



Lowell Public Schools
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SCOPE OF SERVICES
Performance Improvement Activity

Selection Consideration Criteria and Participation Requirement

The Human Resource Director must be actively involved and engaged in the project to consult on the scope of work, facilitate action steps and implement work plan improvement recommendations.

Purpose of Consultation

- To analyze LPS Human Resources work functions and determine what organizational processes, equipment and technology upgrades would improve compliance, productivity, efficiency and enhance communication within the greater organization.
- To review components necessary to connect the HR department with the Finance Office and City Hall Auditor's Office.
- To review HR processes and streamline organization within the district.
- To review compliance with M.G.L. and Lowell Public Schools Policies.
- To review customer service processes.

Objectives of Consultation

- Development of processes/technology to ensure communication between HR and Finance Office.
- To ensure compliance with M.G.L. and Lowell Public Schools Policies.

Strategies to Complete the Objectives

- Interviews with the Leadership Team and observation of current practice.
- Interviews with Assistant Superintendent of Finance and Operations.
- Review of LPS Personnel policies and procedures related to HR processes.

Sustainability Plan

- Time line for implementation of recommendations.
- Action plan development/implementation
- HR staff education/hands-on training

Anticipated Outcomes of the Project

- The HR office will implement a purposeful, orderly approach with organized files, strong time management and use of technology that enhances communication between the HR Office, Finance and Operations Office and City Hall Auditor's Office.