



## ISO/ProMS – LOWER LEVEL OBJECTIVES

Human Resource Services Department, Substitute Services, acknowledges the need for documented and measurable departmental lower level objectives that support the District's Strategic Plan, the Three Pillars, and Operational Expectations. Therefore, the Human Resource Services Department, Substitute Services, identifies the following departmental lower level objectives:

<b>Lower Level Objective 1</b>	Streamline and automate manual processes by eliminating the volume of (13 various) paper substitute time sheets that are used to document both classified and certificated substitute time reporting and which are manually routed to numerous schools and departments each month to obtain signature of approval, budget codes, personnel data, position control verification, data discrepancy resolution and manual data entry time reporting input.
<b>Specific Support to Strategic Plan and/or Operational Expectation</b>	<ul style="list-style-type: none"> <li>• Pillar III - Organizational Transformation Recruit, train, retain, and support a motivated, capable, and diverse workforce.</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Development and implementation of automated Substitute Pay processing in coordination with the Sub Pay Committee (SPC) to support Substitute Staffing needs of SCUSD.</li> <li>• Ensure each school site and applicable departments have the proper training to utilize the Automated Sub Finder System and Substitute Pay.</li> </ul>
<b>Measurement</b>	<ul style="list-style-type: none"> <li>• Successful implementation of Substitute Pay (November 2010) with the addition of on-going system enhancements as desired from schools/depts.</li> <li>• Track the number of successfully filled Substitute Jobs each fiscal year that impacts Substitute Staffing and Sub Pay monthly processing.</li> <li>• Survey school site and departmental users of Sub Pay for input on Sub Pay implementation (Nov. 2010).</li> </ul>
<b>Desired Results</b>	Streamlined and automated Substitute Pay implementation for schools and departments utilizing the Automated Sub Finder System (ASF) and Substitute Pay to support Substitute Staffing needs.

<b>Lower Level Objective 2</b>	To provide Automated Sub Finder and Sub Pay training to Classified Substitutes and Guest Teachers. Substitutes are the professional reserve strength that SCUSD draws upon during the absence of members of our regular staff. Provide one on one ASF/Sub Pay training to new school site and departmental Admin/School Office Manager (SOM) users.
<b>Specific Support to Strategic Plan and/or Operational Expectation</b>	<ul style="list-style-type: none"> <li>• Pillar I – Career and College Ready Students</li> <li>• Pillar III – Organizational Transformation Recruit, train, retain and support a motivated, capable, and diverse workforce.</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Schedule Sub Pay, New Employee Orientation, training and sign up attendance to newly hired Classified Substitutes and Guest Teachers.</li> <li>• Schedule School Office Managers (SOM) and Admin Sub Pay training to school site and departmental staff.</li> </ul>
<b>Measurement</b>	<ul style="list-style-type: none"> <li>• Track the number of Sub Pay trainings facilitated each fiscal year.</li> <li>• Track the number of Classified Substitutes and Guest Teachers in attendance at each NEO; track number of new SOM's/Admin trained.</li> </ul>
<b>Desired Results</b>	Each school site and department utilizing ASF system and Sub Pay has at least one lead staff person that has received ASF/Sub Pay training from Human Resource Services, Substitute Services, in order to effectively request sub jobs for Substitute Staffing needs of our schools/departments.