



Develop, Maintain & Evaluate The Organizational Structure Strategy

- organizational strategy assessment tools, metrics & benchmarks
- M&A/divestiture analysis & support
- cultural, leadership, mission, values assessment tools & metrics

Develop, Maintain & Evaluate Organizational Components

- job and position descriptions
- design of key & succession positions
- competency models
- team/work unit descriptions

Develop, Maintain & Evaluate The Organizational Structure

- roles & responsibilities
- org designs, changes & charts
- competency forecasts
- workforce planning tools & plans
- reporting hierarchies & matrices

Manage Workforce Value

- budgets, actuals & variances - total labor costs, HRMDS costs & HRM costs
- cost acctg. structures
- programmatic ROI tools

Manage Overall Regulatory & Contractual Relationships

- HRM vendor life cycle mgmt.
- regulatory recognition & relationship mgmt.
- formal compliance plans, e.g. AAP, and coordination
- compliance mgmt.
- internal audits

Develop, Maintain & Evaluate Staffing Strategy

- staffing strategy assessment tools, metrics & benchmarks
- rampup, downsizing, seasonal swings and other bulk staffing program designs

Generate POSITION SEEKERS

- job/position posting
- campus recruiting or sourcing
- labor pools mgmt.
- employment verification
- succession plan execution
- prelim applicant screening/tracking

Manage HRM TESTING

- drug/medical pre-employment & ongoing testing
- skills assessment -- pre-employment & ongoing testing
- work shift acuity tests
- background investigations:

Fill/Empty POSITIONS & WORK UNITS

- position seeker assessment
- new hire & contingent worker offers & acquisition
- onboarding & acculturation
- relocation & expat/repatriation admin
- succession plan development
- termination & outplacement
- all deployment actions

Develop, Maintain & Evaluate Workforce Development Strategy

- development strategy assessment tools, metrics & benchmarks
- rampup, seasonal acquisition and other bulk development program designs

Develop, Maintain & Evaluate DEVELOPMENTAL PRODUCTS

- curriculum design & development
- workforce competency assessment & gap analysis
- content design & development

Administer DEVELOPMENTAL EVENTS

- content delivery & delivery admin.
- training records admin.
- delivery facilities & human resources scheduling
- leadership event mgmt.

Develop, Maintain & Evaluate Total Compensation Strategy

- total comp strategy assessment tools, metrics & benchmarks
- acquisition, merger and other bulk total comp reviews

Develop, Maintain & Evaluate TOTAL COMPENSATION PLANS

- comp & benefit plan designs
- comp & benefit plan admin designs
- plan goals & utilization

Administer TOTAL COMPENSATION PLAN Enrollment

- comp & benefit plan eligibility and enrollment
- plan participant life event changes

Administer TOTAL COMPENSATION PLAN Funds

- DC plan investment & match mgmt.
- DB plan valuations, funding & mgmt.
- stock options & shares

Administer TOTAL COMPENSATION PLAN Entitlements

- payroll zero-to-gross
- H&W plan admin.
- comp & benefit plan eligibility for payout
- expat/repatriation plan admin.
- executive comp

Manage HUMAN RESOURCE Financial Interactions

- payroll gross-to-net
- payroll disbursements
- payroll, A/R & A/P reconciliation
- labor distribution & G/L entries

Develop, Maintain & Evaluate Work Environment Strategy

- work environment strategy assessment tools, metrics & benchmarks
- cultural assessment tools & results

Develop, Maintain, Administer & Evaluate WORK ENVIRONMENT PROGRAMS

- employee assistance pgms.
- event mgmt. pgms.
- work/life pgms.
- labor relations pgms.
- best place to work pgms.

Manage Work Environment Events

- suggestion life cycle support
- grievances/complaints life cycle support
- EHS incidents life cycle support
- incident prevention programs

Develop, Maintain & Evaluate Workforce Communications

- best practice support to communications design & delivery
- communications templates & delivery

Develop, Maintain & Evaluate HRM POLICYS

- best practice support to policy design & admin
- policy & practice design templates, delivery & tracking

Develop, Maintain & Evaluate Workforce Leadership Strategy

- leadership and performance strategy assessment tools, metrics & benchmarks
- acquisition, merger, rampup, seasonal bulk leadership programs

Manage Individual & Group Performance

- individual & group performance reviews & disciplinary actions
- individual & group performance plans
- at risk total comp plan award decisions
- organizational performance plans

Manage Individual & Group Development

- individual & group dev. plans & assessments
- organizational dev. plans & assessments
- mentoring and counseling pgms.
- career dev. pgms.

Schedule & Assign HUMAN RESOURCES

- workforce leadership tools
- workforce scheduling & attendance mgmt.
- timekeeping & work results
- workload scheduling
- personal life event mgmt.
- worker/work coord.

Develop, Maintain & Evaluate Labor Relations Strategy

- labor relations strategy assessment tools, metrics & benchmarks

Negotiate, Maintain & Evaluate LABOR AGREEMENTS

- admin & labor cost estimates for current & proposed agreement terms
- negotiation & agreement mgmt. tools

Manage Work Disruptions

- workforce planning & scheduling support

Administer LABOR ORGANIZATION Relations

- CRM-style support
- contract admin tools
- membership admin.

Note: It's presumed in this model that, at every level, the following are included:

- Event processing with embedded intelligence and related communications
- Data collection, records management, and data analysis, with metrics, benchmarks, alerts, audit trail, and periodic reporting
- Regulatory and contractual compliance and external audit/claims support