



Human Resources Department
Key Performance Indicators
2020-2021

Our department is dedicated to student achievement by recruiting and retaining the highest quality staff, serving the needs of our employees and promoting fiscal stewardship. Our performance indicators were developed as a team to support continued growth and transform our decision making with a data-drive culture. This year our focus is on answering the following questions.

- Have we improved our CPI processes to promote an increase in T&E funds?
- Have we increased our retention rate for teachers with less than 5 years of experience?
- Have we decreased our workers' compensation costs by decreasing workplace accidents?
- Have we improved our recruitment efforts to bring qualified candidates to schools and departments, decrease our vacancies and fill high need areas timely?

KPI	GOAL	EVIDENCE
CPI - T&E Funds	Increase our T&E funds from \$63,383,274 in FY21 by 1% in FY22	CPI report, GaDOE earnings sheet for FY21
Retention Rate- Less than 3 Years	Track and determine the root causes of why induction teachers (<3 years' experience) are leaving Richmond County to maintain and increase our overall retention rate.	Retention report, exit interview report
Workplace Accidents	Decrease workplace accidents from in FY20 by 5% in FY21	Summary year-to-date report, monthly claim report
Teacher Recruitment and Certification	Track recruitment data of teachers in FY20 (Mar.-August) to determine which methods are most successful and monitor PQ certification for all new hires to decrease the number of out of field teachers on our state report by 5%	Recruitment data, PQ state report, GaPSC certification report

*See attached charts for action steps and data

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KPI: CPI- T&E Funds

Goal: Increase our T&E funds from \$63,383,274 in FY21 by 1% in FY22

Action Steps	Timeline
Review/Confirm teachers are funding coded correctly	September – October 2020
Ensure all teachers have a teaching certificate/clearance certificate	September – October 2020
Correct job code, assignment field code, certificate field for C Record	September – October 2020

KPI: Retention Rate- Less than 3 years' experience

Goal: Track and determine the root causes of why induction teachers (<3 years' experience) are leaving Richmond County to maintain and increase our overall retention rate.

Action Steps	Timeline
Gather baseline data for the ending of FY20 and track trend data	October-November 2020
Develop an off-boarding procedure for gathering information about teacher resignations and terminations	October-November 2020
Track and make changes to off-boarding procedure	November- December 2020
Track and gather data through Off-Boarding	January-July 2021

KPI: Workplace Accidents**Goal: Decrease workplace accidents from in FY20 by 5% in FY21**

Action Steps	Timeline
Educating staff on slip-and-fall prevention tactics	December-January (2020-2021)
School visits to see if there are safety issues	December-January (2020-2021)2021
Gather information to determine which groups are most at risk	November-December (2020)
Track and gather data using monthly reports	January – July (2021)

KPI: Teacher Recruitment and Certification

Goal: Track recruitment data of teachers in FY20 (Oct.-May) to determine which methods are most successful and monitor PQ certification for all new hires to decrease the number of out of field teachers on our state report by 10%

Action Steps	Timeline
Ensure that the internal voluntary transfer process runs smoothly to give internal candidates the first choice for new positions	February – April 2021
Grow our Own – Increase the number of Classified to Certified recruits	Ongoing
Implement a more technological based innovative platform for Spring of 2021 that gives Principals the opportunity to engage with candidates in an exemplary virtual fair environment	Research and planning October – December 2020 Implementation March – May 2021
Continue to track data for all FY22 certified new hires	March – August 2021