Coordinated Approaches to Human Resource Management
Session Objectives:

• Review HSPPS for Human Resources Policies and Procedures
• Review Staff Qualifications for Head Start Staff
• Learn techniques for competency-based hiring
• Explore strategies for onboarding new staff
Session Outcomes

• Identify what you need to know, do & oversee about staff recruitment and selection
• Learn techniques for competency-based hiring
• Learn strategies for successful onboarding
Subpart 1- Human Resources Management

- 1302.90 Personnel Policies
- 1302.91 Staff Qualifications and Competency Requirements
- 1302.92 Training and Professional Development
- 1302.93 Staff Health and Wellness
- 1302.94 Volunteers
1302.92 Training and Professional Development

- Orientation
- 15 clock hours
- Systematic approach to staff training and professional development (for education and family service staff)
- Research-based coaching strategy for education staff
- Program develops or adapts their approach to professional development (external)
Training and Professional Development – 1302.29 (c)

A program must implement a research-based, coordinated coaching strategy for education staff that:

(1) Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching;
Subpart J – Program Management and Quality Improvement - 1302.100  Purpose.

A program must provide program management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high quality program services.
Human Resource Management

Staff Retention
- Training & Professional Development
- Compensation
- Supervision
- Performance Appraisal
- Employee Morale

Organizational Structure for your program
- Organizational Chart
- Job Descriptions
- Supervision structure
- Work teams

Staff Recruitment & Selection
- Staff vs consultants or volunteers
- Staff Qualifications
- Recruitment
- Hiring process
- Background checks
- Orientation

Human Resource requirements
- Personnel Policies
- Standards of Conduct
- Personnel recordkeeping
- Union Contracts
Human Resource Requirements

**What you need to know**
- Federal Labor Laws
- State regulations
- HS and other funding regulations
- Union laws & regulations

**What you need to do**
- Keep abreast of new HR trends, requirements & issues

**What you need to oversee**
- Personnel Policies reflect HS requirements
- Personnel records include required documentation
- Standards of conduct are developed & monitored
- Union agreements are negotiated and met

These materials were developed for OHS/Region XI under Contract No. HHSP233201500016C by ICF International.
1302.91 Staff Qualifications and Competency Requirements

- Purpose
- Early Head Start or Head Start Director
- Fiscal Officers
- Child and Family Services Management Staff
- Coaches
Child and Family Services Staff Qualifications and Competencies

- Qualification requirements for:
  - EHS center-based teacher
  - Head Start center-based teacher
  - Head Start assistant teacher
  - Family child care providers
  - Home visitors
  - Family services staff
  - Health professional
Child and Family Services Staff Qualifications and Competencies

Competencies for:

- Center-based teachers
- Assistant teachers
- Family child care providers
- Home visitors
Competency-Based Hiring

Two Factors
1. Skills, knowledge & technical qualifications
2. Behavioral characteristics, personality attributes & individual aptitudes

Two kinds of competencies
1. Position-specific – abilities & behavior needed for role
2. Organizational fit
Staff Recruitment & Selection

What you need to know:
- Information about your labor market
- EEO regulations

What you need to do:
- Collaborate with HR department
- Involve PC in the hiring process
- Involve PC and GB (as appropriate) in staff termination process.
- Develop roles/responsibilities of Personnel Committee

What you need to oversee:
- Staff hiring & terminations
- Appropriate background checks completed prior to staff employment
- Assure that staff are effectively oriented to their positions
Deep Dive
Staff Recruitment and Selection
Staff recruitment & selection: What you need to know

Information about your labor market
- Review Wage Comparability Study
- Review Community Assessment

EEO regulations
- No discrimination
- No retaliation
**Staff Recruitment and Selection:**

**What you need to do**

- **Collaborate with HR department**
  - Recruitment & Screening
  - Interview process
  - Onboarding

- **Involve PC in hiring/terminating process**
  - Recruiting, screening & interviewing
  - Seek approvals
Staff Recruitment and Selection: What you need to oversee

**Staff hiring & terminations**
- Strive for workplace diversity
- Know who is hired
- Understand the circumstances leading to termination recommendations
- Assure PC approvals

**All background checks prior to hire**
- Assure system is in place to complete and monitor all background checks completed prior to employment.

**Effective onboarding of new staff**
- More than just orientation
- Time to test the “fit”
Table Talk: Challenges in recruiting staff
Activity

Develop a flow-chart that illustrates your orientation/professional development process.
Discussion Questions:

1. Organizational Structure
2. Communication
3. Staff Qualifications/Staffing
4. Supervision
5. Human Resource Issues
6. Personnel Policies
## Capacity Building Plan

<table>
<thead>
<tr>
<th>Practice Area</th>
<th>Specific Target</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thank you for your participation!