



Human Resources

Board Presentation

May 19, 2021

SEE THE IMPACT



Human Resources

Who We Are

- Natasha Truitt | Executive Director
- Patricia Menard | Assistant Director
- Ashley Barker | Generalist
- Kris Duke, Laura Nilon, Roxanne Torres | Coordinators
- Regina Johnson | Benefits Coordinator
- Candy Sosa | Benefits Assistant
- Monserrat Witine | Administrative Assistant
- Aleyda Lopez | Recruitment Assistant



Services Provided

- Employment and Recruiting
- Compensation Administration
- Benefits Administration
- Training and Development
- Unemployment and Workers' Compensation Administration
- Employee Relations and Services
- Personnel Records Management



OUR EMPLOYEES

Workforce Size



Total: 1015



Human Resources

Workforce By Division



INSTRUCTIONAL PROGRAMS AND SERVICES

825

Head Start	258
Adult Education	206
HCDE Schools	159
School-Based Therapy Services	163
Center for After-school, Summer and Enrichment	30
Teaching and Learning Center	9

DISTRICT OPERATIONAL SUPPORT SERVICES

25

Center for Safe and Secure Schools	5
Educator Certification and Advancement	6
Grants Development	6
Research and Evaluation	8

ENTERPRISE PROGRAMS

31

Choice Partners	18
Records Management	13

SYSTEM-WIDE SUPPORT SERVICES

134

Includes support divisions such as Business, Communications, Facilities, IT, HR, etc.	134
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Staff Qualifications

	Number	Percentage
Doctorate	21	2%
Masters	249	25%
Bachelors	376	37%
Associate	81	8%
High School Diploma/GED	271	28%
SBEC Certification	226	22%
Licensed Professionals	174	17%



ETHNICITY

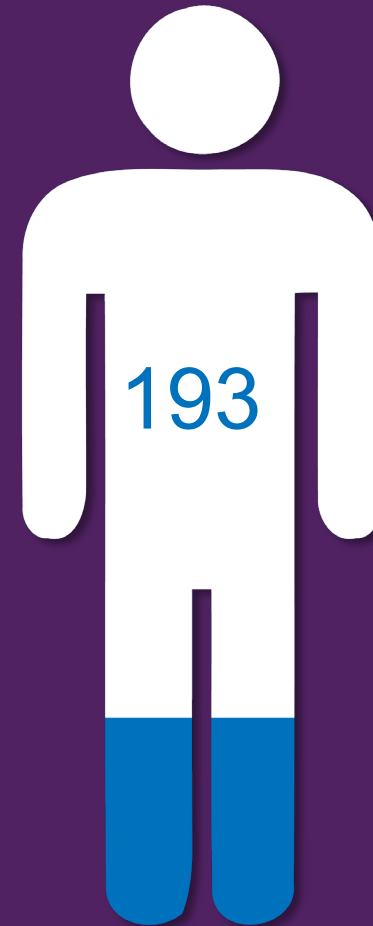


	African American 416 41%
	Hispanic 284 28%
	Anglo 254 25%
	Asian 41 4%
	Other 20 2%

