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# human RESOURCES support



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**H**uman resource issues can often seem overwhelming for both small firms with limited HR staffing and large companies with larger HR departments. A **knowledgeable human resources generalist**, hired on a contract basis, can **lift a tremendous burden** from a small company's staff by setting up policies, training employees, writing job descriptions, revising or creating employee manuals, and organizing compensation plans. Larger companies can bring in human resources specialists for a limited time to **help fill in the gaps** or assist with temporary employment surges. Many human resources departments – especially those with downsized staffs – don't have time to accomplish day-to-day activities, let alone **long-term, strategic endeavors** such as assisting supervisors with interviewing techniques, analyzing benefit plans, or taking skills assessments.

Contact Aorist and **we'll connect you with the human resources personnel who can best meet your various HR needs**. Aorist's human resources professionals have acquired a wide variety of skills drawn from **many years of real-world experience**. With flexible contract, contract-to-hire, and part-time arrangements, you gain the advantage of buying only the skills you need while providing relief to your already overburdened staff. ■

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**Employment Law Compliance**

**Corporate Strategic Planning**

**Staffing**

**Compensation**

**Benefits Administration**

**Employee and Labor Relations**

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**AORIST**  
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Colorado Springs, Colorado  
Phoenix, Arizona

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## Planning

Strategic Organizational Planning  
SWOT Analysis  
Labor Supply Analysis  
Jobs Audit/Skills Inventory  
HRIS Implementation  
WARN Act/Downsizing/Outplacement

## Training and Development

Orientations  
Training Needs Assessment  
Training Methods Analysis  
Training Evaluation  
Employee Career Development  
Company and Employee Needs Analysis  
Performance Appraisals and Management  
Succession Planning and Replacement Charts

## Compensation

Strategic Compensation Design  
Fair Labor Standards Act (FLSA)  
Equal Pay Act  
State Laws  
Market Positioning  
Development of Base Pay System  
Pay Surveys  
COLAs Versus Variable Pay Plans/Incentives  
Executive Compensation  
Workers Compensation Control  
Unemployment Compensation Control  
Pension Plans and ERISA  
Health Care Benefits Management  
Family-oriented Benefits (FMLA)  
Time Off Benefits Management  
Flexible Spending Accounts

## Staffing

Job Analysis  
Job Descriptions  
Job Specifications  
ADA and KSAs  
Recruiting, Interviewing, Selection, and Placement  
Flexible Staffing  
Employee Retention  
Application Forms Review  
Selection Testing  
Background Investigations  
Reference Checking  
Testers  
Diversity Management

## Employee and Labor Relations

Health, Safety, and Security  
OSHA  
Employee Assistance Programs (EAPs)  
Wellness Programs  
Employee Rights and Responsibilities  
Dispute Resolutions  
Union Relations and Negotiations

## Employment Law

EEO Compliance  
Affirmative Action Plans  
Title VII, Civil Rights Acts of 1964 and 1991  
ADEA  
OWBPA  
ADA  
Pregnancy Discrimination Act



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