

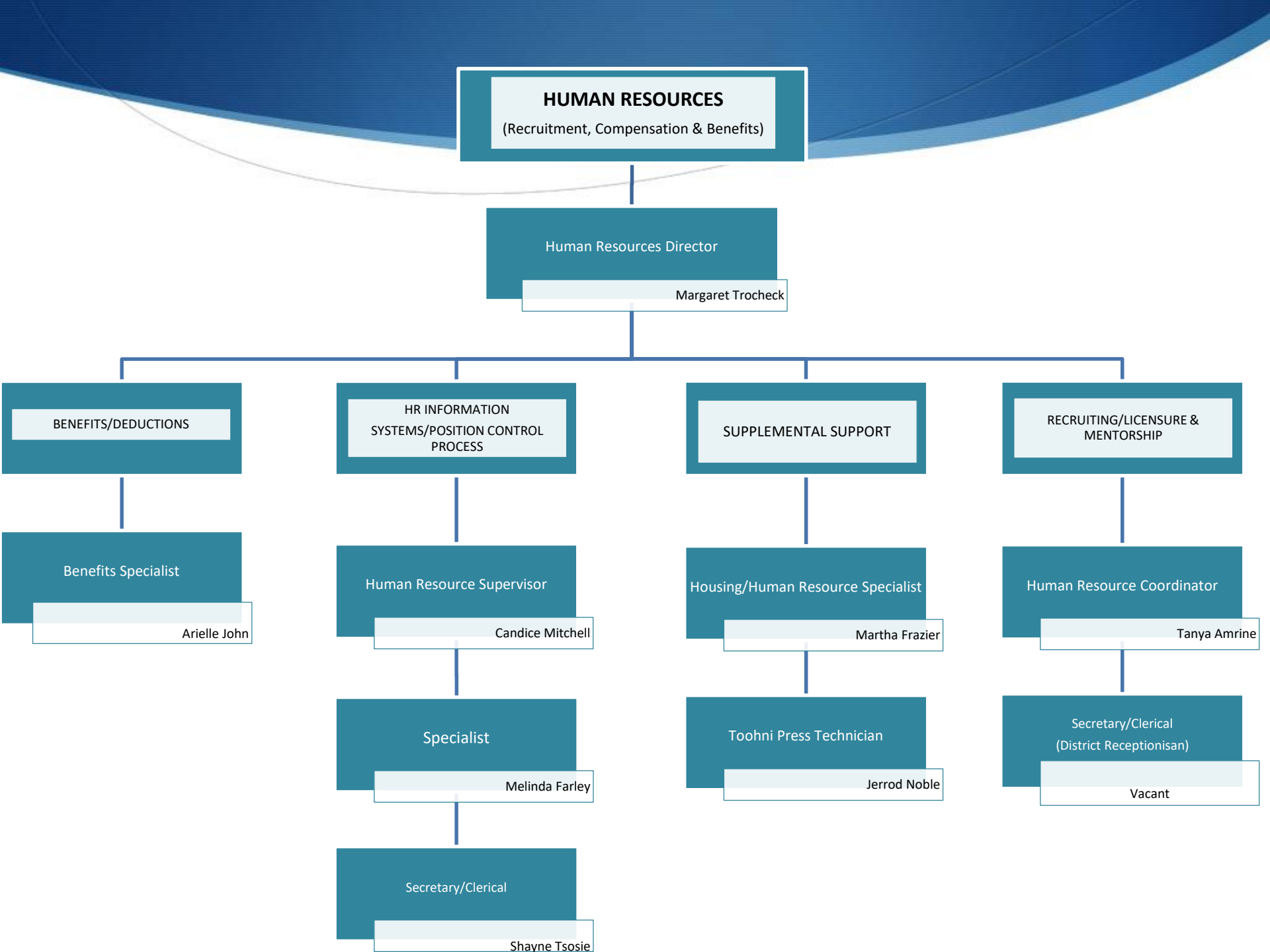
Human Resources Presentation

January 6, 2020



Agenda

- ◆ Welcome and Introductions-New HR Supervisor-Candice Mitchell
- ◆ Organizational chart
 - ◆ Chart will be revised to reflect changes for 2020/2021 School Year.
 - ◆ Benefit Specialist resigning Jan 9th.
 - ◆ Contact Martha Frazier or Arielle John with questions
- ◆ District Vision and Mission and Value Statement
- ◆ Human Resources Mission Statement
- ◆ Goals 2019-2020
 - ◆ Objectives
- ◆ Results (highlights so far)
- ◆ Questions



HUMAN RESOURCES
(Recruitment, Compensation & Benefits)

Human Resources Director
Margaret Trocheck

BENEFITS/DEDUCTIONS

Benefits Specialist
Arielle John

**HR INFORMATION SYSTEMS/
POSITION CONTROL PROCESS**

Human Resource Supervisor
Candice Mitchell

Specialist
Melinda Farley

Secretary/Clerical
Shayne Tsosie

SUPPLEMENTAL SUPPORT

Housing/Human Resource Specialist
Martha Frazier

Toohni Press Technician
Jerrod Noble

**RECRUITING/LICENSURE &
MENTORSHIP**

Human Resource Coordinator
Tanya Amrine

Secretary/Clerical
(District Receptionisan)
Vacant

District Vision

- ◆ A community of learners dedicated to building lives.
- ◆ One Vision One Mission

District Mission

- ◆ Building a collaborative relationship within our collective community through continuous learning, open communication, and shared trust

District Value Statement

- ◆ We, CCSD, know who we are, why we are here and how we will contribute to our success as learners and leaders.

