



Human Resources Effectiveness Report

March 2019

Mission and Goals

- Enhancing the process of recruiting and staffing all positions.
- Recruiting, retaining, and ensuring the success of a diverse and highly qualified workforce.
- Continuing to foster relationships with all employees that are respectful and focused on sincere recognition and honest feedback.
- Continuing to develop initiatives making salaries competitive for Teachers, Classified employees and Administrators.

Human Resources Team



Tami Gardenhire
HR Specialist - Certified



Crystal Firestone
HR Specialist - Classified



Tracie Aldridge
HR Specialist - Benefits



Juanelda Lee
Receptionist

Initiative - Electronic HR Records

Laserfiche

- Electronically holds HR documents, forms, records and personnel files

TLE

- Electronically captures applications, evaluations, annual forms and contracts
- captures employee's signature electronically
- forwards forms to employee's personnel file in Laserfiche

Initiative – HR iDashboard

- The HR iDashboard provides a user friendly dashboard that visually displays data through charts and other visual tools so the user can drill down into district / building staff data

Current Staffing - 633

Certified	
Administrators	21
Career	215
Teacher Trainers	7
Temporary	98
Emergency Certs	26
Total	367

ESC	
Superintendent	1
Cabinet	7
Staff	30

Classified	
Site Office Staff	31
Teacher Assistants	21
Paraprofessionals	29
Child Nutrition	61
Technology	11
Transportation	41
Custodians	37
Maintenance	18
Security / Police Officers	9
Total	258

Initiative - New Hire On-Boarding

Human Resources conducts monthly New Hire On-Boarding that brings new hires together in a group setting to meet with the HR team and complete all required District paperwork.

- Dr. Mendenhall opens
- Gets badge and Rougher email
- New Hire paperwork
- Meets with Payroll Specialist – time clock, pay rate, payroll dates & direct deposit
- Meets with Benefits Specialist – reviews Benefit options
- Completes annual OSDE professional development requirement

Initiative – HR Huddle

This initiative was started as a way to make the HR Team more accessible to employees across the District. The HR Huddle allows the Human Resources team to visit three (3) schools or departments each Wednesday morning.

The goal of the HR Huddle is to provide assistance to any employee that needs assistance with HR related topics such as:

- timeclock
- AESOP
- pay
- job postings
- insurance
- FMLA / Leave of Absence
- retirement

Initiative - Update District's HR Legal Requirements

This initiative is an ongoing process to ensure all District and HR related policies, documents and forms are up-to date with current Federal and State Laws:

Working with Rosentstein, Fist and Ringold

- **Contracts** – complete; new contracts in 2018 - 2019
- **District Board Policies** - in process
- **Job Descriptions** - in process
- **District Handbook** - goal: ready for 2019 - 2020 school year

Initiative - Long Range Planning Committee Recommendation

This initiative will have a staffing impact on every Elementary School as well as Alice Robertson Junior High.

BFSA – 44

Administrator – 1

Counselor – 1

Teacher Trainer - 2

Certified - 27

Classified - 13

Grant Foreman – 21

Certified - 19

Classified - 2

Elementary 6th Grade Teachers - 15

Staffing 2019 - 2020

External Job Fairs

- March 12 OSU - Tulsa
- March 14 University of Central Oklahoma
- March 26 University of Oklahoma - Tulsa
- March 27 OSU - Stillwater
- March 28 University of OK - Tulsa
- April 16 NSU
- April 26 Oral Roberts University

Internal Job Fair



Come join us for our

2019-2020 Certified Job Fair

Saturday, March 30, 2019

Muskogee High School Cafeteria

3200 E. Shawnee Rd., Muskogee, OK 74403

Vision for the Future

Human Resources is committed to creating and maintaining a climate and culture that embraces diversity, focuses on student success, and expects high achievement from students and staff. The HR team strives to provide opportunities that allow our employees to grow as educators and leaders. Leadership takes place at all levels of the District; it is important we provide our employees the tools and strengths needed to tackle these critical roles. Organization sustainability is not built on the next recruit but rather by empowering the current workforce to develop into the District's leaders of tomorrow.

