Human Resources Workforce Metrics

2017-2018 school year and hiring season

As of October 2018

Data sets

- PeopleSoft (Human Resources information system)
- Aesop (substitute management system)

Dates Used

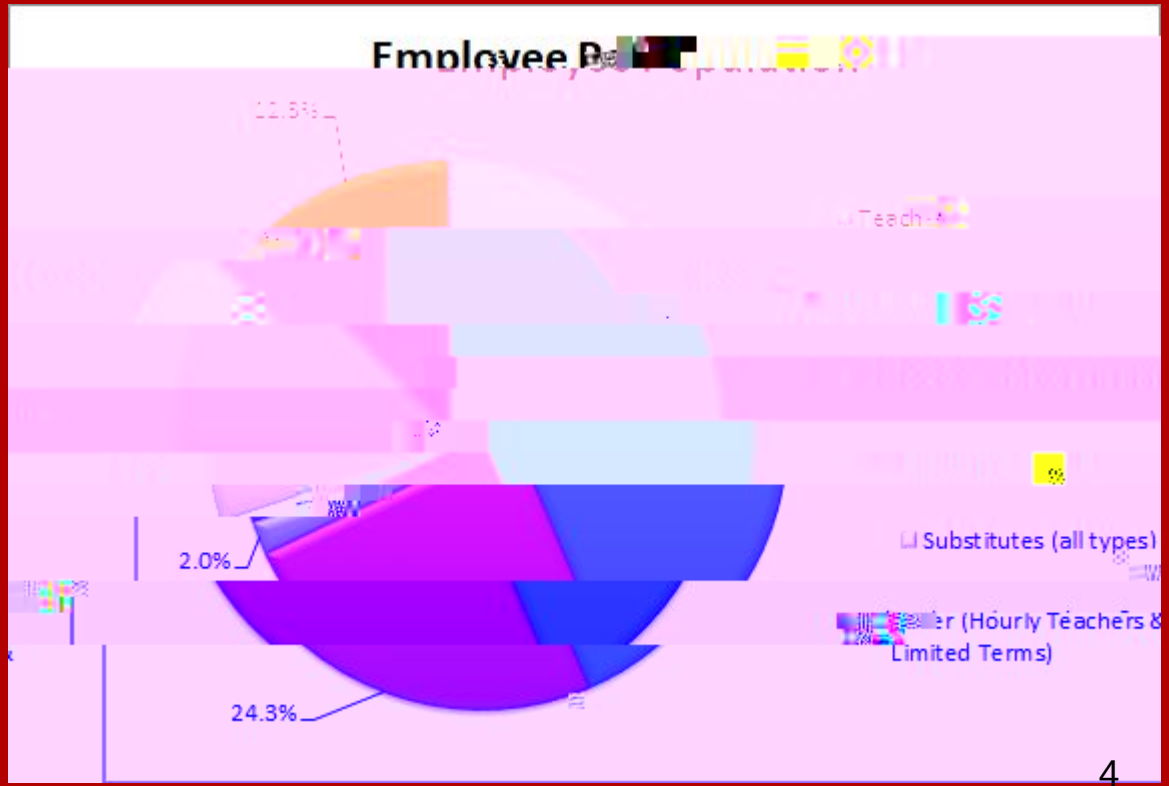
- Snapshot dates are as of October 1, 2018
- New Hire data are from October 2, 2017 - October 1, 2018, our “hiring year”
- Fall “Core” hiring season is July 1, 2018 - October 1, 2018
- Year-long measures are July 1, 2017 - June 30, 2018, our fiscal year

Employee Groups

- Educators - All PAT bargaining unit members, such as classroom educators, librarians, counselors, TOSAs, instructional specialists, etc.
- Classified Represented - All classified employees by bargaining units, ATU, DCU, PFSP, and SEIU
- Licensed School Administrators - Licensed administrators at school buildings (Principal, AP, VP)
- Non-Represented - Employees not represented by a bargaining unit; includes positions in programs, schools, and central office
- Substitutes (all types) - substitute educators, secretaries, and paraeducators
- Other - limited term, temporary miscellaneous, hourly educators, etc.

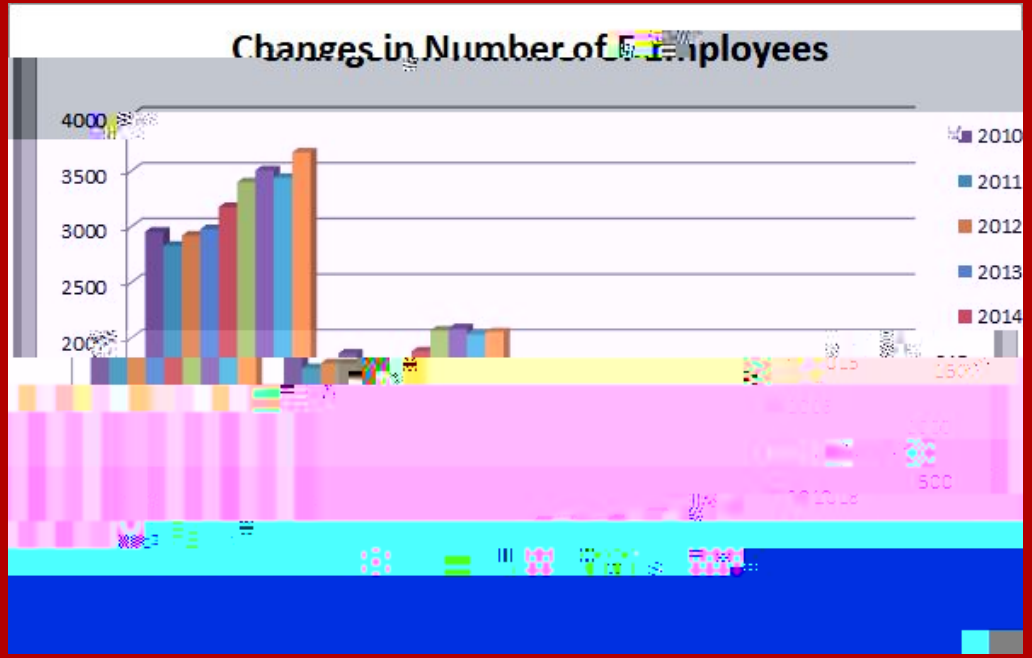
Employee Population as of October 2018

Employee Group	Count
Educators	3,667
Classified Represented	2,050
Licensed School Administrators	169
Non-Represented	422
Substitutes (all types)	1,079
Other (Hourly Teachers & Limited Terms)	1,032
Total	8,419

