



Human Resources Services

IBC provides federal agencies high quality, cost-effective, and streamlined HR services in an all-inclusive model. We currently provide HR services to 15 federal organizations from our locations in Denver, Colorado, and Washington, D.C.

WHAT WE OFFER

- ▶ Exceptional customer service
- ▶ HR Professionals partnering with you in support of your mission
- ▶ Direct access to knowledgeable and experienced HR Professionals
- ▶ 24/7 self-help portal
- ▶ Clean audits
- ▶ Quarterly metrics in all HR areas
- ▶ Customer visits
- ▶ Collaborative team environment

OUR SERVICES

Talent Acquisition

- ▶ Direct consultation with Hiring Managers to ensure timely hiring and quality applicant pools
- ▶ Direct access to HR professionals for applicant questions
- ▶ Entry on Duty System to track the status of new hires and complete new hire forms electronically
- ▶ Standard / Shared Job Analysis Library

Position Classification

- ▶ Direct consultation on position and organization structure
- ▶ Accurate and defensible position descriptions
- ▶ Standard / Shared Position Description Library

Employee Relations

- ▶ Direct consultation and support with supervisors following federal regulations and agency policies on:
 - Performance Management
 - Leave Programs
 - Reasonable Accommodation
- ▶ Collaborative and proactive approach on employee disciplinary and adverse actions

System Administration

- ▶ Enhanced system security and data integrity
- ▶ Streamlined business processes and system integration
- ▶ Efficient troubleshooting and resolution for all HR Systems

Labor Relations

- ▶ Expertise in Collective Bargaining negotiations and implementations
- ▶ Collaborative and ongoing relationships with Union Officials

Federal Benefits

- ▶ Direct consultation and support with employees on:
 - retirement estimates
 - benefits counseling (FEGLI, TSP, FEHB)
 - military leave
 - leave transfer programs
 - workers compensation
- ▶ Resolution of complex benefit/retirement issues
- ▶ Employee Express System for Employees to make online benefits and payroll changes