

Human Resources Organizational Chart Roles

<p>Dr. Fernando Medina Chief Human Resources Officer (512) 268-8975, ext. 46007 fernando.medina@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provide leadership in all aspects of the Human Resources Office ● Serve as a liaison and consultant between Human Resources, the Board of Trustees and Community at large. ● Provide supervision to Deputy HR Officer, Director of Talent Acquisition and HR Information Systems and HR Specialist/Admin. Asst. <i>See below.</i>
<p>Wendy Cordero Human Resources Specialist III (512) 268-8975, ext. 46008 wendy.cordero@hayscisd.net (Click to view Support Zone)</p>	<ul style="list-style-type: none"> ● Supports the CHRO (Budget, Special Projects, etc.) ● Staffing support for Impact, Live Oak Academy and positions at Asst. Principal or above.
<p>Tricia Griffith Staff/Systems Coordinator (512) 268-8450 (direct line) (512) 268-8975, ext. 46081 tricia.griffith@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provides staff support <ul style="list-style-type: none"> ○ Guest (Substitute) Teachers ○ ID's ○ HRIS (TalentEd, Smartfind)

<p>Linda Hall Deputy Human Resources Officer (512) 268-8975, ext. 46027 linda.hall@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provide leadership and supervision of Talent Acquisition Office. ● Provide direct oversight of HR Operations <ul style="list-style-type: none"> ○ Compensation ○ Employee Relations ○ HR Professional Learning (SafeSchools, ILT) ○ Unemployment (TWC) ○ Accommodations ○ Records ○ Employee Leave (FML, COVID, TDL) ○ Benefits ○ Fingerprinting ○ Background Checks ○ Title IX Coordinator ○ Maintain Administrative Procedures
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<p>Pending Hire Compensation Coordinator Compensation Coordinator (512) 268-8476, ext. 45153</p>	<ul style="list-style-type: none"> ● Compensation Plan ● Salary Determinations (e.g. TIA) ● TASB Salary Submissions ● Compensation Benchmarks ● Stipends ● Internal Audit ● Budget Cost Outs ● Reclassification Studies ● Job Descriptions ● Standard Operating Procedures
<p>David Sifuentes Human Resources Coordinator - Benefits (512) 268-8975, ext. 46026 david.sifuentes@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provides direct supervision of the HR Leave Specialist ● Provides staff education, engagement and support (health, vision, dental, employee assistance program, etc.)
<p>Stephanie Ricke Human Resources Specialist III-Leave (512) 268-8975, ext. 46013 stephanie.ricke@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provides support for employee leave <ul style="list-style-type: none"> ○ Pandemic Leave ○ FMLA ○ CLB ○ TDL ○ Sick Leave ○ Worker's Comp ● Maintain Leave records ● Counsel with Employees ● Assist with Employee Orientation/Education Programs
<p>Monica Baker HR Records Technician (512) 268-8975, ext. 46056 monica.baker@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provides staff support <ul style="list-style-type: none"> ○ Employee Records ○ Documentation (I-9's) ○ Service Record Requests ○ Loan Forgiveness Requests ○ Backup for IDs
<p>Margaret Martinez Human Resources Specialist III (512) 268-8975, ext. 46025 margaret.martinez@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provides staff support <ul style="list-style-type: none"> ○ Fingerprinting ○ Workers Compensation ○ Backup for Leave

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<p>Tim Robinson Director of Talent Acquisition (512) 268-2141, ext. 46054 tim.robinson@hayscisd.net</p>	<ul style="list-style-type: none"> ● Provide direct supervision of the Asst. Dir. of Talent Acquisition and all HR Specialists ● Support HR Partnerships (universities, community, DLT, employee organizations, etc.) ● Professional Learning (Interviewing, Staffing, Hiring Practice, etc.) ● Support Staffing Allocations ● Support Leveling Process
<p>Pending Hire Assistant Director of Talent Acquisition (512) 268-8496 (direct line) (512) 268-8975, ext. 46013</p>	<ul style="list-style-type: none"> ● Support and guide Staffing Specialists ● Provide direct oversight of Talent Acquisition <ul style="list-style-type: none"> ○ Recruiting ○ Budget for Recruiting ○ Social Media ○ Professional Development ○ New Employee Accounts ○ Hiring Best Practices ○ Student Teachers ○ Campus Staffing Support ○ New Employee Engagement ○ Stay and Exit Interviews ○ Support HR Specialists ○ Support Campus Mentoring
<p>Barbara Gloria Human Resources Specialist III (512) 268-8975, ext. 46018 barbara.gloria@hayscisd.net (Click to view Support Zone)</p>	<ul style="list-style-type: none"> ● Support sourcing, hiring, and onboarding <ul style="list-style-type: none"> ○ LHS, CMS, SMS, FES, HES, TES, SHES, UES, Administration, and Technology
<p>Gloria Skinner Human Resources Specialist III (512) 268-8975, ext. 46029 gloria.skinner@hayscisd.net (Click to view Support Zone)</p>	<ul style="list-style-type: none"> ● Support sourcing, hiring, and onboarding <ul style="list-style-type: none"> ○ JHS, DMS, MMS, CHES, EGES, PES, TGES, M&O, and PAC

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<p>Yolanda Vasquez Human Resources Specialist III (512) 268-8975, ext. 45075 yo.vasquez@hayscisd.net (Click to view Support Zone)</p>	<ul style="list-style-type: none">• Support sourcing, hiring, and onboarding<ul style="list-style-type: none">◦ HHS, BMS, WMS, BVES, BES, CRES, KES, NES, C&I, and SpEd
<p>Pending Hire (located next to UES) Staffing Coordinator - Transportation (512) 268-8476, ext. 45072</p>	<ul style="list-style-type: none">• Support recruiting, hiring and onboarding, and training<ul style="list-style-type: none">◦ Transportation
<p>Rhonda Montano (located next to MMS) Child Nutrition-HR Specialist II (512) 268-1336, ext. 45069 rhonda.montano@hayscisd.net</p>	<ul style="list-style-type: none">• Supports recruiting, hiring, onboarding, and training<ul style="list-style-type: none">◦ Child Nutrition

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