

ANNUAL REPORT

Internal Services & Accomplishments



RECRUITMENT & HIRING

- Implemented electronic reference checks
- Increased the number of New Employee Orientations & revamped the onboarding process for new employees
- Implemented the NEOGOV Onboard module for new employees
- Partnered with the Take Root Employment Cooperative (TREC Program) to recruit and hire hard to fill certificated positions
- Enhanced our social media recruitment campaign - increased usage of Facebook, Twitter, and LinkedIn



POLICY & PROCEDURE

- Surveyed staff regarding HR services and met with programs to determine priorities
- Completed review and redesign of agency Board Policies and Administrative Procedures
- Continued review and revision of agency & HR department procedures.
- Supported new agency security measures - issued ID badges for staff members and revised procedures for visitors in Reception



RETENTION & MORALE

- Implemented electronic exit interviews
- Continued comprehensive salary review—completed salary surveys for one third of ESD positions
- Continued researching affordable benefit plans that provide robust coverage and meet Affordable Care Act requirements
- Refined Total Rewards Statements for employees
- Convened HR Communications & Connections Team—hosted four fun events and created quarterly newsletter
- Continued support of employee wellness via the Commit to Fit program



PERSONNEL & TRAINING

- Managed Alternative Routes to Certification Block Grant; four ESA staff members earned their teaching certificates in Special Education.
- Continued to support the transition of Early Care in Education programs to a blended model
- Developed & presented manager trainings on “Difficult Conversations”, “Conducting Job Interviews”, and “Sensitivity”
- Supported and consulted with managers to resolve personnel matters



2017 HR Quick Stats

195
ESD 112 full or part-time employees hired

266
permits or certificates issued

3,110
individuals fingerprinted

District Services & Support



SUPPORT & TRAINING

- Supported the transition of Ridgefield certificated staff from the ESA to the district
- Provided certificated employee salary placement trainings for Castle Rock and Stevenson-Carson school districts
- Held onsite certification trainings at La Center, Vancouver, and Washougal school districts
- Provided six Certification Workshops for educators
- Hosted HR Directors Network Meetings and offered professional development opportunities
- Provided district consultation on issues such as personnel management, leave requirements & processing, and recruitment & hiring
- Sponsored training on Washington's new sick leave law presented by Labor & Industries
- Served as a host site for the WASBO webinar "Negotiating Contracts in the Wake of HB 2242"
- Served as a host site for a HUB International presentation on SEBB



RECRUITMENT

- Provided "Take Root - Grow Your Career in Education Services" recruitment services via NEOGOV application system for the Wahkiakum and Toutle Lake School Districts
- Managed Alternative Routes to Certification Block Grant; supporting 20 classified staff in partner districts to become certified teachers
- Hosted on-site regional career fairs for hard-to-fill positions. Fairs held annually in March and August.
- Facilitated administrator searches for the Centerville and Wahkiakum school districts



Your Team

Marnie Allen - *Assistant Superintendent, HR & Legal Services*

Melissa Kreuder - *Director, Human Resources*

Denise McNeal - *Assistant Director, Human Resources*

Eliza Cornelison - *Human Resources Specialist/Administrative Assistant II*

Tanya Gorbunov - *Human Resources Operations Specialist*

Chelsea Jacobson - *Certificated Employment Manager*

Rachael Lafferty - *Human Resources Specialist*

Joseph Mathews - *Human Resources Coordinator*

Madison Stassens-Ketcham - *Fingerprint Technician*