Human Resources Restructuring and Improvements Update

Presentation to the Jefferson County Board of Education

March 9, 2015

New Applicant Tracking System: AppliTrack & Seamless HR

Implementation team initially met on February 13 with vendor and is making progress with learning the system and completing the ten set-up steps:

- ✓ Understand training options
- ✓ Sign into AppliTrack with client code
- ✓ Understand categories, positions and pages
- ➢ Review or modify categories and positions
- ❑ Assign pages to categories
- ❑ Add or edit application pages
- ✓ Add or edit locations
- ➢ Add or upload users
- ❑ Add or upload employees
- ❑ Create job postings

✓ Completed
➢ In progress
❑ Need to be completed

Once set-up is complete, a trial run with one or two departments will be completed before training and implementation throughout JCPS begins. Go-live is expected in September. This system will allow applicants to know where they are in the application process. Principals and hiring managers will see all qualified applicants, yet having filtering capabilities to narrow large candidate pools.

Compensation and Classification Study: contract with Management Advisory Group International, Inc. (MAG)

An eight-step process has begun and will take approximately eight months to complete:

- ✓ The initiation and the transfer of information to MAG
- ➢ Develop the market survey; MAG is in the process of doing that.
- ❑ Conduct the classification review through Job Analysis Questionnaires
- ❑ Looking at the survey data we get back and analyzing for applicability to JCPS' situation.
- ❑ Review our pay structures within the state guidelines and develop appropriate changes and modifications.
- ❑ A core report will be prepared and there will be a review process for the report.
- ❑ A final report will be prepared and presented by MAG
- ❑ The technology and software used in the study will be transferred to JCPS.

Conversion of Employee Files to Electronic Records

- Two high speed scanners and desktop computers are ready to convert approximately 2.6 million documents within 18,000 employee files.

- Two clerical substitutes will spend approximately six months indexing and scanning documents.

- Once converted, all employee files will be paperless going forward.

- Scanning can start once employee files have been created with Seamless HR software.

Affordable Care Act Compliance

- ACA-Track software was purchased and installed in late 2014.

- Tracks actual hours of service from records of hours worked and hours for which payment is made.

- Monthly snapshots are created using current Munis data.

- Snapshots are captured and stored in the ACA-Track data repository, preserving the data as it existed at snapshot time.

- All employees working 30 hours per week average or 130 hours per month must be offered group health insurance.

Revise/Update HR Procedures

- Many HR procedures posted online are in need of revisions/updates.

- HR division directors are assigned specific procedures every two weeks.

- Procedures are being aligned with Board policies where applicable.

- As each procedure is updated, it will be reviewed by Legal and then replaced online.

HR Department Restructuring

- Two (2) Specialist II positions (grade 9) converted to Certified Staffing Consultant positions (grade 8)

- One (1) Specialist II position (grade 9) converted to two (2) HR Generalist positions (grade 5)

- Benefits Director (grade 12) position converted to Benefits Manager (grade 9)