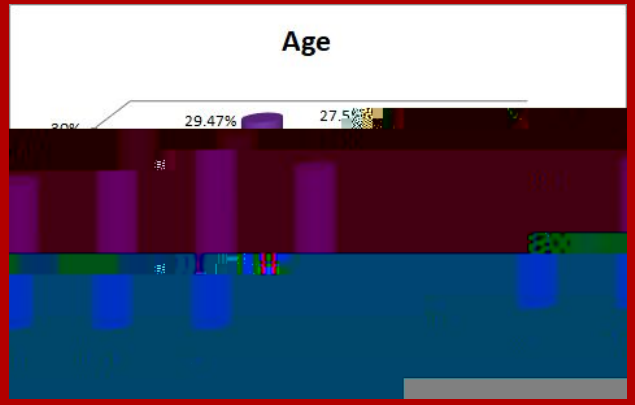


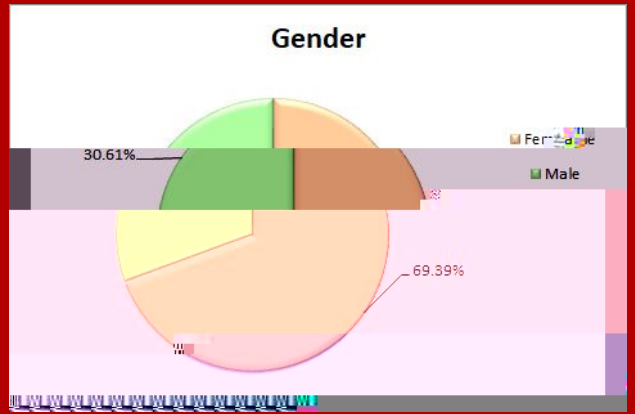
FTE & Employee Count Changes

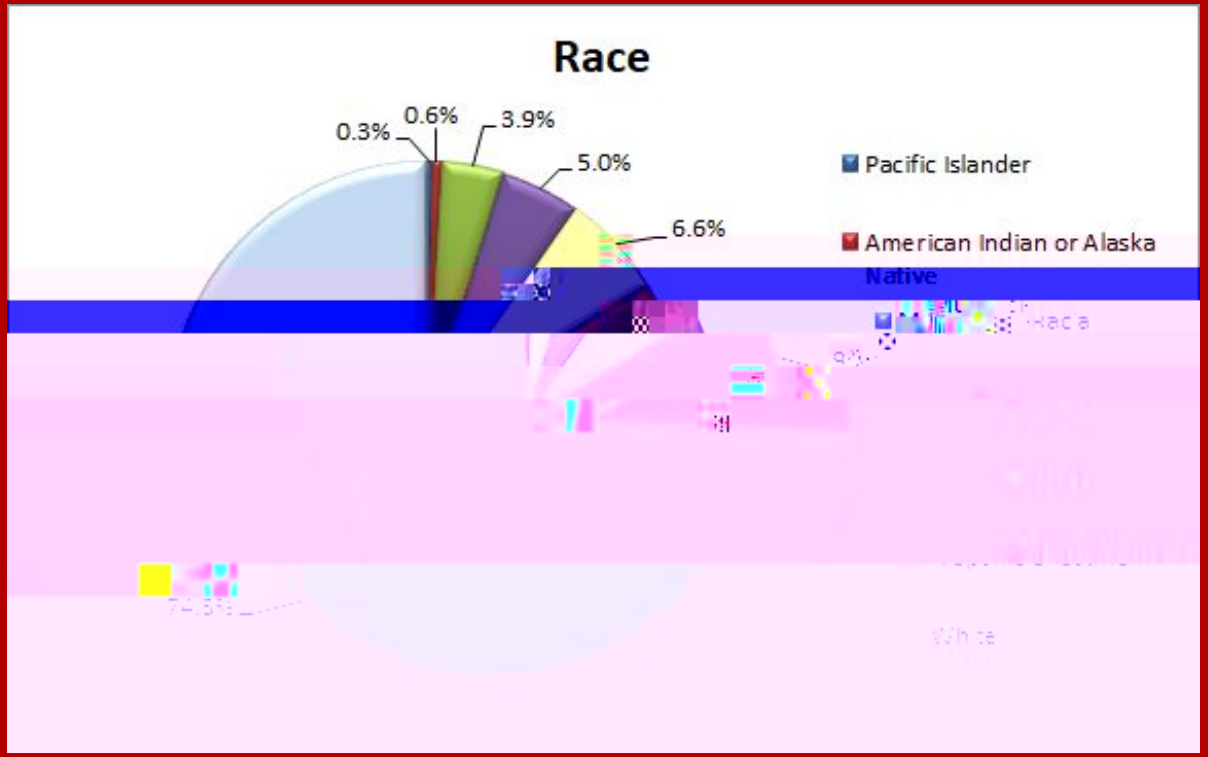
Employee Group	FTE % Change 2017 vs 2018	FTE # Change 2017 vs 2018
Educators (including temps)	+ 3.60%	+ 118.07
Classified Represented	- 0.10%	- 1.75
Licensed School Administrators	- 2.32%	- 4.0
Non-Represented	- 0.95%	- 3.95
Overall Regular Employee Population	+ 1.93%	+ 108.37



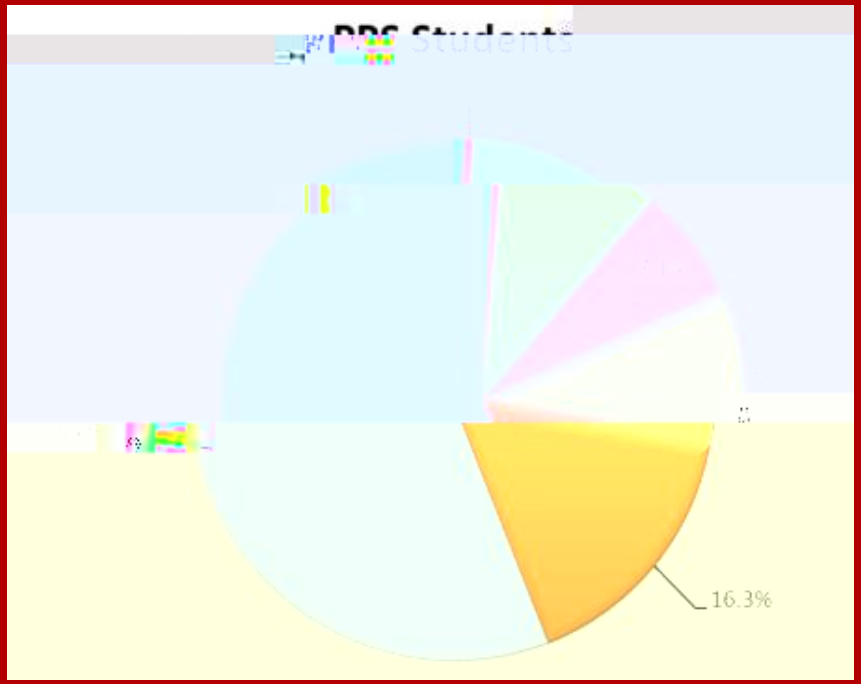
Employee Demographics as of October 2018