Human Resources

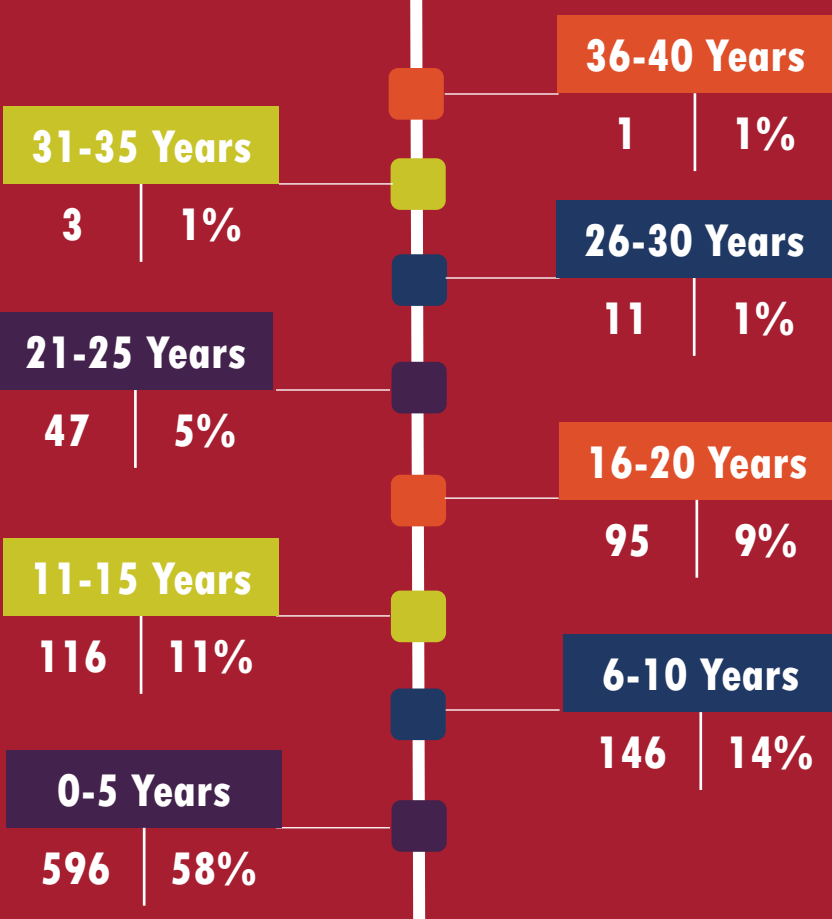
GENDER

81%
FEMALE

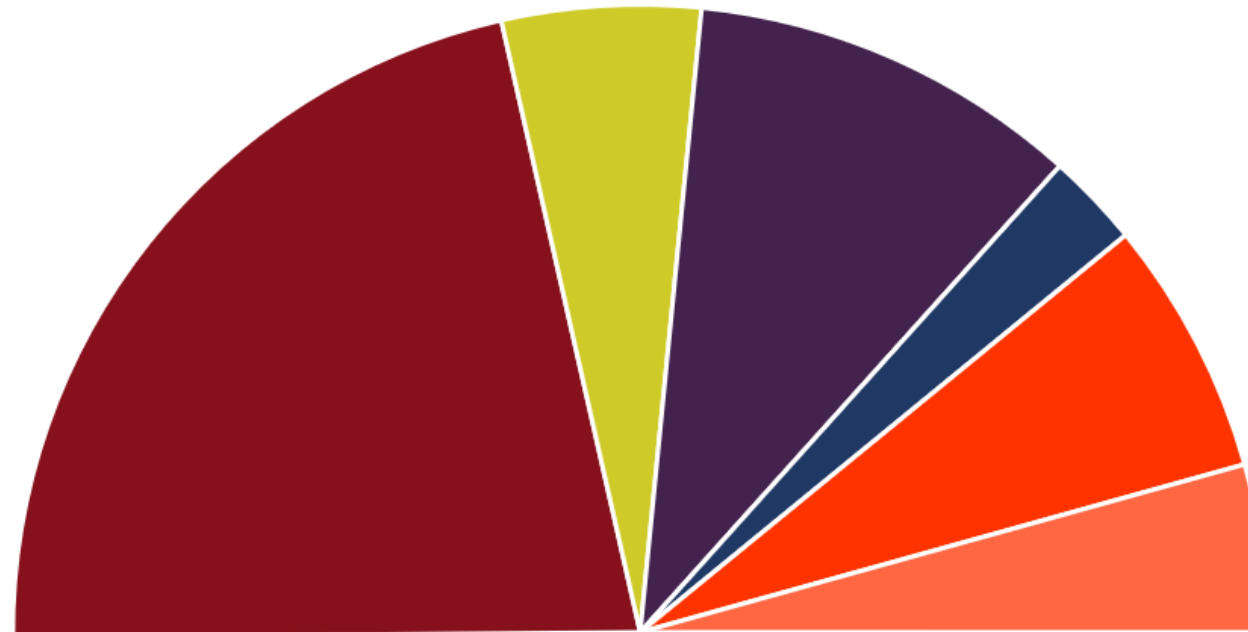


19%
MALE

Length of Service



Recruitment Efforts

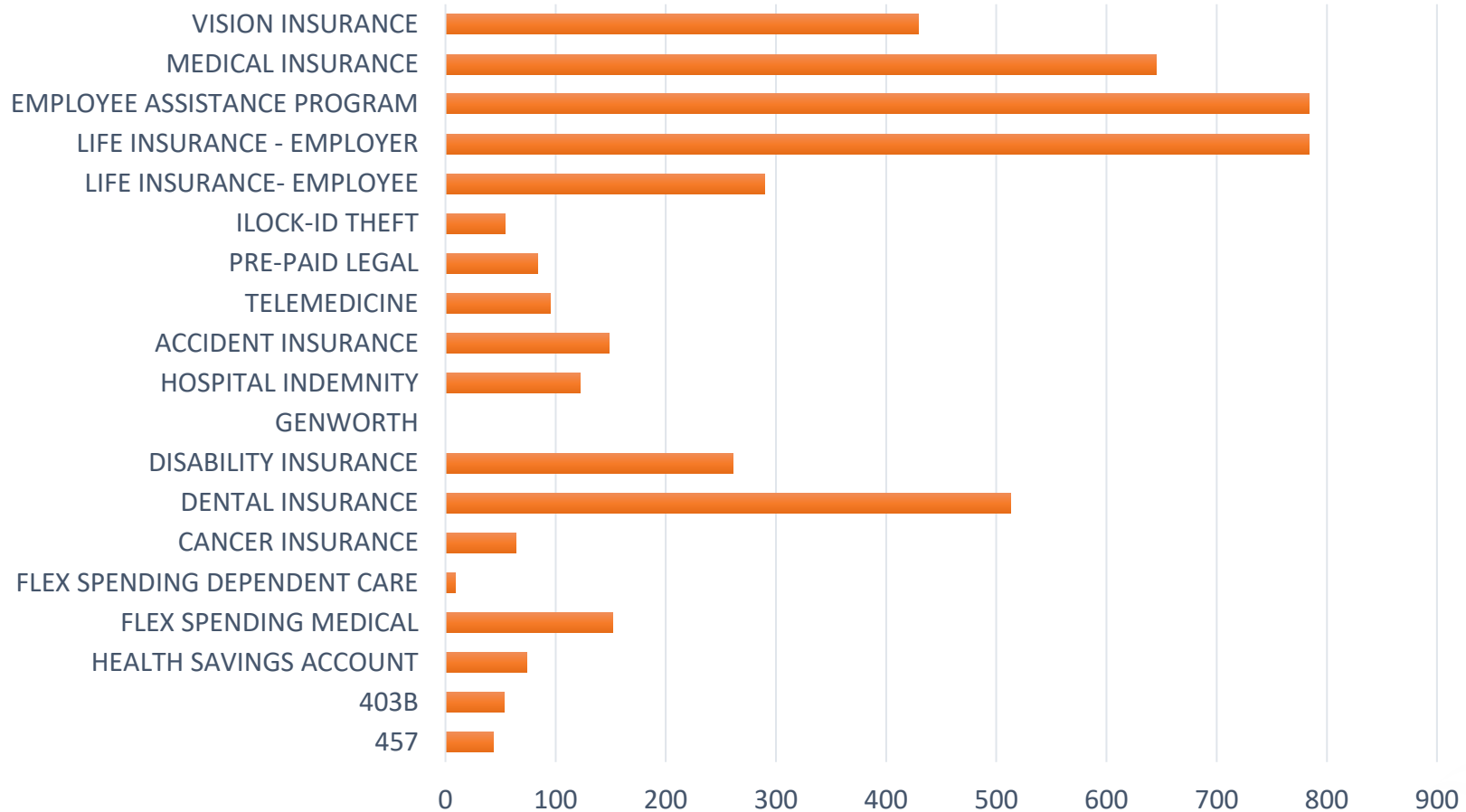


Applications Received:	3,344	Job Fairs Attended:	6	
Positions Posted:	62	Number of new hires:	Full-time:	83
External Website/Job Boards:	101		Part-time:	41

LEAVE & BENEFITS

Benefits Enrollment

Total Enrolled



Leave and Worker's Comp Administration

Family and Medical Leave	Temporary Disability Leave	Military Leave
126	3	0
Leave of Absence	Workers' Comp Claims	Assault Leave
0	34	30

COMPENSATION

Compensation Highlights

- #1 Teacher Pay - \$62,000
- \$13.50/hr minimum wage
- Competitive salary schedules
- 100% premium paid employee medical benefit



KEY HIGHLIGHTS

Human Resources

Key Highlights

2020 Houston Top Workplace

- 130 businesses recognized (3,000 nominated)
- HCDE = #13 in large businesses (up from #24 in 2019)
