

**PASADENA UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT PLAN
2020 - 2021 ANNUAL PLAN**

Fill in the boxes below, feel free to expand to additional page:

DEPARTMENT	Human Resources
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	The Human Resources Division is committed to providing a welcoming and supportive environment in which we support and lead; recruiting, hiring, developing, and retaining the highest qualified individuals to meet the educational goals and aspirations of our diverse student population. We affirm our commitment to exceptional customer service, respect, teamwork, and innovation.
DEPARTMENT 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>	IF, the Human Resources Division, provides a supportive and welcoming environment; AND, provides outstanding customer service; AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values; AND prevents and supports employees through work related injuries; AND provides comprehensive on-boarding and Induction programs for all employees; AND develops effective, efficient processes and procedures; THEN, the Human Resources Division will develop, equip and empower our staff to become high performing and accountable professionals
DEPARTMENT ORGANIZATIONAL CHART	See attached Organizational Chart Chief HR Officer: Steven Miller, Ed.D. Executive Secretary: Antonia Saldana Director of Human Resources: Sarah Rudchenko, Ed.D. Administrative Assistant: Lauren Lamphere Personnel Operations Supervisor: Denise McElroy Credential Services Specialists: Antonio Bañuelos-Figueroa and Adrian Padilla Position Control Technician (Certificated): Erica Miramontes Receptionist/Substitute Desk: Julia Barrios Human Resources Analyst: Sally Cheng Worker’s Comp Technician: Diana Su Classified Personnel Technician/Position Control for CSEA: Julie Vasquez

	Senior Human Resources Assistant for Teamsters & Athletics: Danny Marquez
DEPARTMENT BUDGET	<i>See attached</i>
DEPARTMENT CONTACT	Sarah Rudchenko, Ed.D., Director
TELEPHONE/E-MAIL	(626) 396-3600 rudchenko.sarah@pusd.us

- 1. Return to David Rennie By Oct. 5, 2020 2. Add to DLN folder Department Plans 2020 - 2021**

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT ANNUAL PLANNING FORM**

Fill in the boxes below:

DEPARTMENT NAME:	<i>Human Resources</i>
DEPARTMENT STATEMENT OF PURPOSE (A):	The Human Resources Division is committed to providing a welcoming and supportive environment in which we support and lead; recruiting, hiring, developing, and retaining the highest qualified individuals to meet the educational goals and aspirations of our diverse student population. We affirm our commitment to exceptional customer service, respect, teamwork, and innovation.
LIST OF SERVICES	<ol style="list-style-type: none"> 1. Staffing: Certificated and Classified <ol style="list-style-type: none"> a. Recruiting- b. Interviewing/testing c. Hiring- d. Retaining 2. On-boarding/ Orientations 3. Teacher Induction Program 4. Transfers-Reassignments 5. PARS/PASS 6. Credential Management 7. Substitute Management 8. Complaints (UCP/Title IV) 9. Contract Management

	<ul style="list-style-type: none"> 10. Grievances 11. Labor Negotiations Discipline 12. Workers Compensation Leaves (see more details on these core functions on page 5) 13. Position Control for Budget 14. Employee Compliance for Child Abuse/Sexual Harassment 15. Management of H1-B Visa 16. Williams Assignment Monitoring 17. Teacher Residencies- Alder/LAUTR 18. Operations Meetings 19. COVID Tracing and Communication
DEPARTMENT THEORY OF ACTION:	<p>IF, the Human Resources Division, provides a supportive and welcoming environment; AND, provides outstanding customer service; AND, seeks to recruit and retain high performing and accountable professionals who exemplify our values; AND prevents and supports employees through work related injuries; AND provides comprehensive on-boarding and Induction programs for all employees; AND develops effective, efficient processes and procedures; THEN, the Human Resources Division will develop, equip and empower our staff to become high performing and accountable professionals</p>

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2020-21 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<i>Employees are satisfied by the recruitment and hiring practices as measured by HR survey to new employees.</i>	<i>Survey Results</i>	<i>New measurement</i>

1. Department Actions for 2020-21(E) <i>What will we do in 20-21 to achieve our goals and meet our targets?</i>	Will this take additional resources to do in 21-22? Yes/No
<ol style="list-style-type: none"> 1. Update administrators on the Hiring Handbook detailing the hiring processes and procedures, including relevant Ed. Codes, interview protocols, hire selection and recommendation forms. 2. Train new principals and administrators in district office departments (ie: SPED, Arts) in hiring procedures. 3. Credential Analysts will contact new hires within 24 hours of receiving the Intent to Hire Form and Recommendation Form. 4. Credential Analysts will communicate with administrator hiring to keep them informed of the progress during the hiring process. 5. Create a “Virtual Onboarding” process for new hires to access forms and documents electronically. 	<p>NO</p>

2. Department Goals (Outcomes) 2020-21 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<i>Recruit and hire a diverse workforce for both classified and certificate employees as measured by the ethnicity of new hires on an annual basis.</i>	<i>Ethnicity of new hires</i>	<i>New Goal</i>

2. Department Actions for 2020-21(E) <i>What will we do in 20-21 to achieve our goals and meet our targets?</i>	Will this take additional resources to do in 21-22? Yes/No
<ol style="list-style-type: none"> 1. Expand our two Teacher Residency Programs with Alder and LAUTR with focus on recruiting, interviewing, and selecting a diverse group of teacher candidates to act as Residents during the 2021-2022 school year. 2. Develop Human Resources Policy for Equity Practices in hiring. 3. Add resources to the Hiring Handbook on implicit bias in hiring by gender, race, sexual orientation, and parental status 	<p><i>Resident and mentor Teacher Stipends. Grant Funded through CTC and ALDER/PEF</i></p>

<p>4. Post job opportunities and support supervisors in ensuring vacancies are posted and filled in a timely manner to attract the best candidates.</p>	
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3. Department Goals (Outcomes) 2020-21 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<i>Improve the employee recognition process both formally and informally through verbal and written feedback and allow employees to recognize each other.</i>	<i>Morale of staff by District survey</i>	<i>New Goal</i>

3. Department Actions for 2020-21(E) <i>What will we do in 20-21 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 21-22? Yes/No</i>
<ol style="list-style-type: none"> 1. Provide time and opportunity at meetings for employees to recognize each other in front of their peers. 2. Continue with the Afternoon of Excellence Tradition for Retirees. 3. Provide supervisors with resources and ideas for recognizing their employees. 	<i>\$500 and donations</i>