## PASADENA UNIFIED SCHOOL DISTRICT DIVISION ANNUAL PLAN COVER SHEET

DIVISION	HUMAN RESOURCES DIVISION
DIVISION STATEMENT OF PURPOSE  Insert statement describing what your Division does and	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.
its purpose	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.
DIVISION THEORY OF ACTION (TOA)	IF, the Human Resources Division provides a supportive and welcoming environment,
Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired	AND, provides outstanding Customer Service,  AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values,
outcome(s) for students. Can be an IFANDTHEN statement.	AND, develops effective and efficient processes and procedures,  THEN, the Human Resources Division will develop, equip, and empower our
	staff to become high performing and accountable professionals.
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	Our Team of highly committed Human Resource professionals provide a
OF PURPOSE (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.
	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.
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	IF, the Human Resources Division provides a supportive and welcoming environment,
ACTION:	AND, provides outstanding Customer Service,
	AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values,
	AND, develops effective and efficient processes and procedures,
	THEN, the Human Resources Division will develop, equip, and empower our staff to become high performing and accountable professionals.

1. Department Goals (Outcomes) 2016-17 (B) What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?	Metrics (C) How will you measure impact?	Targets (D) Include baseline level, if available
Objective 1: Provide excellent Customer Service	Measurement 1: Customer Service Satisfaction Survey	Target 1: Benchmark: 80% customer service satisfaction
Objective 2: Effective and Efficient Process and Procedures	Measurement 2: Employee participation in trainings, position control model, and supervisor-employee evaluation practices.	Target 2: Benchmark: 85% employee participation in trainings, 85% effectiveness of Training rate, 100% position control and 100% employee evaluation.
Objective 3: Recruit and Retain High Performing and Accountable Professionals	Measurement 3: Recruitment rates, Retention rates, Employee Satisfaction Survey, Absenteeism Rate, Average Tenure, Voluntary Termination Rate, Involuntary Termination Rate, Hiring Process Satisfaction Rate, and Average time to fill vacancy.	Target 3: University Recruitment Fair participation rate, longitudinal employee and district data

2. Department Actions for 2016-17(E)  What will we do in 16-17 to achieve our goals and meet our targets?	Will this take additional resources to do in 16-17? Yes/No
Within a framework of developing, equipping, and empowering our staff to become high performing and accountable professionals, the Human Resources Division will provide:  Customer Service Training Leave(s) Training Credentialing Training Human Resource System Label, Lists and Letters (LLL) Training LACOE Trainings Beginning Teacher Support and Assessment BTSA Induction Training ACSA Training Merit District Training Labor Negotiations Training Mandated Trainings Employee Discipline and Misconduct investigation Training(s) Establishment of Districtwide Staffing Model Evaluation and implementation of Special Education Staffing Model Establishment of Supervisory and Evaluation Practices Evaluation of squaring Salary Schedules Salary Comparability Study Peer Review and Assistance	Yes
<ul> <li>Substitute Teacher Training</li> <li>Administrator and Supervisor Training</li> <li>Employee Orientation</li> <li>Development of all applicable Employee Handbooks</li> <li>Labor Relations</li> </ul>	Yes Yes Yes Yes Yes

Department Goals (Outcomes) 2016-17 (B) What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?	Metrics (C) How will you measure impact?	Targets (D) Include baseline level, if available
HUMAN RESOURCES DIVISION Objective 1: Provide excellent Customer Service	Measurement 1: Customer Service Satisfaction Survey	Target 1: Benchmark: 80% customer service satisfaction
Objective 2: Effective and Efficient Process and Procedures	Measurement 2: Employee participation in trainings, position control model, and supervisor-employee evaluation practices.	Target 2: Benchmark: 85% employee participation in trainings, 70% retention rate, 100% position control and 100% employee evaluation.
Objective 3: Recruit and Retain High Performing and Accountable Professionals	Measurement 3: Recruitment rates, Retention rates, Employee Satisfaction Survey, Absenteeism Rate, Average Tenure, Voluntary Termination Rate, Involuntary Termination Rate, Hiring Process Satisfaction Rate, and Average time to fill vacancy.	Target 3: University Recruitment Fair participation rate, longitudinal employee and district data

<ul> <li>Customer Service Training</li> <li>Leave(s) Training</li> <li>Credentialing Training</li> <li>Human Resource System</li> <li>Label, Lists and Letters (LLL) Training</li> <li>LACOE Trainings</li> <li>Beginning Teacher Support and Assessment BTSA Induction Training</li> <li>ACSA Training</li> <li>Merit District Training</li> <li>Labor Negotiations Training</li> <li>Mandated Trainings</li> <li>Employee Discipline and Misconduct investigation Training(s)</li> <li>Establishment of Districtwide Staffing Model</li> <li>Evaluation and implementation of Special Education Staffing Model</li> <li>Establishment of Supervisory and Evaluation Practices</li> <li>Evaluation of squaring Salary Schedules</li> <li>Salary Comparability Study</li> <li>Peer Review and Assistance</li> </ul>	this take additional urces to do in 16-17? Yes/No
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<ul> <li>Establishment of Supervisory and Evaluation Practices</li> <li>Evaluation of squaring Salary Schedules</li> <li>Salary Comparability Study</li> </ul>	Yes
<ul><li>Evaluation of squaring Salary Schedules</li><li>Salary Comparability Study</li></ul>	Yes
Salary Comparability Study	Yes
	Yes
• Peer Review and Assistance	Yes
Collegitation Translation Training	Yes
Substitute Teacher Training  Administrator and Supervisor Training	Yes
Administrator and Supervisor Training	Yes Yes
Employee Orientation	yes Yes
Development of all applicable Employee Handbooks	Yes
Labor Relations	163