

BUSD Human Resources (HR) Department

***Board Presentation
Wednesday, February 28, 2018***

BUSD Human Resources (HR) Goals

- ☐ Hire, retain and recruit highly and qualified teachers to meet the needs of our diverse student population
(LCAP Goal #2: End the racial predictability of academic achievement by ensuring that all systems are culturally and linguistically responsive to the needs of our students)
- ☐ Implement a paperless onboarding process for all BUSD new hires, inclusive of PR and PAF forms
- ☐ Finalize a Memorandum of Understanding Understanding (MOU) between the District and Personnel Commission

BUSD Human Resources (HR) Goals (Con't)

- ❑ Implement the process of moving all HR forms for employees from paper to electronic forms (i.e., separations, leave requests, job verifications, course approvals)**
- ❑ Establish a task force to conduct a needs assessment and make recommendations to the BUSD Executive Cabinet on how best to improve the District's absence and timesheets tracking systems**
- ❑ Revisit the HR Department's and the District's current Vision and Mission statements for possible revision of the HR Department's Vision and Mission statements**

Past HR Teacher Hiring Practices

- **FTE Site Allocations (i.e., the Teacher Template) Delivered to Principals (March/April)**
- **Post Eligibility Pools after Receiving Approval from Position Control**
- **Post Internal Vacancies for Transfers per the BFT Contract before posting on Edjoin (i.e., externally)**
- **Group Rehire Contract Signings (May -June)**
- **Group New Hire Contract Signings (July-August)**

2016-2017 Reflections and Challenges

- ❖ **Paper System for Communication: Personnel Requisitions (PR) and Personnel Action Form (PAF)**
- ❖ **Workflow between Principals, Budget Managers, HR and Position Control**
- ❖ **Lack of paperless systems for forms (i.e., leave request forms, separations forms, application onboarding packet)**
- ❖ **Teacher Credentials pending evaluation from Commission on Teacher Credentialing (CTC) (*i.e., recent graduates and out-of-state candidates*)**
- ❖ **New Director of Human Resources and Interim Classified Director**

Hiring Timeline Overview



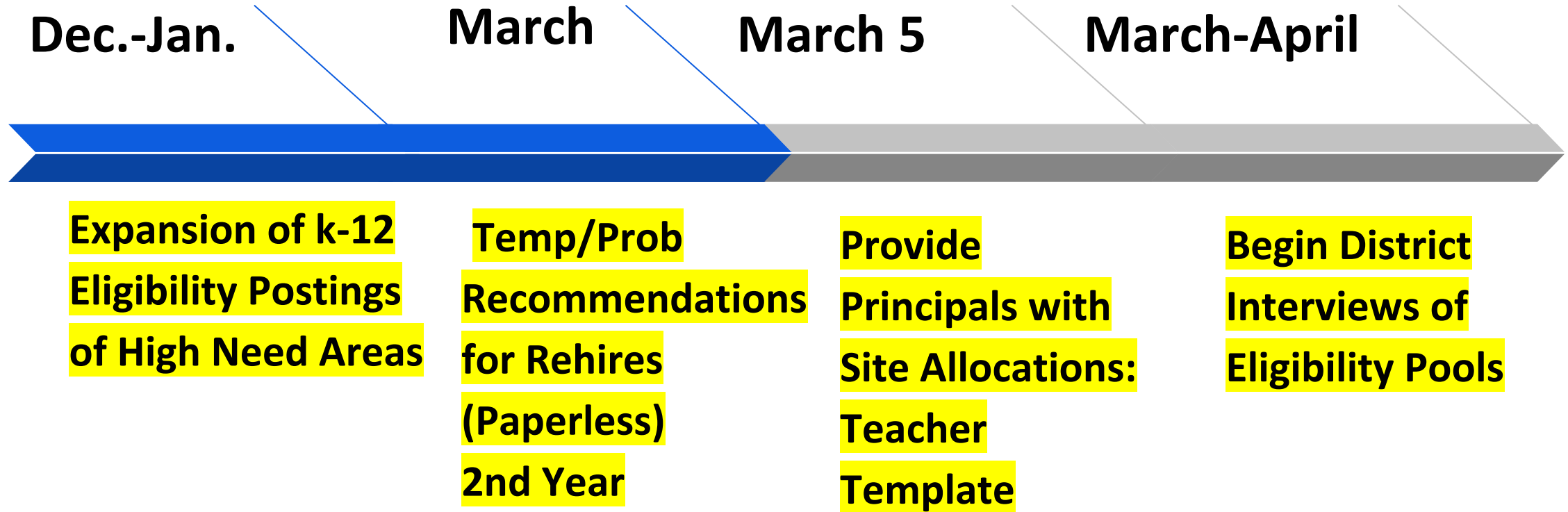
**Staffing Allocations Determined &
Post Vacancies**