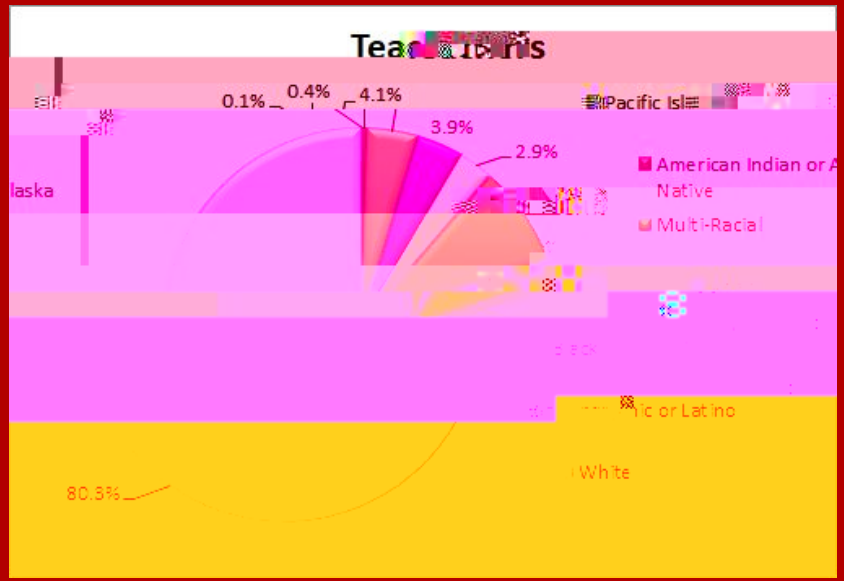


Workforce vs Student Diversity



Pacific Islander | American Indian or Alaska Native | Multi-Racial | Asian | Black | Hispanic or Latino | White

Employee Demographics as of October 2018



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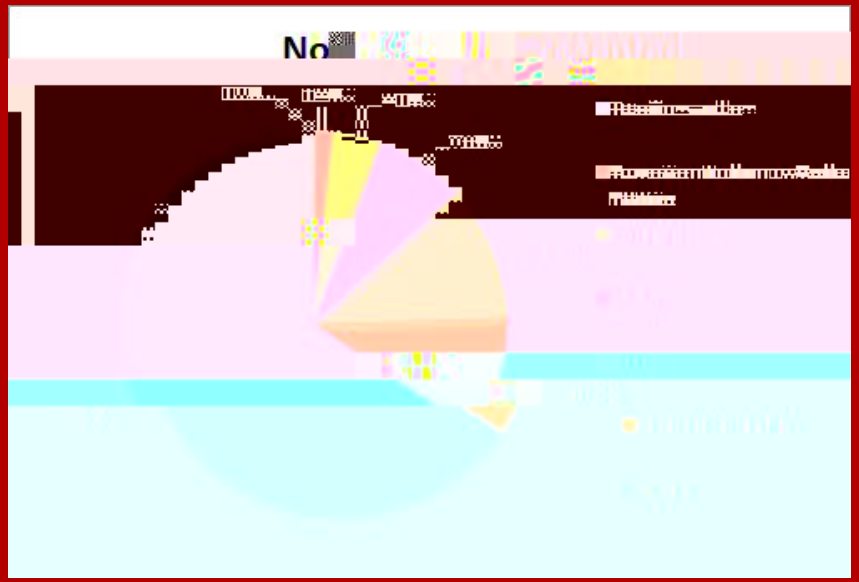
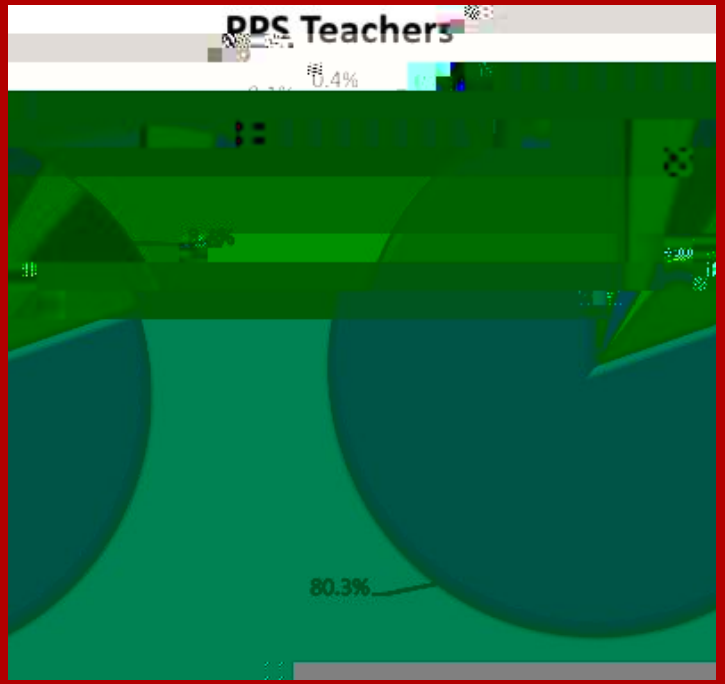
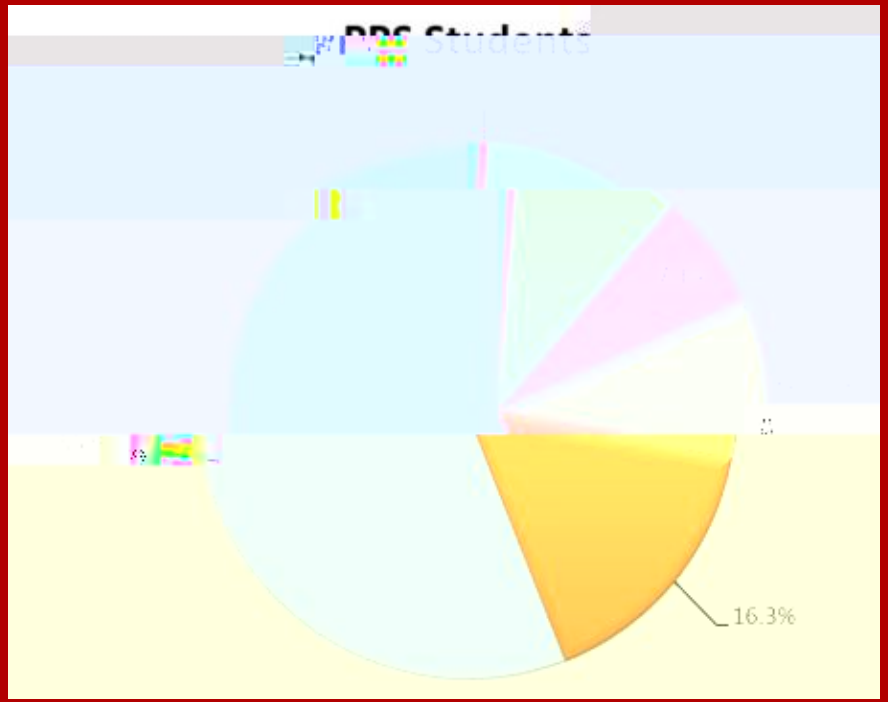


