



Department of Human Resources Systems

Hunter Blackburn, Executive Director

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Instructional Support Center

The **Department of Human Resources Systems** is committed to attracting, retaining, and supporting a high-performing workforce by providing a compensation and benefits package that is both comprehensive and regionally competitive; as well as ensuring a qualified pool of substitute personnel. The Department of Human Resources Systems also manages the leave of absence process for all employees, employee eligibility and background check processes for the district, unemployment compensation, and personnel document management.

The **Benefits, Leave and Employee Records** office supports the workforce of Gwinnett County Public Schools by ensuring that all employees are provided with benefits alternatives at affordable costs. This office counsels employees on the choices that are available, and provides them with the tools necessary to make the best benefit selections for their individual lifestyle. Employees are provided with 24/7 access to benefits and leave information via the Employee Portal.

The Benefits, Leave and Employee Records office manages the New Employee Orientation process for all new benefits eligible employees. This orientation is designed to orient new employees to the district, providing them with critical information related to their benefits, compensation, and retirement. This office also coordinates the annual Open Enrollment process for the district and communicates all plan options, including health insurance, which is maintained by the Department of Community Health.

The Benefits, Leave and Employee Records office also manages the leave of absence process as well as the Short Term Disability payroll for all Gwinnett County Public Schools employees. This office works closely with both managers and employees to ensure knowledge of and adherence to federal and state statutes regulating leave of absence activity. This office also manages the personnel document services for all district employees, ensuring that employee files are maintained accurately, safely, and in compliance with the adopted GCPS record retention schedule.

The **Compensation and Substitute Management** office ensures competitive wages for all Gwinnett County Public Schools employees while also maintaining internal and external pay equity. The Compensation processes include the regular audit of all GCPS jobs, job classifications, and related salary components, as well as the administration of related federal and state mandates. The Compensation office produces annual salary schedules and work calendars for all GCPS employees and generates over 11,000 annual employment contracts, which are provided to employees electronically via the Employee Portal. This office works closely with the employees of Gwinnett County Public Schools to ensure that they are provided with the information and tools necessary to understand their total compensation package.

The Compensation and Substitute Management office also manages the Unemployment Compensation program for the district, responding to requests from the Department of Labor and representing the district in all unemployment hearings and proceedings. Additionally, the Compensation and Substitute Management office manages the criminal background check and fingerprinting process for all newly hired and existing employees, ensuring the employment eligibility of all newly hired staff at the time of hire. This department also manages the Job Descriptions database suite used to create, revise, and store job descriptions in a user-friendly format.

The Compensation and Substitute Management office supports the workforce of Gwinnett County Public Schools by providing a pool of qualified substitute personnel for over 13,000 employees working in positions eligible for a substitute. This office is responsible for recruiting, hiring, on-boarding, and training substitute personnel as well as supporting local schools to fulfill substitute staffing needs. This office also manages the automated substitute placement and management system, Absence Management. This system is used by employees to request a substitute and by substitutes to search for available assignments either online, by telephone, or by mobile device.



Benefits, Leave and Employee Records

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Compensation and Substitute Management

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