

**Human Resources Reorganization Discussion**  
**May 11, 2015; 2:10 p.m. War Room**

In Attendance: Carol Norton, Pamela Kasardo, Seymour Brown, Beth Premo, Nelly Henjes, Bruce Proud, Ron Ciranna

Mr. Ciranna stated that Human Resources received approval from the deputy and superintendent increasing opportunities for PESPA members for advancement. Human Resources has developed a reorganization plan, based on the new area superintendent assignments, and created a Human Resources Representative job description; the first major step in providing more effective/efficient operations for our current and future employees. The reorganization includes adding 14 Human Resources Representative positions and will delete 12 Clerk Specialist II positions and one (1) Document Systems Operators.

The HR department has been working in silos (support, instructional, specialized hiring, and substitutes). Upgrading the positions will allow one HR representative to take care of all of the hiring within a building/department and provide better services.

Carol and Seymour would be in charge of two areas and will include a blend of all schools (elementary, middle, and high), not like currently where one covers elementary and one covers middle/high.

The change is in line with the Anderson study – HR support staff have been limited to that pay grade (D08) – puts the new position (D10) in line with payroll and risk.

It was asked if we had a copy of the Anderson report . We do not have one right now, but we could look for it and provide a copy.

The change provides advancement opportunities for current staff. The positions are housed in HR which one person would be assigned a group of school and they would handle all positions (instructional/support/specialized hiring) at each school and improve the process of hiring.

How would you advertise? We would first advertise internally in the HR department (Personnel, Risk, Professional Development, and OPS). Applicants would be interviewed. Some may be appointed and some may be displaced.

Are there enough positions to place the employees? There are 14 positions being advertised, with 13 currently being deleted. Those who are not selected, will be offered 12-month D08/D09 positions, if available , but some may be 10-month.

These changes will provide more effective and efficient operation of the Human Resources department.

Is there work not being done? Yes.

You would have a person earmarked for contact for each site? Yes, each HR representative would be assigned specific schools/departments to work with so they knew what was going on at each site.

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**May 11, 2015**

**Page 2**

How did you determine to change from a D08 to D10. The duties of the new position aligns to the (D10) positions in payroll and risk that were changed during the FADDs Study.

PESPA asked about the FADDs Study – Do we have a copy? Yes and Kim probably has one at your office.

This change also supports the new application tracking system that we are developing and the workflow of the new system required the model to be changed.

How long before this is implemented – this was adopted and presented to the board to be effective July 1 to allow the employees the opportunity to get placed in the new position or reassignment.

HR is in competition with the risk and payroll departments for the employees to move into their department. The skill set for these positions is better matched with the D10 which requires more specific calculations be completed.

PESPA expressed they were very dissatisfied with things being presented to the Board without the opportunity to review and discuss. The overall structure of the salary schedule is problematic – which needs to be addressed during negotiations.

PESPA indicated that they are not opposed to give people more money, but opposed to those who are not selected.

PESPA expressed concern it is a done deal – not a start. District responded that you can't do everything at once, have to start somewhere. We will try to find comparable positions for those who are displaced. One of the new positions will be open due to retirement and two are new. We haven't discussed this with staff until we discussed with the Board and with PESPA.

Beth Primo requested a breakdown of the cost. Pam Kasardo will provide the information.

Possibility of not hiring those individuals in the positions

PESPA stated they would talk about the proposal and get back with Mr. Ciranna.