March 1, 2016- Present- Currently in Progress
- Phase 3- Processing and Records Destruction of Documents Scanned In- Begin January 2017
- Phase 4- Scanning in of all inactive employees (Last 5 Years)- Begin January 2017

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AUTOMATION OF HR

❖ On Boarding Process

- Reviewed and tested Search Soft- Did not meet our needs/ Not user friendly
- Reviewing Products- Currently
- Launch- March 2017

❖ Contract and Supplemental System

- Reviewing Products- Currently
- Launch- April 2017
- Goals:
 - Employment & supplemental contracts distributed electronically
 - Electronic Signature Return



PROFESSIONAL DEVELOPMENT

- ❖ Professional Development- The Current system is in Lotus Works
 - Older system with outdated software and capabilities
- ❖ PD Express to be launched- Summer 2017
- ❖ Benefits:
 - PD assignments by grade levels, subjects taught and certification
 - Tracking of attendance and hours
 - Automatic reminder emails and certificates
 - Easy scheduling with waiting lists
 - Public School Works Courses tied to PD history

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EVALUATIONS

- ❖ Current- eTPES System for Principals and Teacher. Fall 2016-
Implementation of School Counselors
- ❖ January 2017- Formation of Committee to Review, Research,
Design and Implement new Evaluation System for all
classified staff (Replacement for Old Lotus System)
- ❖ May- June 2017- Review of Administrators and District Support
Staff Current Evaluation System

CUSTOMER SERVICE

- ❖ Formation of customer service committee –January 2017
 - Purpose to develop and launch customer service plan with professional development for Spring 2017
- ❖ Redesign of the HR Web page for:
 - Visitor Friendly and Easy of use
 - Quick access to:
 - Benefits information
 - Frequently requested forms (DPS Infonet)
 - Job Opportunities
 - Personal Self-service to bi-weekly pay stubs and contact information
- ❖ Redesign of HR Area
 - Development of Supportive and Welcoming Environment
 - Kiosk Sign-In to track data
 - Rotation of greeting desk to face the door
 - Waiting area
 - On-Boarding area with computers and scanners
 - Create Confidential Areas for meetings with employees and unions

FALL 2016 TEACHER RECRUITMENT RESULTS

- ❖ Hired over 220 Teachers
- ❖ Fill Rate on First Day of School 2016
 - 1 Open Core Position/505- 99.8%
 - 10 Open Intervention Specialist Positions/198- 94.9% (6 were filled by 8/22/16)
 - 0 Open Elective Positions/ 141 -100%
 - **Total- 11 Open Positions/844- 98.7%**
 - Note: During August- 17 Resignations/No Shows and 17 Late Declined Offers
- ❖ Fill Rate on First Day of School 2015
 - 17 Open Core Positions
 - 12 Open Intervention Specialist Positions
 - 13 Open Elective Positions
 - **Total- 42 Open Positions**



HIGH QUALITY FACULTY AND STAFF

❖ Focus Area for Certified- Teachers

- Reading Endorsements- 74 Teachers
- Open Teaching Positions
 - 2 Core (MS/HS SS)
 - 5 Intervention Specialist (2 are New due to need/2 ED Units)
 - 1 Elective (As of 12/16/16)

❖ Focus Area for Classified- Transportation

- Bus Driver Trainees
 - Average 5 per class each month from August- November
 - 12 Ready for January Class as of Today
- Permanent School Bus Driver Test
 - Last test was November 2016.
 - Next test is March 2017