

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

Strategy #: 24
Plan #: 5

SPECIFIC RESULTS:

Review and Rationalize the HR Processes in hiring Instructional Positions

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Engage Business Analysts with User Department 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? 	
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	
5	Resources <ul style="list-style-type: none"> a. 2007-2008 See 24.4 b. 2008-2009 See 24.4 c. 2009-2010 See 24.4 d. 2010-2011 See 24.4 e. 2011-2012 See 24.4 	<ul style="list-style-type: none"> Consulting \$10,000 Training Resource 2 man months Programmers 2 man months Training 2 man months Programming 1 man month

Measurement (Criteria for Success):

Avoid adding staff to process the increasing demand.