

Human Resource Office Goals

Responsibility: Jim Haugh

Due Date: June 30, 2019

District Goal #4

The Victor Central School District will provide services that support the instructional program, maximize resources and improve customer service.

District Target #2

All Department services will be enhanced through a process of continuous improvement.

Human Resource Office Target

The Human Resource Office functions will remain effective and efficient.

Human Resource Office Strategy #1

By June 30, 2019 the VCSD will have a review cycle established to revise instructional, non-instructional and administrative job descriptions

Evidence of Accomplishment:

Job descriptions will be shared with the Superintendent by June 30, 2019.

Steps Taken:

Description templates for positions in the following departments are under review:

- 8 Administrative
- 4 Central Office
- 3 Facilities
- 5 Food Service
- 6 Transportation
- 13 Administrative assistant

Human Resource Office Strategy #2

By June 30, 2019 the VCSD will have developed Affordable Health Care Act implementation and monthly compliance processes that is aligned with how we onboard employees.

Evidence of Accomplishment: A plan will be submitted to the Board of Education.

Steps Taken:

The VCSD ACA tracking process is aligned with payroll processing throughout 17-18. Submissions are done on a quarterly basis to Paragon Compliance (formerly HB Solutions)