



# MAEA HR Consulting

- Develop and implement highly effective values based performance management systems:
  - Job analysis, job description, competitive pay structures, appraisal forms, objective setting techniques, development & succession planning to grow talent and ensure operational improvements
- Variety of HR audits
  - Compliance: focuses on how well the organization is complying with current federal, state and local laws and regulations including EEO, ADA, FMLA FLSA, etc.
  - Best practices: helps the organization maintain or improve a competitive advantage by comparing practices with companies identified as having exceptional HR practices
  - Strategic: focuses on strengths and weaknesses of systems and processes to determine whether they align with the HR department and the organization's strategic plan
  - Function-specific: focuses on a specific area in the HR function (performance management, records retention)
- Review and development of Employee Handbooks
- Compliance verification

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