

Human Resources

Operations

PURPOSE STATEMENT

Simply put, Human Resources touches every employee in every department District-wide. Human Resources provides a wide variety of support to all Tacoma Public Schools employees with a minimum of the following: professional development; certificate tracking and notification; recruitment and hiring; onboarding and orientation; District-level evaluation support and compliance; investigations and conduct; file room monitoring and coordination; oversight of substitute deployment and qualification; salary placement; compliance monitoring of the Americans with Disabilities Act; and daily operations for the functionality of the District. Human Resources manages regulatory compliance and reporting according to state and federal laws. Failure to adhere to state compliance and reporting would result in a non-compliant work environment which would leave the District vulnerable to violations and present a lack of support to District employees. Human Resources is also the contact point and management center of the School Employee Benefits Board benefits for our staff.

The mission of the Tacoma Public Schools Human Resources Department is to connect the right people to the right job to ensure success for every student, every day.

Our vision is to make Tacoma Public Schools the school district where every family says, “This is where I want my child to learn,” and where every educator says, “This is where I want to work.”

With District staff provided for through our work, we support the whole child by supporting the whole educator.

STAKEHOLDERS

- All Tacoma Public Schools employees, including full-time, part-time, substitute, and non-regular;
- Labor Groups;
- Volunteers;
- Community groups and members; and
- Applicants and potential applicants.

CASE STATEMENT

Human Resources is responsible for a comprehensive human resource program, and is committed to providing high quality service to all prospective, current, and past employees, and to treating such individuals with respect, good care, and individual attention from their first inquiries about position vacancies, services and programs, through retirement. By making this commitment to the District and its stakeholders, Human Resources will be able to maintain its high level of mutual trust and respect.

The Human Resources department has established metrics, operating norms, and key performance indicators (KPIs) to support effective decision-making based on accurate, real-time data. It is imperative that Human Resources be able to respond to trends in education that impact the daily operation and plan execution at the highest level.

Human resources is bound by all laws pertaining to certificated and classified staff members and all employment laws.

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WHAT SPECIFIC BOARD-ADOPTED BENCHMARKS WILL BE INFLUENCED BY THIS WORK?

1. Goal 1: Academic Excellence
2. Goal 2: Community Partnerships
3. Goal 3: Early Learning
4. Goal 4: Safety
5. Goal 5: Operations

MEASURABLE GOALS

In the next biennium:

1. Human Resources will reduce the number of days it takes to hire Certificated Staff from when a requisition closes to when an offer is accepted by a candidate to 14 days.
2. Human Resources will reduce the number of days it takes to hire Certificated Staff from when a requisition closes to a candidate's first day of eligibility for employment with Tacoma Public Schools (start to finish) to 28 days. Eligibility begins when their fingerprints have cleared, and they have attended orientation.
3. The Human Resources department will decrease the Employee Separation Rate to no more than 9% by the end of 2025.

SCOPE OF WORK

| Inputs / Resources | Activities | Outputs / Outcomes |
|------------------------------|---|---|
| HR Partners | Employee hiring/consulting and advising staff | Staff hired, world-class retention. Continued employee support throughout employment. Accurate employee demographic data tracking and salary placement of all District staff. Two-way communication between the District and Office of Superintendent of Public Instruction (OSPI). |
| Welcome Center | Orientation, onboarding, fingerprinting, background checks. Substitute staff coordination and deployment. District switchboard/reception. | Outstanding customer service; employee and stakeholder needs met; adherence to state and federal compliance; adherence to OSPI requirements and collective bargaining agreements for substitute staff and all employees; I-9 (proof of citizenship) compliance. |
| Administrative Support Staff | District calendars creation; progress and data monitoring; investigation coordination and tracking; collective bargaining | Adherence to state and federal compliance and all related activities; 15 District employee group calendars meeting CBA requirements around structure and labor group benefits package; Key Performance Indicator (KPI) data synthesis; office management; |

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| | support; discrimination investigation coordination and tracking; EEOC complaint tracking; file room maintenance and archiving management. | timekeeping; accurate and timely employee records, available whenever needed. |
| Administrative Staff | Compensation analysis; job description oversight; compliance coordination; departmental oversight; oversight of Human Resources Five-Year Strategic Plan; gauge culture and climate of District workforce; conduit with community partners; budget oversight and allocation monitoring; staffing oversight and deployment; oversight of unemployment claims and hearings; oversight of memorandums of understanding and settlement agreements; oversight of labor negotiations | Data synthesis; adherence to state and federal compliance and all related activities; alignment with Society of Human Resources Management (SHRM) best practices; alignment with Council of Greater City Schools key performance indicators; compliance with state unemployment and decrease in payout of unemployment claims; lean practices; required staff in every classroom and department location; legal compliance; positive employee experience. |

PROGRAM COST - BUDGET USE ONLY

| <i>Fund Description</i> | <i>18-19 FTE</i> | <i>Salaries & Benefits</i> | <i>Supplies</i> | <i>Contract Services</i> | <i>Travel</i> | <i>Capital Outlay</i> | <i>Total</i> |
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