

# MAEA Offers Human Resource Training and Consulting



## **Maureen Grant, Human Resource Specialist for MAEA**

MAEA's HR specialist Maureen Grant comes to the Manufacturers and Employers Association with a deep knowledge and awareness of the human resource challenges facing employers today. She has more than 25 years of human resource experience in both the corporate and consulting environment. Prior to joining MAEA, Grant served as Vice-President for The Management Association of Western Virginia (TMA), an employer association located in Roanoke Virginia. Her responsibilities there included membership, training, outplacement, performance management and compensation design and development, and responding to the human resource issues of members. Before TMA, Grant was a senior consultant in the compensation division of Aon Consulting located in Atlanta, Georgia and prior to that was part owner of Outsource Partners, a human resource-consulting firm. She has held positions of increasing responsibility in human resources with GTE

Communications (now Verizon), Government Securities, Inc., ComputerCraft and the Better Business Bureau in Houston, Texas.

Maureen is available to assist your company by providing the following services:

### **HR Compliance Audits**

Maureen conducts a comprehensive audit of how well your organization measures up to relevant regulations and accepted business practices in Human Resources. The HR Compliance Audit measures your company's degree of compliance with all state and federal regulations. It is a barometer giving you early warning of potential trouble spots. It also gives you recommendations and suggested changes to bring you into compliance.

### **Employee Information and Policy Manuals**

Traditionally known as employee handbooks, employee manuals provide a vital element of communication between you and your employees.

Not only do your manuals provide a written record of the many aspects of employer/employee responsibilities and interactions, they also act as a benchmark for managing workplace behavior.

### **Organizational Development/Employee Relations**

When you have management situations that challenge and stump your internal resources we can help. We provide objectivity and neutrality as well as experienced insights and suggestions for improving your company's organizational structure and working relationships.

### **Recruiting**

You know how time consuming the process is and how it can easily become sidetracked by other organizational priorities. Why not let MAEA do the recruiting for you? WE can help you by Identifying competencies; Posting/Advertising with appropriate sources; Resume screening/Phone screening; Interviewing; Background/Reference checking; and Placement of candidate.

### **Position Descriptions**

We will provide completed job descriptions meeting all of the required standards. This process may be completed by either the company or

Maureen through the completion of a job description questionnaire and individual interviews with the appropriate individual(s).

### **Position Evaluation & Market Pricing**

Upon completion of the development of position descriptions (or receipt of job descriptions from the client), we will complete the position evaluation process.

### **Salary Structure Administration Program Development**

We will work with your company to develop a fair, equitable and competitive salary structure through the use of market-pricing analysis and information gained through the Position Evaluation process. In addition, a full Salary Administration Program is developed for your company with MAEA being available to train the organization or appropriate individuals on the understanding and use of the program.

### **Bonus Structure**

MAEA is also available to work with the client to develop a Bonus Structure Program and Performance Management Program that compliments the client's Compensation Program. This service includes development of the process, the Performance Appraisal document and the training necessary to introduce the organization to the program.

### **Additional HR Services**

Maureen can also assist in the areas of Policy & procedure development, benefit enrollment assistance, assistance with compliance related issues, and harassment prevention training.

For additional information on HR Consulting Services, contact Gina Whalen at

570-450-6893 or email [gwhalen@maea.biz](mailto:gwhalen@maea.biz)