Educator vs Student Diversity





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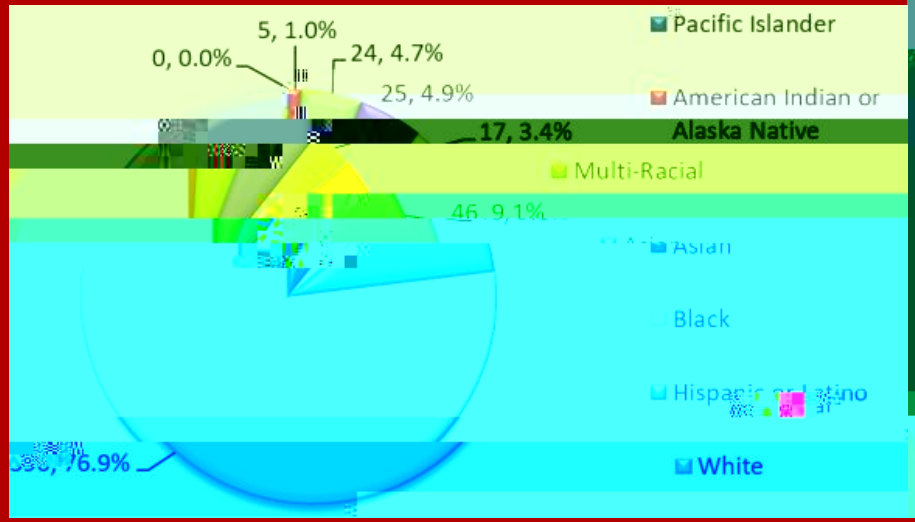
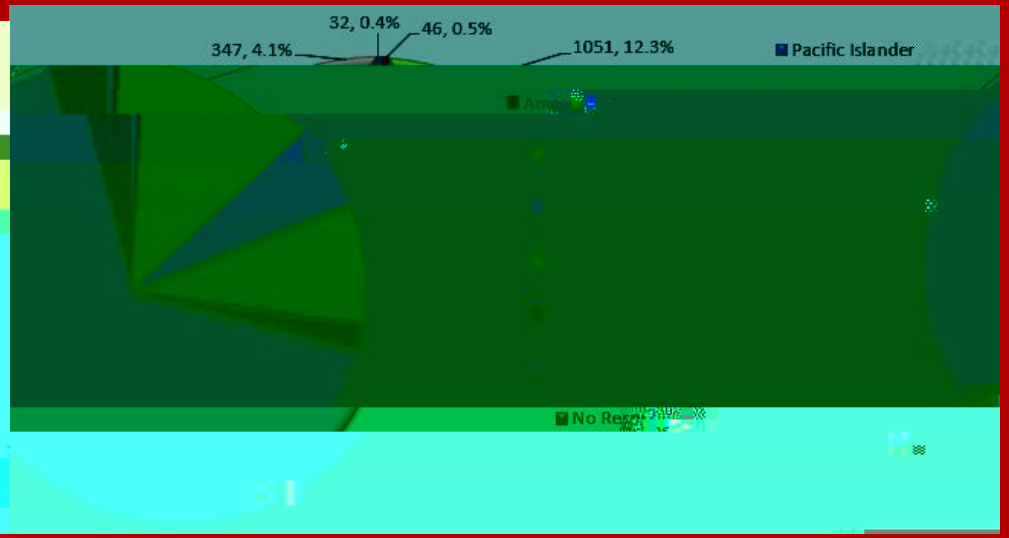
New Hire Demographics