- 85% employee response rate

COVID-19 Response

- CDC Guidelines, TEA Guidelines, HCDE Exposure Control Plan
- Employee and student exposure, diagnosis, contact tracing
- Liaison with Harris County Public Health

Employee Required Training

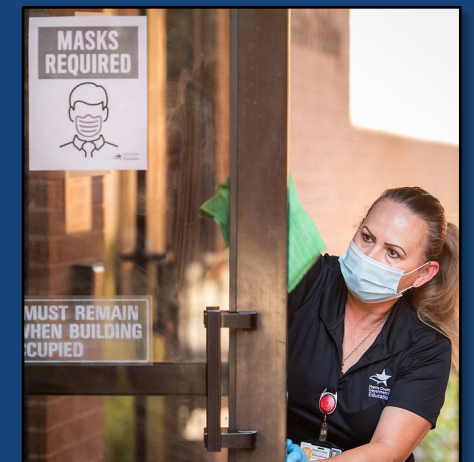
- Online modules (self paced)
- New Employee Orientation
- Returning Employee Information

Document Management System

- Implemented new system to take HR processes paperless
 - From application to contracts to separation
 - Onboarding for new employees

Employee Wellness Program

- Partnership with Houston Methodist
- Biometric Screenings
- Monthly webinar for employees on topic of interest
- Nutritional support and guidance



Trends

- Learning management system for training
- Investment in mental health
- Automated HR processes
- Employee Wellness programs



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Questions?