October 15, 2015

TO: Santa Clara County Board of Education
FROM: Philip Gordillo, Chief Human Resources Officer
VIA: Jon R. Gundry, County Superintendent of Schools
SUBJECT: Human Resources Branch Presentation

**Goals**

Goal 2: Provide support to districts, communities, schools, and students
Goal 3: Be a premier employer
Goal 4: Improve organizational effectiveness and efficiency

**Background**

The Human Resources Branch is responsible for the personnel activities at the SCCOE, including the recruitment and selection of employees, maintenance of employee records, coordination of compensation and benefits, negotiations and administration of bargaining unit contracts, and No Child Left Behind compliance. Human Resources also handles unemployment claims for school districts throughout Santa Clara and San Benito counties, registers and monitors credentialed staff hired by districts in Santa Clara county, and provides our staff with professional development through our Talent Management program.

This presentation was developed to explain who we are, what we do, our upcoming activities and how our work is impacting students.
Who We Are

Human Resources

Human Resources Branch

- Administration
- Classified Personnel
- Benefits
- Employment Services
- Credentials Services
- Talent Management

Santa Clara County Office of Education
Administration

- Employee/Employer Relations
- Performance Management
- Workplace Compliance
- Unemployment Insurance
- Special Events
Classified Personnel

- Personnel Commission
- Employment Testing
- Job Classification
- Substitute Staffing
- Fingerprint/Livescan
Employment Services

- Certificated Recruitment
- Enter/Exit Employee Processing
- Position Control
- Certificated/Classified Employment Status Changes
Benefits

Benefit Plans Management

- Medical
- Dental
- Vision
- Life
- Disability
- Employment Assistance Program
- Deferred Compensation
- Commuter Benefits
Credentials Services

- Credentials Management
- Assignment Monitoring
  - School Districts
  - Charter Schools
  - Williams Act
Talent Management

- Staff/Organizational Development
- Champions for Leadership (CFL)
- HELLO - Staff Orientation
- Employee Wellness
- Volunteer Program
- Contract Personnel
Accomplishments

- Golden Bell Award Finalist - CFL
- Increased wellness engagement by staff
- 2 Bronze Telly Awards in 2014 for the video: Paraeducator: The Backbone of the Teaching Team

Milestones

- 43 teachers progressing to HQT status
- 6th year of Champions for Leadership Program
  - Total of 104 CFL Graduates
- 24th Annual Staff Recognition Event
- 27th Annual SCC Teacher Recruitment Fair
- Monthly Meeting for district HR administrators
What We Do

Resources Branch

Spotlight:
Annual Santa Clara County Teacher Recruitment Fair

About the Fair
- 1,056 teacher candidates
- 2,665 dual and sheltered school administrators
- 65 dual and sheltered school administrators
- 12 charter schools
- 78 charter schools
- 1,467 charter schools
- 5,000+ education officials
- 332 staff members

In 2013-2014:
- 484 new teachers
- 4,165 UTLAs
- 4,800 credentialed teachers
- 5,000+ education officials
- 47% staff participation in activities
- 2,308 fingerprints
About the Fair

- 1,000 teacher candidates
- 350 district and charter school administrators
  - 28 districts including the SCCOE
  - 12 charter schools
- Largest teacher fair in Northern CA
**Did You Know?**

In 2013-2014:

- 484 new employees
- 4,165 UI claims
- 4,800 credentials customers
- 5,000+ educator assignments
- 332 staff welcomed through HELLO
- 47% staff participated in wellness activities
- 2,308 fingerprinted

**Where We’re Going**

- Affordable Care Act
- Health Care Options
- Flexible Spending Account / Wellness Rewards Program
- Classification Study: Office Workers and Program Staff
- Classified Recruitment Fair
  - Oct. 24, 2015
The Bottom Line: How Our Work Impacts Students

The Human Resources Branch ensures our students receive quality instruction through the selection and assignment of qualified leaders, teachers and support staff. The Branch supports school districts and their students through the provision of services in teacher credentialing, fingerprinting, unemployment insurance and teacher recruitment.
509 years of SCCOE service