Educator New Hires

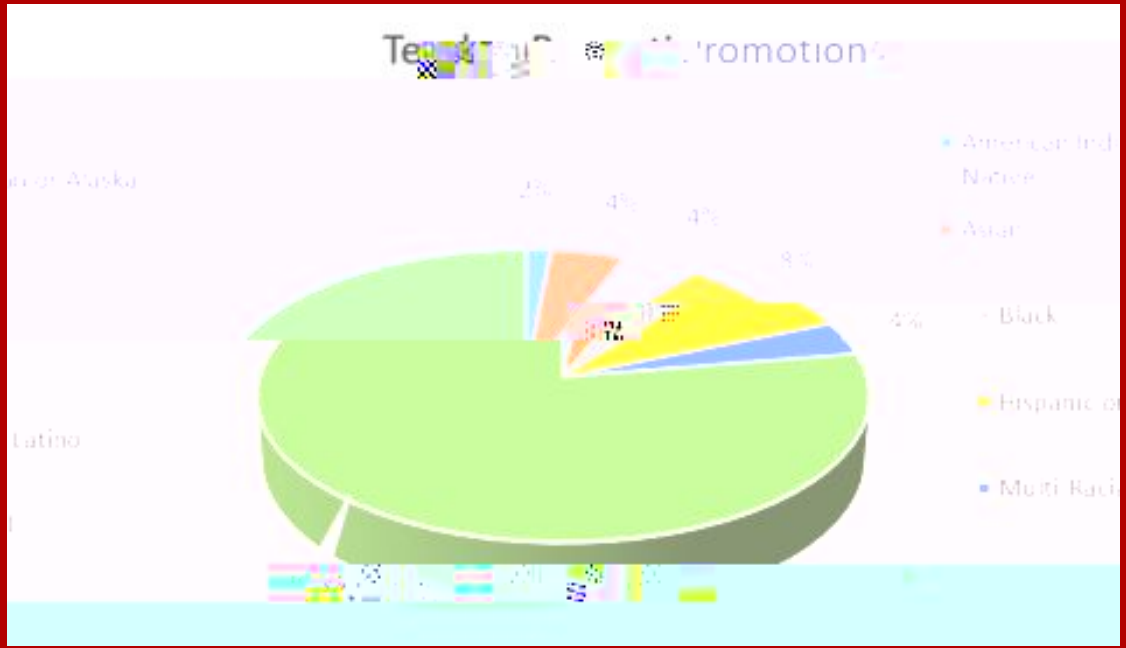


Educator Applicants

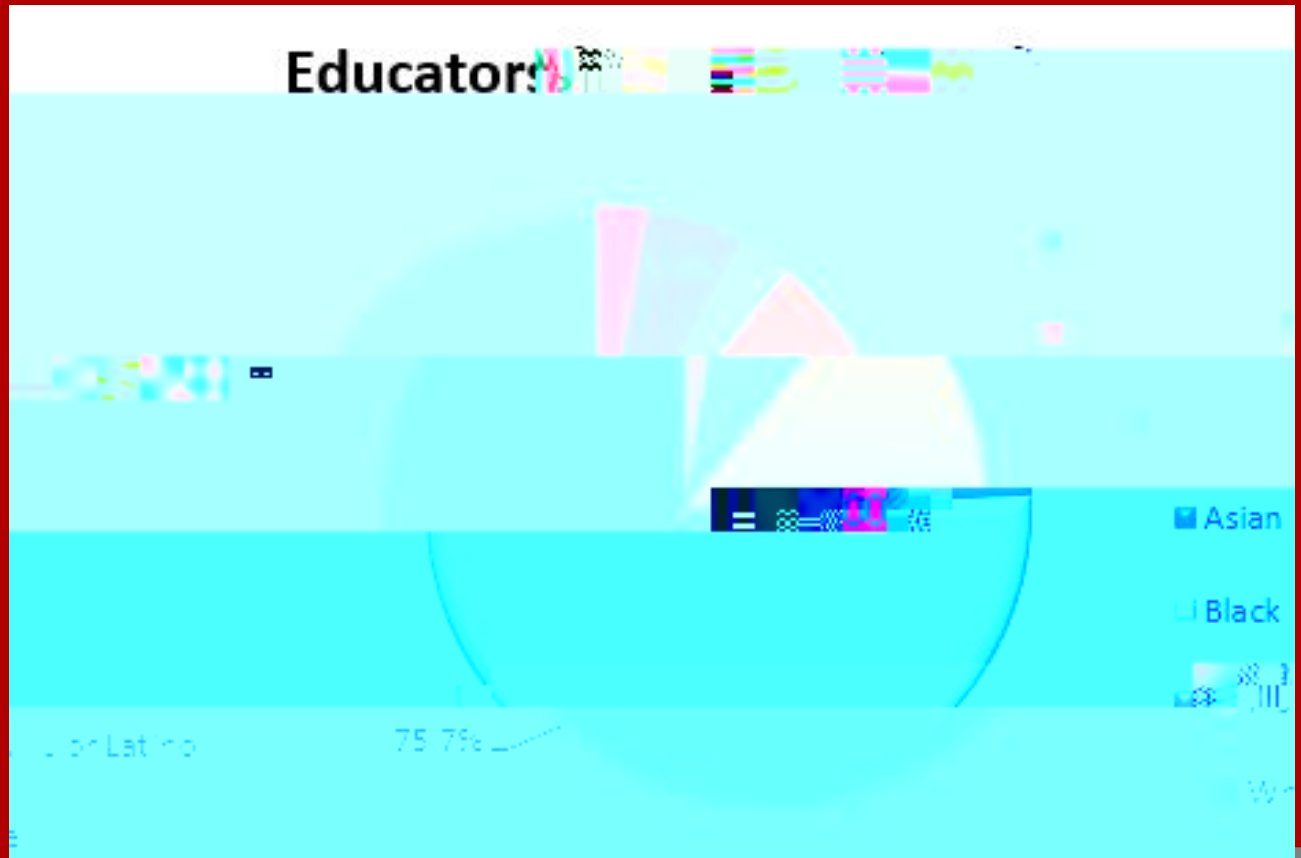


Educator Promotions from 2017-2018 SY to 2018-2019 SY

Promotion Type	#
Substitute to Regular Teacher	
American Indian or Alaska Native	
Asian	
Black	
Hispanic or Latino	
Multi-Racial	
White	
Substitute to Temp Teacher	
Asian	
Hispanic or Latino	
White	
Temporary Teacher to Regular Teacher	
American Indian or Alaska Native	
Asian	
Black	
Hispanic or Latino	
Multi-Racial	
White	



