

**PASADENA UNIFIED SCHOOL DISTRICT
DIVISION ANNUAL PLAN
COVER SHEET**

DIVISION	HUMAN RESOURCES DIVISION
DIVISION STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	<p>Our Team of highly committed Human Resource professionals provide a foundation of support in a welcoming environment. We seek and retain dedicated employees who exemplify our values and demonstrate the skills to achieve our strategic directions. We develop, equip, and empower our staff to become high performing and accountable professionals.</p> <p>We focus on: Recruitment and Retention, Staff Development and the support of certificated and classified personnel, Credential compliance, Evaluation, discipline and procedures, and Contract Management.</p>
DIVISION THEORY OF ACTION (TOA) <i>Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.</i>	<p>IF, the Human Resources Division provides a supportive and welcoming environment,</p> <p>AND, provides outstanding Customer Service,</p> <p>AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values,</p> <p>AND, develops effective and efficient processes and procedures,</p> <p>THEN, the Human Resources Division will develop, equip, and empower our staff to become high performing and accountable professionals.</p>
DIVISION ORGANIZATIONAL CHART	Division Organizational Chart is attached.
DIVISION CONTACT	Kathleen M. Sanchez, Chief Human Resources
TELEPHONE/E-MAIL	626-396-3600 ext: 88779 sanchez.kathleen@pusd.us

PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT ANNUAL PLAN FORM

DEPARTMENT NAME:	Human Resources Division
DEPARTMENT STATEMENT OF PURPOSE (A):	<p>Our Team of highly committed Human Resource professionals provide a foundation of support in a welcoming environment. We seek and retain dedicated employees who exemplify our values and demonstrate the skills to achieve our strategic directions. We develop, equip, and empower our staff to become high performing and accountable professionals.</p> <p>We focus on: Recruitment and Retention, Staff Development and the support of certificated and classified personnel, Credential compliance, Evaluation, discipline and procedures, and Contract Management.</p>
LIST OF SERVICES	The Human Resources Division plans, directs and coordinates the administrative human resource functions of the Pasadena Unified School District.
(OPTIONAL) DEPARTMENT THEORY OF ACTION:	<p>IF, the Human Resources Division provides a supportive and welcoming environment,</p> <p>AND, provides outstanding Customer Service,</p> <p>AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values,</p> <p>AND, develops effective and efficient processes and procedures,</p> <p>THEN, the Human Resources Division will develop, equip, and empower our staff to become high performing and accountable professionals.</p>

