

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 24
Plan #: 4

SPECIFIC RESULTS:

Review and Rationalize the HR Processes in hiring Support Positions

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Engage Business Analysts with User Departments to document present process flow and identify inefficiencies. <ul style="list-style-type: none"> a. When to Scan? b. What to Scan? c. How to transition applicant to employee? d. How to manage Open Positions and Allocations? e. How to transfer scanned information to the Payroll Department? f. Shred after scanning to reduce duplicate scanning 	
2	Create proposal	
3	Create a Vision for how the process should be and identify cost and resources required to support the change.	
4	Train school based personnel in use of Searchsoft	

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5	<p>Resources</p> <ul style="list-style-type: none"> a. 2007-2008 <ul style="list-style-type: none"> i. Consulting Effort ii. Training Resource – New iii. Programmers (2) b. 2008-2009 <ul style="list-style-type: none"> i. Training Annually ii. Programming support (1) c. 2009-2010 <ul style="list-style-type: none"> i. Training Annually ii. Programming support (1) d. 2010-2011 <ul style="list-style-type: none"> i. Training Annually ii. Programming support (1) e. 2011-2012 <ul style="list-style-type: none"> i. Training Annually ii. Programming support (1) 	<p>\$10,000</p> <p>2 man months</p> <p>4 man months</p> <p>2 man months</p> <p>1 man month</p> <p>2 man months</p> <p>1man month</p> <p>2 man months</p> <p>1 man month</p> <p>2 man months</p> <p>1 man month</p>
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Measurement (Criteria for Success):

Avoid adding permanent staff to process the increasing demand.