Separations by Employee Type by Race 2017-2018



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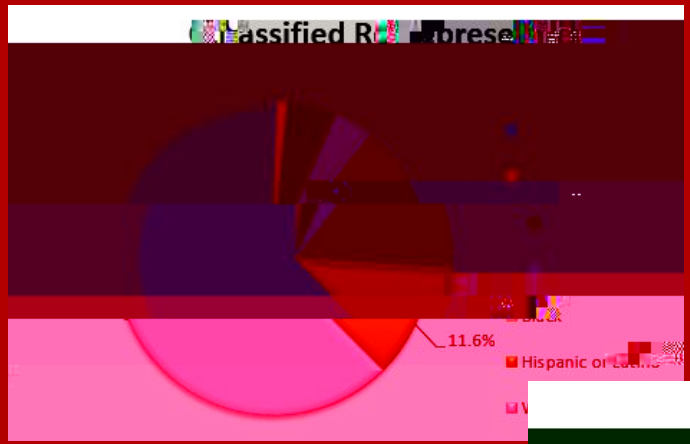
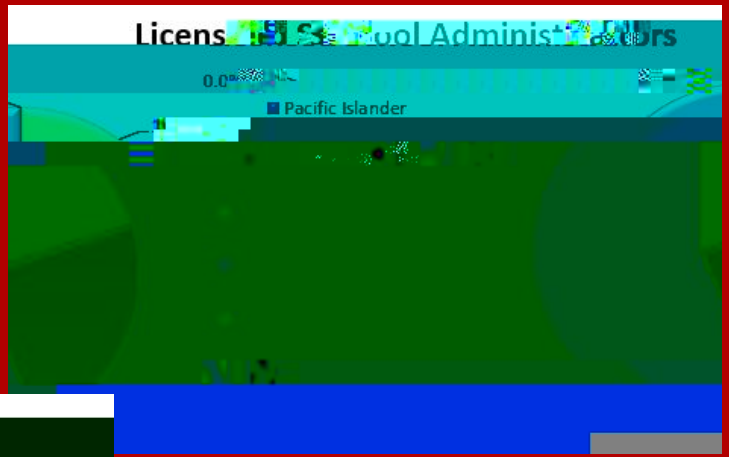
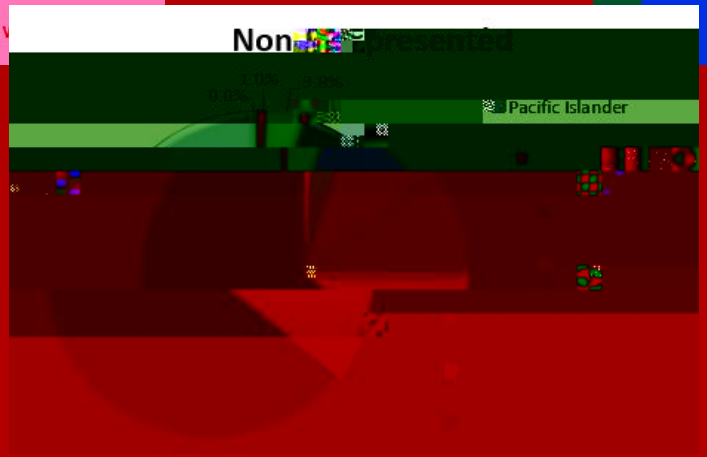
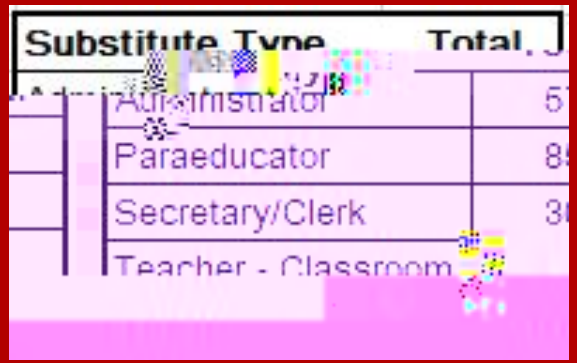






Substitute Group Population

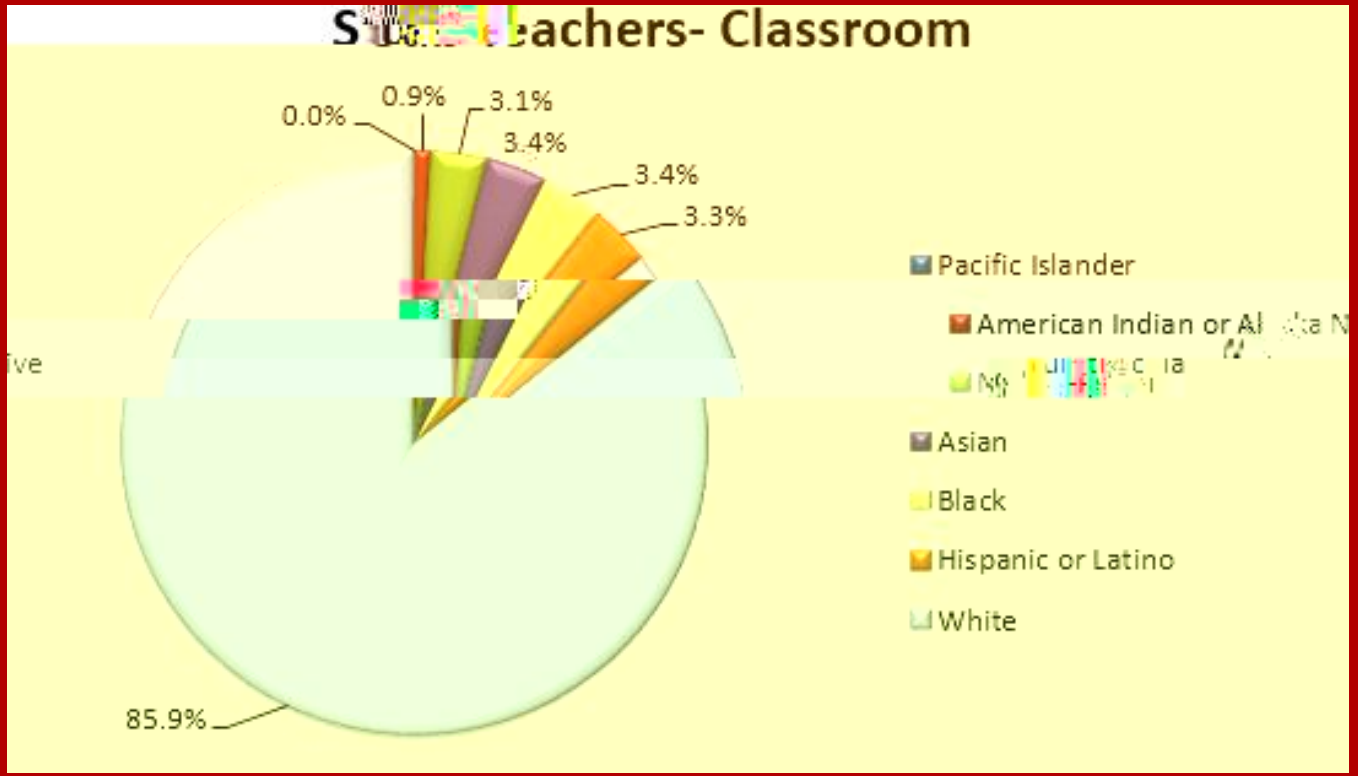


Substitute Type	Total
Administrator	5
Paraeducator	8
Secretary/Clerk	3
Teacher - Classroom	

Substitute Educators are often recruited to fill temporary vacancies and regular positions, requiring the need to hire substitute educators throughout the entire school year.

Many paraeducators are hired into regular positions each year from the substitute paraeducator pool.