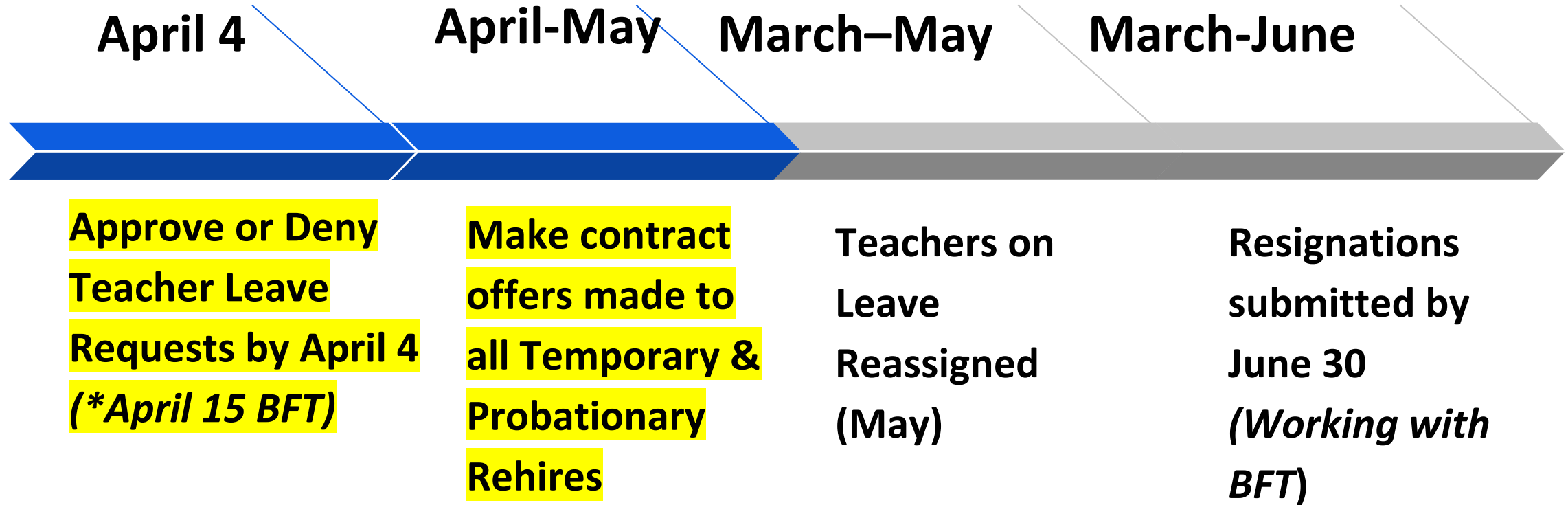
**Interview & Recommend Highly
Qualified Candidate**



**HR reviews recommendation and
makes job offer & Candidate Onboards**



Yellow Highlight = Change in Practice/Goals



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Yellow Highlights = Change in Practice/Goals

New Hiring Practices based on Challenges and Reflections

- ☐ **HR and Position Control Weekly Meetings**
- ☐ **Teacher Recruitment Consultant conducting “1 on 1” meetings with HR Director and Principals and attending jobs fairs**
- ☐ **Informational Meeting for BUSD Teachers on Adding Credential Authorizations in areas of need**
- ☐ **Increased Postings of Eligibility Pools**
- ☐ **Conduct District Interview for Eligibility Pools (March)**
- ☐ **Approve Leave Requests (*Received by March 1*) by April 1**
- ☐ **Continue to Transition to Paperless Forms**
- ☐ **Classified Employee Pathways Teacher Grant**

New Hiring Goals based on Challenges and Reflections

- ☐ Use the HR and Position Control meetings to expedite vacancy approvals**
- ☐ Continue to improve the workflow/communication between Principals, Business Services, and the Personnel Commission**
- ☐ Increase the recruitment of high needs areas**
- ☐ Deliver FTE Allocations (i.e., the Teacher Template) to Principals by March**
- ☐ Sign Temporary/Probationary Rehires by April-May**
- ☐ Approve Leave Requests (*Received by March 1*) by April 1**
- ☐ Continue to improve the June-August group contract signing process**
- ☐ Pilot and Implement paperless systems to streamline the hiring process for BUSD teachers and other staff**

Discussion/ Questions & Answers