



HUMAN RESOURCES DEPARTMENT

EXECUTIVE DIRECTOR OF HUMAN RESOURCES LINDSEY FOLEY

- Direct and manage district personnel activities
- Oversee wage and salary administration, leave administration, recruitment and staffing
- Interpret/recommend personnel policies and regulations to district
- Oversee the application, screening and hiring process
- Prepare documentation and represent Fisd in TWC hearings
- Manage job postings, job descriptions and closing of postings
- Attend Board meetings and make presentations to the Board of Trustees
- Create and manage staff development and preservice activities for all new staff members

HR RECEPTIONIST/HR SPECIALIST HOPE COBURN

- Hire Substitutes, Transportation & Maintenance employees
- Process employee separations
- Assign Substitutes using Frontline
- Manage LORA for employees
- Utilize DPS software
- Assist campuses with substitute issues
- Process employee onboarding platforms
- Coordinate Long-term Substitutes
- Manage Field Observers and Clinical Teachers
- Coordinate and track all employee badges

ADMINISTRATIVE ASSISTANT/HR SPECIALIST SUSAN PULIDO

- Hire campus staff and Custodians
- Process separation for employees
- Manage contracts and update job descriptions
- Manage new hire documents
- Track HR budget and reconcile monthly
- Manage DPS software
- Prepare and manage purchase orders, inventory and recruiting supplies
- Oversee certification renewals
- Manage LORA for employees

BENEFITS COORDINATOR KIMBERLY KEMPKEN

- Manage Benefit Records and communication with TRS
- Communicate with all employees information regarding Benefits and Leaves
- Coordinate Worker's Compensation, Benefits and Leave for the district
- Manage claims for FML and WC
- Manage WC, ACA Reporting and Mustang Clinic claims and communications