



*Educating for Life!*

# Bedford Public Schools

A Fully Accredited **AdvancED** School District

An Official **PTA** School District

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November 10, 2015

To Whom It May Concern:

In January 2015, I contacted Expert Human Resources requesting to obtain a third party to conduct a desk audit; prepare updated job descriptions; and provide organizational/structural/work flow recommendations for 12 support staff in central administration of Bedford Public Schools. We had a deadline to meet based on an agreement with the union; and due to my heavy workload and responsibilities I did not have the time to complete the project before the deadline. I spoke with Vanessa G. Nelson, President of Expert Human Resources. Service was professional and quick, as we received a proposal for services the very next day.

After completion of the above services, we decided to use Expert Human Resources again to interview the remaining 25 support staff that worked in our high school, junior high school, and elementary schools.

Vanessa interviewed all of the employees spending several full days traveling to all of our buildings and created a new job description format, which dually serves as job descriptions and job postings. She revised all 37 job descriptions to reflect employee responsibilities, instead of job tasks; suggested workflow modifications; and recommended classification changes; all of which will help improve productivity and staffing flexibility regarding management rights under our collective bargaining agreement.

I met the deadline with the union and it went very well concerning the new format rather than the format used in the past. I appreciate the work Expert Human Resources put into this project and it is serving me well. The well-prepared comprehensive report and additional electronic copy reduces the amount of time I spend in posting open positions.

I highly recommend Expert Human Resources for any organization. They provide a valuable service in a highly professional manner. Please feel free to call me if you need further information.

Sincerely,

Howard D. Schwager

Executive Director of Human Resources/Labor Relations

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