SAN LEANDRO UNIFIED SCHOOL DISTRICT

Human Resources Department
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MEMORANDUM

Date: **January 9, 2018**

To: **SLUSD Board of Education**

From: **John Thompson, Ed.D., Assistant Superintendent**

RE: **Reorganization of the Human Resources Department**

Goal 3 of the SLUSD Strategic Plan, adopted by the Board of Education in April 2017, focuses, in part, on improving the employee experience in the SLUSD. This goal identifies three key initiatives: employee relations, employee development, and effective communication. The human resources department plays a critical role in all three of these areas, and is developing plans to expand and improve services for our employees around these initiatives. Specifically, plans are being developed to improve our onboarding experiences for employees, to systematically provide more training and professional development opportunities for staff, to increase partnership opportunities with our bargaining units around onboarding and professional development, to enhance and improve the scope of services service provided by this department, and to expand staff recruitment efforts. In summary, our goal is to focus on improving the services and assistance we provide our personnel.

To meet these goals, staff is recommending that the Board of Education approve a reorganization of this department that will do the following:

1. Change the name of the department from Human Resources to Personnel Services;
2. Create the Personnel Services Specialist job classification;
3. Approve the job description for the Personnel Services Specialist job classification;
4. Authorize staff to advertise for and fill two Personnel Services Specialist positions;
5. Reclassify the existing Human Resources Technician position to a Personnel Services Specialist position;
6. Eliminate one Human Resources Analyst position;
7. Update existing job descriptions to reflect the new department name; and
8. Advertise for and fill an Assistant Director position.

This reorganization will add clerical and administrative support to this department, which will enable the department to expand the scope of services offered. The Assistant Director will also work with the Business Services Department in areas where there are overlapping

responsibilities between the two departments in order to streamline operations in this area and improve services for our personnel. Recent retirements in this department allow for the elimination of the Human Resources Analyst position and a reshuffling of duties without negatively affecting existing employees. The net cost of the changes to support the human resources and business departments is approximately $155,000 per year.