Human Resources
Board Presentation
May 19, 2021

SEE THE IMPACT
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

Full Time: 782 (77%)
Part Time: 233 (23%)
Total: 1015
## Workforce By Division

<table>
<thead>
<tr>
<th>INSTRUCTIONAL PROGRAMS AND SERVICES</th>
<th>825</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start</td>
<td>258</td>
</tr>
<tr>
<td>Adult Education</td>
<td>206</td>
</tr>
<tr>
<td>HCDE Schools</td>
<td>159</td>
</tr>
<tr>
<td>School-Based Therapy Services</td>
<td>163</td>
</tr>
<tr>
<td>Center for After-school, Summer and Enrichment</td>
<td>30</td>
</tr>
<tr>
<td>Teaching and Learning Center</td>
<td>9</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT OPERATIONAL SUPPORT SERVICES</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Safe and Secure Schools</td>
<td>5</td>
</tr>
<tr>
<td>Educator Certification and Advancement</td>
<td>6</td>
</tr>
<tr>
<td>Grants Development</td>
<td>6</td>
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<tr>
<td>Research and Evaluation</td>
<td>8</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTERPRISE PROGRAMS</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice Partners</td>
<td>18</td>
</tr>
<tr>
<td>Records Management</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SYSTEM-WIDE SUPPORT SERVICES</th>
<th>134</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes support divisions such as Business, Communications, Facilities, IT, HR, etc.</td>
<td>134</td>
</tr>
</tbody>
</table>
# Staff Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctorate</td>
<td>21</td>
<td>2%</td>
</tr>
<tr>
<td>Masters</td>
<td>249</td>
<td>25%</td>
</tr>
<tr>
<td>Bachelors</td>
<td>376</td>
<td>37%</td>
</tr>
<tr>
<td>Associate</td>
<td>81</td>
<td>8%</td>
</tr>
<tr>
<td>High School Diploma/GED</td>
<td>271</td>
<td>28%</td>
</tr>
<tr>
<td>SBEC Certification</td>
<td>226</td>
<td>22%</td>
</tr>
<tr>
<td>Licensed Professionals</td>
<td>174</td>
<td>17%</td>
</tr>
</tbody>
</table>
ETHNICITY

- **African American**: 416 | 41%
- **Hispanic**: 284 | 28%
- **Anglo**: 254 | 25%
- **Asian**: 41 | 4%
- **Other**: 20 | 2%
81% FEMALE

822

19% MALE

193
Human Resources

Length of Service

- 0-5 Years: 596 (58%)
- 5-10 Years: 146 (14%)
- 11-15 Years: 116 (11%)
- 16-20 Years: 95 (9%)
- 21-25 Years: 47 (5%)
- 26-30 Years: 11 (1%)
- 31-35 Years: 3 (1%)
- 36-40 Years: 1 (1%)
Human Resources

Recruitment Efforts

Applications Received: 3,344
Positions Posted: 62
External Website/Job Boards: 101

Job Fairs Attended: 6

Number of new hires:
Full-time: 83
Part-time: 41
LEAVE & BENEFITS
Benefits Enrollment

- Vision Insurance
- Medical Insurance
- Employee Assistance Program
- Life Insurance - Employer
- Life Insurance - Employee
- ILOCK-ID Theft
- Pre-Paid Legal
- Telemedicine
- Accident Insurance
- Hospital Indemnity
- Genworth
- Disability Insurance
- Dental Insurance
- Cancer Insurance
- Flex Spending Dependent Care
- Flex Spending Medical
- Health Savings Account
- 403B
- 457

Total Enrolled
<table>
<thead>
<tr>
<th>Leave Category</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Family and Medical Leave</td>
<td>126</td>
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<tr>
<td>Temporary Disability Leave</td>
<td>3</td>
</tr>
<tr>
<td>Military Leave</td>
<td>0</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>0</td>
</tr>
<tr>
<td>Workers’ Comp Claims</td>
<td>34</td>
</tr>
<tr>
<td>Assault Leave</td>
<td>30</td>
</tr>
</tbody>
</table>
COMPENSATION
Compensation Highlights

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