

Human Resource Management



How much valuable time do you spend managing your organization's human resources? Are you so bogged down you can't find time for operations? Have you considered the expense and disruption caused by allegations of discrimination, sexual harassment, invasion of privacy, or other employment law violations?

Our staff of professionals offers expertise in many aspects of management, particularly human resource management. We develop personnel systems, train supervisors, and provide solutions that will help reduce your risk, and maximize your time.



Job Descriptions / Classification Plan

Building a reliable and effective workforce begins with well-written job descriptions. Job task analysis and job descriptions are essential to success for both practical and legal reasons. They provide structure in the work place, identify what you expect of your employees, improve efficiency by helping them prioritize their work, and permit you to hold them accountable for performance. They identify "essential functions," an ADA must; and they form the basis for effective hiring.

Classification plans group jobs into similar classes, so candidates can be evaluated efficiently and employees can be paid with equity.

Selection, Hiring, and Documentation

It is crucial to recruit and retain high-quality employees. Our Selection, Hiring, and Documentation System will guide you through the hiring process from beginning to end, and help you avoid the pitfalls encountered by many employers.

Personnel Policy Manual and Employee Handbook

Employees routinely ask supervisors about the organization's policies, rules, and benefits. Without written standards, supervisors try to construct their own policies, which are often counterproductive.

Our custom policy manuals and handbooks follow a logical, time-tested format, and incorporate your style of management.

Compensation Plans / Wage and Benefit Surveys

Developing a sound compensation system helps resolve employee recruiting and retention problems.

A well-designed and executed compensation plan balances the needs of your staff and the needs of your organization. Wage surveys help keep you competitive.

Performance Evaluation Systems

How do your employees know when their job performance is excellent, acceptable, or unacceptable? Motivated employees require regular feedback and direction.

Let our experts show you the most effective ways to get the results you want.