



Draft Human Resources Assessment
Executive Summary Findings & Recommendations
August 8, 2024





Assessment Overview

Approach and Scope

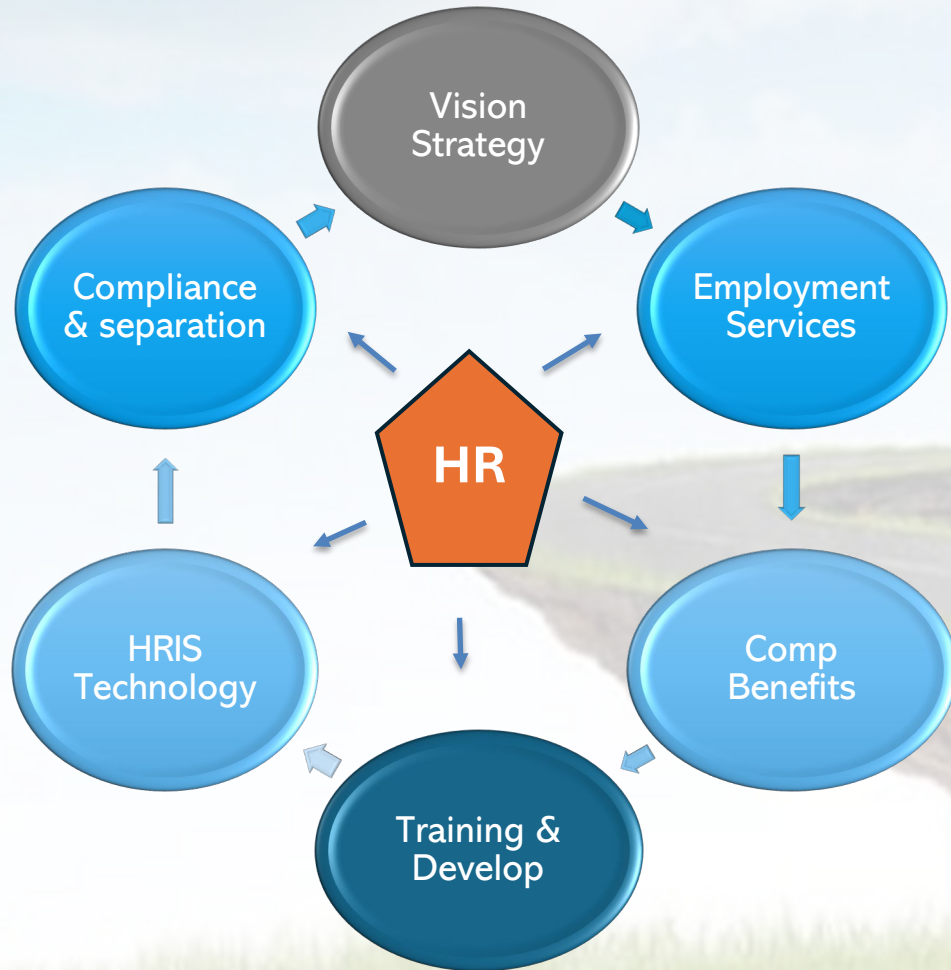
HR Assessment Scorecard
Results

Recommendations

Next Steps



HR ASSESSMENT OVERVIEW



- The Journey Connection
- Overview
- Objectives
- Team of Experts

HR Assessment

Approach



Scope

16-Factor
Proprietary
Tool

DCSD HR
Specialist

On & Off-
Site
Analysis

Document
Review

Stakeholder
Conversation

High-
Quality
Observing

HR Assessment Scorecard Results

Performance model
Succession planning
Collaboration
Secure department access

Strategy
Personnel file access
Learning pathways

Strategic plan
Silos and factions
Level up HR skills
Customer service SOP
Validate and verify

A green trapezoidal graphic pointing to the right, containing the text "12 - 15 months".

12 - 15 months

Recommendations

- Implement a billing reconciliation process for each benefit.
- Conduct leave of absence and paid time off training for people managers.
- Define a process for maintaining compliance and monitoring changes in Georgia law related to benefits and plan provisions.
- Develop SOPs for Retirement and Wellness.
- Use central reporting in Infinite Campus and Frontline to capture the performance remediation process.
- Develop a robust succession plan and process for the District's administrative support.
- Establish ongoing policy and procedure review and evaluation processes and implement feedback mechanisms.
- Health, Safety, and Security departments should collaborate with HR for the District's administrative office training.

A yellow trapezoidal shape pointing to the right, containing the text "6 - 9 months".

6 - 9 months

Recommendations

- Establish the approach and process for retaining, auditing regularly, and disposing of personnel files.
- Ensure only authorized individuals have access to personnel files.
- Revise the employee relations progressive discipline.
- Continue to enhance the learning pathway for early-career teachers.
- Develop a formalized training program, integrate and harmonize learning platforms.
- Update the employee separation process.
- Re-examine documentation safeguarding security protocols.
- Implement a document destruction process for records.



0 - 4 months

Recommendations

- Develop a comprehensive HR department strategic plan.
- Roll out the strategic plan to all HR department team members, including change management training.
- Address leadership HR knowledge gaps within the department.
- Develop a recruitment and retention plan.
- Review and revise the employment application EEO statement to ensure it is in alignment with the most up to date EEOC guidelines.
- Develop a compensation philosophy and manual.
- Standardize job descriptions and the job description development process.
- Revisit the JAQs and ensure the accuracy of the data received.
- Perform FLSA exemption tests on all positions in question.
- Establish a customer service strategy that includes SOPs and Service Level Agreements (SLAs).
- Prioritize the integration of critical HR IT interfaces.
- Develop API connectors between Frontline and Crosspointe/Munis.

Next Steps

A hand holding a rolled-up document against a city skyline at sunset. The sun is low on the horizon, casting a warm glow over the buildings. The hand is in the foreground, holding the document horizontally.

Collaborate

Phase 2

Implement

“Progress is impossible without change; and those who cannot change their minds cannot change anything.”

~Georgia Bernard Shaw~

Thank You!



*"Strength lies in differences,
not in similarities."
~Steven Covey~*