Substitute Group by Race



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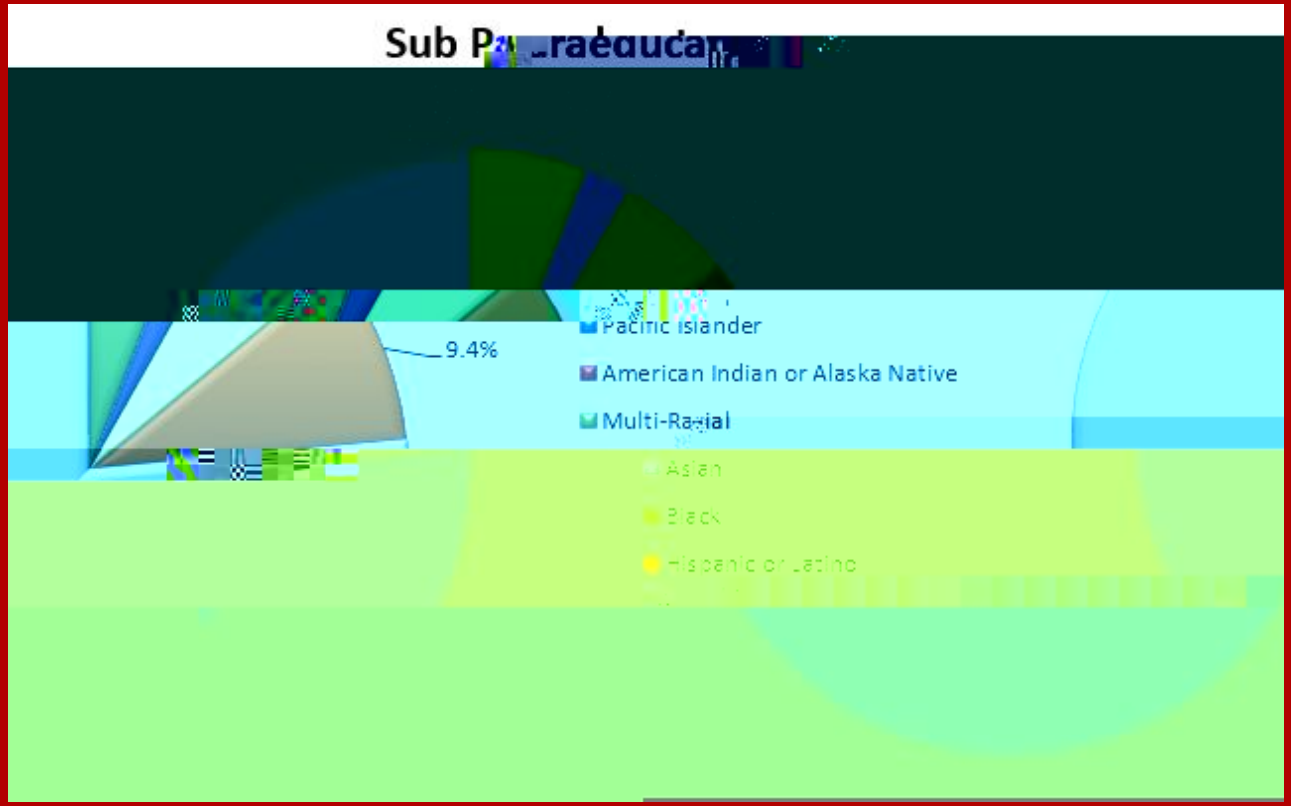

HR Operational Excellence Priorities

What's Required for Operational Excellence?

- Build capacity by addressing long-standing and key vacancies across organization
- Focus on continuous process improvement to deliver excellent support to schools
- Address critical backlogs
- Build to implement systems solutions in 2019-2020
- Ensure compliance with laws and contractual commitments

Highlights

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- Clarified and improved standards and practices for criminal background checks
- Provided additional support on teacher evaluations
- Addressed critical backlog of outstanding grievances
- Clarified guidelines for approach to protected injuries and illnesses
- Ratified CBAs with ATU, DCU, and PAT Subs
- Implemented workload overage methodology and payments
- Delivered training related to misconduct report on SIRC, ASMR, and investigations with OSP, Legal

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- Filled long-standing HR staff vacancies
- Implementing action plan for 2019 talent diversity recruitment
- Improving teacher hiring and placement practices for immediate implementation
- Developing compensation values statement to guide application of Pay Equity Act
- Implementing Pay Equity Act analysis and testing
- Piloting TalentEd evaluation tool and develop evaluation program for all employee groups
- Bargaining with PAT, PFSP, SEIU, ATU
- Developing updated leave management program
- Implementing incident tracking system

Pay Equity Overview

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Analyze the current state of compensation throughout the District and design a plan to bring into compliance with Pay Equity Act while also applying our compensation values statement.

1;GH=

- Protected classes include: race, color, religion, gender, sexual orientation, national origin, marital status, veteran status, disability, age
- "Compensation" includes: salary, bonus, benefits, fringe benefits, equity compensation
- Determine comparable work based on: knowledge, skills, effort, responsibility, working conditions
- Pay differential criteria may include: seniority, merit, location, quality/quantity/piece rate of work, education, training, experience, travel

Pay Equity, cont'd

2AE=DAF=

- Pre-Analysis by 1/31/2019
- Define Comparable Work by 2/28/2019
- Determine Comparable Jobs by 4/30/2019
- Testing via hypothetical application of proposed changes to check for unintended consequences by 5/31/2019
- Communication and District-wide implementation by 7/1/2019

TalentEd Project Overview

-:B=;LAN=

Simplify, automate, and ensure a consistent evaluation process for each employee group. Leverage data analytics and reporting to drive evidence-based decisions and professional development to ultimately improve student outcomes and learning environment throughout the District.

1;GH=

- Implement TalentEd Perform for cloud-based, secure, and standardized evaluation workflow and analytics tool
- Establish annual performance evaluation for non-represented employees
- Ensure uninterrupted access to historic evaluation data

TalentEd Project, cont'd

2AE=DAF=

- ŏ January 2019 – gap analysis to clarify stakeholders, roles & responsibilities, and employee group specific timelines
- ŏ Spring 2019 – Pilot user group; principal volunteers across all grade levels
- ŏ July 1, 2019 – All employee groups' evaluations will be done in the tool, teacher evaluations will be first large group affected
- ŏ Summer/Fall 2019 – User trainings and full implementation; rolling thereafter in line with subsequent employee group evaluation dates

Leaves of Absence

Types of Leave

ŏLeaves associated with the birth or adoption of a child including Pregnancy, Parental Leave, Childcare (unpaid)

ŏLeave for an employee's own serious medical condition

ŏLeave to care for the serious health condition of a family member (including Oregon Family Leave Act sick child leave)

