

Standard HR Consulting Services Are Provided To You Just for Being An Important Client!

Robertson Ryan understands that you have a tremendous amount of work and responsibility when it comes to protecting your business. That's why we are providing you access to HR Workplace Services (HRWS) – a global HR and Professional Services Firm.

Whether you need help with **day-to-day issues** or for **long-term strategic planning**, simply pick up the phone or send an e-mail and work with your own assigned, specific HR Team.

Standard HR Consulting Services include but are not limited to:

Unlimited telephone and e-mail contact with a specific HR Consulting Team assigned to your company	Complimentary Employee Handbook review and "red-line"
Healthcare reform	Monthly HR Clinic e-mails on topics affecting businesses
Wage & hour	Policy & procedure review
EEO guidance	Research
Forms Library	FMLA guidance

Additional Practice Areas (Available on a wholesale, Fee-For-Service basis):

Additional Consulting (can include On-Site)

- Audits (HIPAA, ERISA, Human Resources, etc.)
- Compensation Studies
- Affirmative Action Plans
- Investigations
- Job Descriptions
- Business Reorganization and Efficiency Optimization
- Surveys

HIPAA

- Manuals
- Training
- Privacy and Security Officer Certification

ERISA

- Non-Discrimination Testing
- Compliance Packages
- Summary Plan Description Wrap Documents
- 5500 Preparation
- SMM's
- SAR Notices

Employee Handbook Creation or Re-Construction

M&A Business Culture Integration

Training & Development

- In-Person, Live-Facilitated or Web-Based
- 3500 course customizable catalogue
- Over 270 hours of HRCI Credit

Native American Services

- Essential Government Function & Commercial

HR Outsourcing - Full or Partial

International Business Establishment & Advisory Services - Southeast Asia

Your Designated HRWS Advisory Team Providing Extensive HR Expertise & Strategy



Mr. Mark Rambo – MSM, PHR

For more than 19 years, Mark has held numerous senior level management positions where he led operational, finance and human resource functions for public and private companies with annual revenues in excess of \$500M.

Mark specializes in strategic planning, compliance, and human capital management, bringing a practical approach to problem solving and a unique perspective that provides greater knowledge and understanding to his clients.

Recognized as an HR industry leader, Mark was recently elected as HRCI State Certification Director for the Arizona SHRM State Council, responsible for statewide professional and training certification efforts; he has served as an Advisory Member on Designing the Age Friendly Workplace, a joint study sponsored by the State of Washington and University of Washington roundtable discussion on FMLA in the Workplace hosted by the US Department of Labor, Wage & Hour Division; and a presenter at the Arizona State SHRM Conference on the new Americans with Disabilities requirements.



Ms. Monica Mavis

Monica Mavis has been in the HR and health and welfare environment for more than 24 years, most recently with a 3700+ location specialty retailer. Her expertise includes public and private sectors, with an emphasis in benefit plan design, compliance, and effective communication.

Monica also holds extensive specialty knowledge of Workers Compensation. She has been Communications Chair for the Worldwide Employee Benefit Network, Arizona Chapter since 2008.



Ms. Sandra Lippert - MBA

Sandy is a Human Resource veteran with over 15 years of experience in various industries including the Federal Government, Hospitality, Retail and Homebuilding. She has had involvement in all areas of HR Management including Employee Relations, Training and Development, and Benefits. In all capacities, Sandy has taken a strategic role - looking at the importance of performance based hiring, proper on-boarding and retention techniques and process improvement opportunities within each organization.

Most recently Sandy has been working with companies to improve the quality and efficiency of their 401(k) plans while decreasing the liability of the Plan Sponsor. She holds a Series 7 and Series 66 license. Sandy completed the Executive MBA program at the W.P. Carey School of Business at ASU in 2003.