HR Mission Statement

- ◆ We, Human Resources will serve employees well, in order to serve the students and community. Every person, for which we have contact, will feel valued.

2019-2020 Goals for HR Department

1. Customer Service and effective communication
2. Recruiting/Retention
3. Audit compliance with regulations and continued improvement of current processes and procedures
4. Data monitoring and production of information reports

Objectives SY 2019-2020

Goal 1-Customer Service and effective communication

- ◆ Ensure that Contracts and Supplemental contracts are out on time.
- ◆ Ensure that all customers are treated as valued guests and all requests are completed as soon as possible.
- ◆ Measure success with the Customer Service Survey Monkey. These surveys are received with all hiring packets and this link is also on each of our **email** signature blocks. Look at results quarterly.
- ◆ Continue tracking how many days it takes to get from the recommendation of an employee to be hired through the completion of the onboarding process.
- ◆ Identify customer service areas for the department to improve and conduct further internal departmental training.

Objectives SY 2019-2020

Goal 1 continued: customer service and effective communication

- ◆ Identify gaps of internal and external disconnects and determine solutions.
- ◆ Identify communication systems that HR will assist departments and schools to communicate.
- ◆ Gather ideas and solutions from retention and recruiting teams and communicate those to the administration, directors and 90-day district core team.

Objectives SY 2019-2020

Goal 2-Recruiting and Retention

- ◆ Recruiting meeting continuing to meet monthly:
- ◆ Continued “We are hiring” media blitz on social media, billboards, newspapers, radio, banners, flyers and posters.
- ◆ Continue monthly report on recruiting activities to be sent to Administration and the School Board. It will be reported at 90-day core team meetings. Continue networking through colleges, universities, professional organizations, emailing vacancy lists to chapter houses and websites four times a month.
- ◆ Determine and monitor budget for continued advertising and future recruiting.
- ◆ Determine future needs for TFA, J-1s and H1B teachers through early assessment of staffing needs.
- ◆ Facilitate a district job fair again and attend job fairs locally.
- ◆ Monitor the substitute staffing program. (ESS) and assess success for continued support.

Objectives SY 2019-2020

Goal 2- continued Recruiting and Retention:

- ◆ Gather baseline data (vacancies, resignations, retirements, terminations) from 2017-18 school year and compare to 2018-19 school year.
- ◆ Determine the feasibility of a “Grow Our Own” program for District EAs/Substitutes to gain teaching credentials.
- ◆ Schedule human resources representatives to visit each building quarterly to answer questions and offer support.
- ◆ Form the retention committee and meet monthly, develop a retention plan based on survey results.
- ◆ Continue to collaborate with teachers, administration, directors and 90-day district core team on the district retention plan for 2020/2021.
- ◆ Schedule to visit each school site, during the third quarter, to share HR services and results.

Objectives SY 2019-2020

Goal 3-Audit compliance with regulations and continuous improvement of processes.

- ◆ IRS ACA reporting for Calendar Year 2019. Complete by deadlines 1094C/1095C.
- ◆ Monitor the background check process. Audit files for compliance. Pass the audit September 2019.
- ◆ Checking on licensure status, dossiers, waivers and immigration documentation.
- ◆ Conduct salary reviews and analysis and applied the State mandated salary increases.
- ◆ Use step by step onboarding checklists to monitor compliance.
- ◆ Documentation of processes continued. Ongoing review of processes where HR can minimize steps in all processes.
- ◆ Create a report that captures how many days it takes from the time a recommendation packet for hire is received in HR to when the onboarding process is complete.
- ◆ Prepare the “how to” for Principal handbooks and keep it update it as needed.

Objectives SY 2019-2020

Goal 4-Data monitoring and production of information reports

- ◆ Ongoing Customer Service Survey Monkey and reporting results and report quarterly..
- ◆ Monthly Recruiting report to Administration and Board of Education.
- ◆ Survey Monkey developed and sent out for ESS review December 2019. ESS to compile results and report to HR, Administration and Board of Education.
- ◆ Continue to report the turn-a-round time for onboarding from the recommendation submittal to when the hiring **process** is complete.
- ◆ Gather data and project budget needs using the methodology called “zero-based budgeting” for School Year 2020/2021.
- ◆ Monitor annual rollover project in Spring to create the 2020/2021 database in collaboration with Finance.
- ◆ Create additional data reports for additional information reports for continuous improvement.

Highlights so far

School Year 2019/2020

- ◆ Successfully implemented State mandated salary increases, prepared base contracts and supplemental contracts timely.
- ◆ Reporting positive customer service survey monkey results.
- ◆ Continued all recruiting objectives, formed retention committee made up of teachers from all buildings, developed 2020/2021 and presented draft retention proposal.
- ◆ Communicating forward to Administration, Directors and 90 day core team, issues and solutions identified by the retention committee.
- ◆ Collaborated with other departments for the “how to” Principal handbooks distributed the beginning of August.
- ◆ Collaborating with NTU, Dine’ College and Fort Lewis College on new programs.

Thank you for your attention

- ◆ Questions?
- ◆ How may we help you? You are appreciated and always welcomed to the Human Resources Department.
- ◆ We look forward to hearing from you.