

Association of California School Administrators

The Human Resources Office

The First 90 Days and Beyond

Set Up, Organization, Forms & more!

This workshop is designed for:

- ◆ Human Resources Administrators
- ◆ Classified Managers
- ◆ Support staff.

Participants new to Human Resources or with experience in Human Resources will benefit from the comprehensive overview of the tasks and responsibilities of the Human Resources Office.

January 31, 2018
8:30am - 3:00pm

Outcomes

Participants will leave with an understanding of:

- ◆ HR administration
- ◆ The functions performed by the HR Office
- ◆ Recent legislative and case law changes
- ◆ HR procedures and the monitoring of critical timelines
- ◆ HR Office Self-Assessment Instrument.



Marin County Office of Education

1111 Las Gallinas Avenue
San Rafael, CA 94903

Registration Cost: \$295

[Click here to register](#)



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