

## Human Resource Services and How We Can Help

We invite you to partner with us as we bring forth our expertise and services to support your needs. Here is an overview of the wide range of services we offer, tailored to assist you effectively:

<b>Recruitment and Staffing Services</b>	<ul style="list-style-type: none"> <li>• Management of short term funded staff - e.g., grants</li> <li>• Flexible staff contract options to support your budget</li> <li>• No competitive bidding process for our services (we are a High Quality ESC)</li> <li>• Able to tailor salary, schedule and supervisor to meet your needs</li> </ul>
<b>Human Resource Staff Mentoring</b>	<ul style="list-style-type: none"> <li>• New HR Administrators</li> <li>• HR Support Staff</li> </ul>
<b>Job Description Service</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with Federal and State regulations</li> <li>• American Disabilities Act Compliance</li> </ul>
<b>Workers Compensation/Safety</b>	<ul style="list-style-type: none"> <li>• Audits</li> <li>• Grants</li> <li>• Loss time/Accommodation reviews</li> </ul>
<b>FMLA/ADA</b>	<ul style="list-style-type: none"> <li>• Paperwork processing</li> <li>• ADA reasonable recommendation/ Interactive process</li> </ul>
<b>Labor Management and Compliance Audits</b>	<ul style="list-style-type: none"> <li>• Conducting or assisting with hearings and investigations</li> <li>• I9 Audits</li> <li>• Employee file audits</li> </ul>
<b>Payroll Supports</b>	<ul style="list-style-type: none"> <li>• Garnishment/Levy supports</li> </ul>
<b>Consulting of Office Operations &amp; Processes</b>	<ul style="list-style-type: none"> <li>• Streamline processes</li> <li>• Process automation</li> </ul>
<b>Health Care/ Wellbeing Program</b>	<ul style="list-style-type: none"> <li>• Employee wellbeing</li> <li>• Benefit administration</li> </ul>
<b>Job Posting</b>	<ul style="list-style-type: none"> <li>• Management</li> <li>• Recruitment</li> <li>• Interview Support</li> </ul>

**Contact Information**

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