

DEPARTMENT ANNUAL PLAN SUMMARY FOR 2016-17

DIVISION: **Human Resources**

PURPOSE: The Human Resources Division plans, directs and coordinates the administrative human resource functions of the Pasadena Unified School District. 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.

SERVICES:

- Recruitment and Retention
- Staff Development and the support of certificated and classified personnel
- Credential compliance
- Evaluation, discipline and procedures
- Contract Management
- Hiring
- New Employee Orientation
- Substitutes