

New Webinar!



School  
Services  
of California  
INC.  
An Employee-Owned Company

# Human Resources Operations

## An Interactive Two-Part Webinar Series

### ABOUT THE WEBINAR

For both the chief human resources (HR) officer and the technical HR staff, job-specific and consistent training is required to maintain operational compliance and efficiency. Effective training should include legal requirements in concert with the mechanics involving how to stay compliant. The current employment landscape requires local educational agencies (LEAs) to respond with flexibility in practices and procedures, in addition to equipping HR staff with ongoing professional learning opportunities that reflect current requirements.

HR departments with effective operations and systems in place provide structure, internal controls, consistency, fairness, and reasonableness. The essential functions of an HR department are managed through operational procedures. A system of procedures also ensures compliance with employment legislation and informs employees of their responsibilities and the LEA's expectations. Maintaining positive employee-employer relations is an essential component in leading LEAs to their objectives, and this requires communication, consistency, responsiveness, and earned trust from stakeholders.

This webinar covers essential HR operations, and provides strategic and technical training in effectively managing the major processes and functions within the HR department. Webinar presenters have a depth of experience managing LEA HR departments at various levels, while specializing in operational practices. Attendees will also be added to the SSC HR Listserv for networking opportunities with other LEA HR professionals and to receive new information as it unfolds.

### WEBINAR TOPICS

- The HR Mission
- HR department procedures and policy management
- Employee management—position control
- Recruitment and retention
- Employee classification
- Onboarding and orientation
- Employee training and development
- New and emerging HR issues
- Maintaining positive employer-employee relations

### PRESENTED BY:

**Danyel Conolley**  
Director, Management  
Consulting Services

**Charlene Quilao**  
Assistant Director, Management  
Consulting Services

**Suzanne Speck**  
Executive Vice President

### DATES AND TIMES:

**Part 1: July 29, 2021**  
9:00 a.m.—10:30 a.m.

**Part 2: August 5, 2021**  
9:00 a.m.—10:30 a.m.

### WEBINAR FEE:

**Client Fee:**  
\$275 per attendee

**Nonclient Fee:**  
\$550 per attendee

***Fee includes both webinars***

### WEBINAR REGISTRATION

Online through our website at:  
[www.sscal.com/workshops](http://www.sscal.com/workshops)

**If you have any questions about  
the webinar or registration,  
please contact:**

Michelle Berge, Event Coordinator  
[michelleb@sscal.com](mailto:michelleb@sscal.com)  
(916) 446-7517