ŏPaid Administrative Leave or other District driven leaves

ŏPersonal/Other Leave

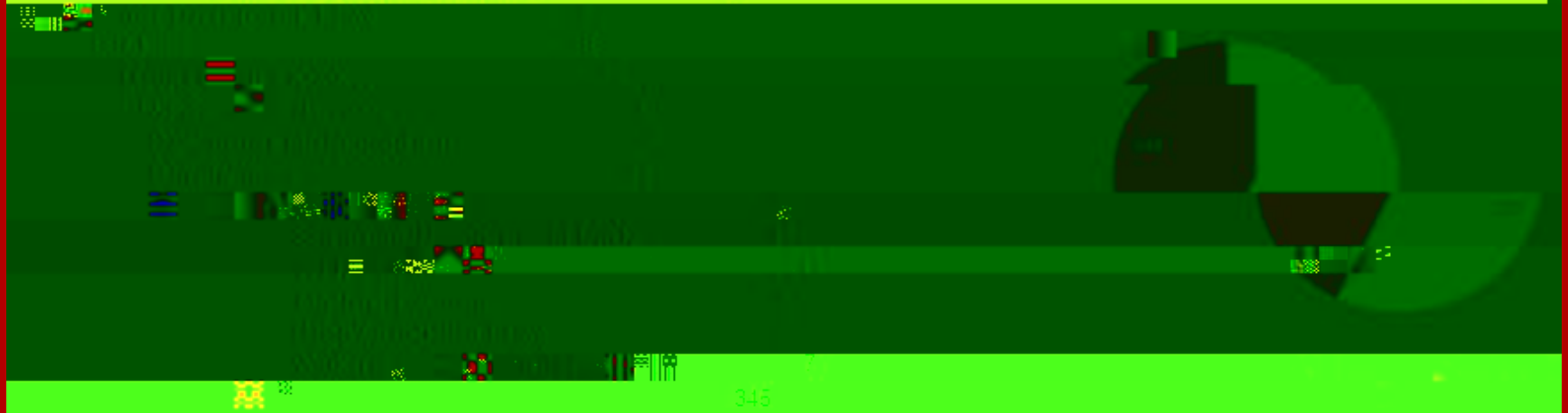
ŏTeaching/Career Leaves: Career Development Leave, Study Leave, Teaching Exchange Leave

ŏUnion or Association Leave

ŏWorker's Compensation Leave

Number of Leaves

Paid vs. Unpaid



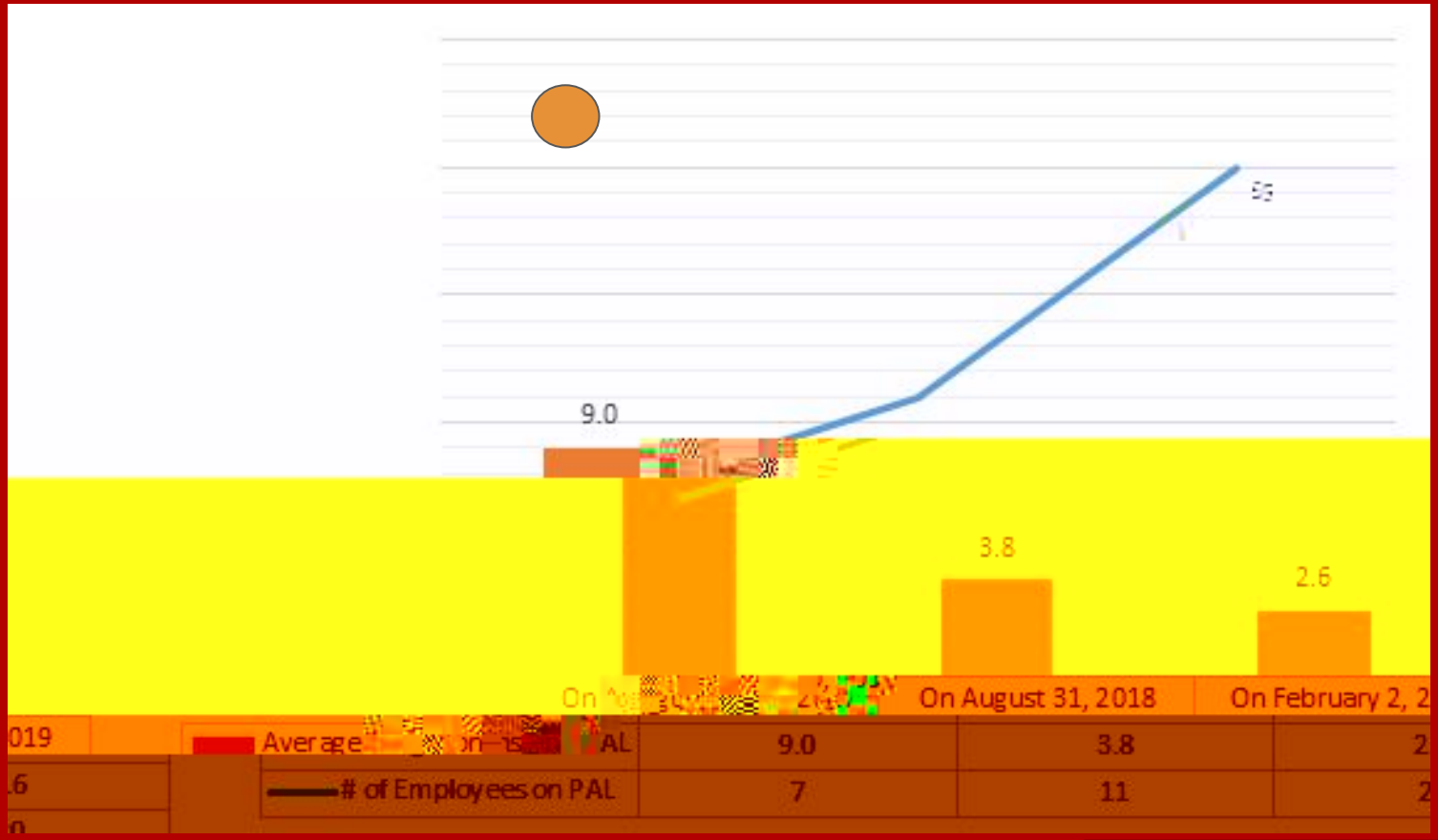
All data is as of January, 28, 2019

Paid Administrative Leave

When it's used:

- Pending investigation when concerns of…
  - Interference with investigation, repetition of conduct, safety, potential dismissal
- Legally required pending allegation of child/sexual abuse
- Criminal investigation
- District discretion…
  - safety, interactive process for disability, other

Capacity improvements:

- Repurposed FTE to labor relations
  - Completed hiring in January 2019
- Labor & Employment attorney vacancy filled November 2018
- Disciplinary Review Committee

Paid Administrative Leave