



✉ [info@jerhrgroup.com](mailto:info@jerhrgroup.com)

☎ 646-453-7560  
336-292-1911



# THE JER HR GROUP ADVANTAGE

Are you faced with HR and Compensation issues? Need support? Let us help you while you focus on your business. We're here for you.

Get in touch with us!

[www.jerhrgroup.com](http://www.jerhrgroup.com)

# OUR SERVICES



## Compensation Services

- Executive Compensation
- Staff Compensation
- Custom Surveys
- Compliance Review

## Executive Search and Recruiting

- Experienced retained executive search
- Nationwide recruiting across industries



## Leadership and Development

- Customized management and leadership training
- Teambuilding, safety and diversity training
- Customized coaching services
- General staff development

## HR Consulting and Support

- Interim HR professional support
- HR Projects – handbooks, audits and compliant documentation
- FMLA, EEOC support / Legal Compliance



## Assessments, Surveys and Tools

- Selection and Job-Fit Assessments
- Everything DiSC (R)
- Employee Engagement Surveys
- Applicant Tracking System
- HR Information System

# Compensation Services

JER HR Group offers a comprehensive suite of services that support an effective Total Rewards Strategy. Our services, broadly grouped into the following categories, include:

## Compensation Consulting

- Total Rewards Strategy
- Staff Compensation
- Custom Compensation Surveys
- Executive Compensation
- Intermediate Sanctions
- New York State E.O. 38

## EXPERTISE

Our consultants have extensive experience working with a variety of leading national and international organizations. We understand the challenges our clients face in fulfilling their missions and operating effectively. They are recognized in the industry and are frequently called upon by professional groups and associations to make presentations and give seminars on a wide range of compensation topics. They maintain active memberships in leading associations of compensation and human resources practitioners, including: Society of Human Resources Management (SHRM), WorldatWork, Human Resources Professional Association of Nonprofit Organizations (HRPANO) and the New York Society of Association Executives (NYSAE).

## TOTAL REWARDS STRATEGY

- Facilitate discussion and provide expert guidance in developing a total compensation strategy.
- Analyze executive and staff compensation levels to assure they provide competitive pay opportunities in relation to the external market and reflect internal equity.
- Create innovative, cost effective staff and management incentive plans.
- Analyze benefits and perquisites packages in relation to the external market.

## STAFF COMPENSATION

- Prepare job descriptions that define a position's role, key responsibilities, skills, abilities and qualifications.
- Conduct job analyses to assess if job content and titles are used consistently and identify factors across an organization that apply to all (or most) jobs.
- Design and implement a job evaluation system that provides a clear, rational basis for determining the relative internal value of jobs.
- Conduct market pricing analyses to assess client current salaries and total cash compensation in the external labor market for comparable jobs.
- Design salary structures (salary grades/bands and ranges) that establish an array of pay opportunities that are consistent with market value and analyze cost of implementing salary ranges.

- Develop salary administration procedures that support consistent and equitable decisions regarding staff compensation.
- Develop staff communications to explain the compensation plan and its various components, and steps to be taken in plan implementation.

## INCENTIVE COMPENSATION

- Facilitate discussion and guide management through the process around the feasibility of designing an incentive pay plan.
- Design short- and long-term incentive plans to motivate and reward staff performance.
- Develop executive incentive plans that define organizational and individual objectives and payout levels.
- Create spot award programs (one-time lump sum payments) and non-cash recognition awards.

## CUSTOM COMPENSATION SURVEY

JER HR Group conducts multiple compensation surveys for our clients each year. While the purpose of the compensation survey may vary from organization to organization, JER HR Group is highly experienced in developing and administering customized compensation surveys to meet the needs of all types of organizations.

Our typical custom survey approach includes the following:

- **Content Design & Development**
- **Survey Administration**
- **Data Analysis**
- **Review & Reporting**

*JER HR Group has conducted the HRPANO Compensation Survey of non-profits in New York for the past 15 years.*

## COMPLIANCE REVIEWS

JER HR Group is recognized as an expert in the area of regulatory compliance for not-for-profit organizations. We have published numerous articles on IRS intermediate sanctions regulations and other topics related to non-profit executive compensation. In addition, we have frequently been invited to present information in a variety of forums alongside legal and tax experts. Since the introduction of intermediate sanctions legislation and New York State Governor's Executive Order #38, we have conducted compliance reviews for not-for-profit clients of all sizes and industry types.

## EXECUTIVE COMPENSATION

- Facilitate discussion with the Board of Directors or Compensation Committee to establish a compensation strategy for key executives.
- Identify special skills, abilities and unique qualifications that may affect how an executive's compensation is positioned in relation to the competitive market.
- Conduct market analysis of the value of total compensation (base salary, incentives, standard benefits, supplemental benefits and perquisites).
- Examine the types and prevalence of benefits and perquisites provided to executives.

## INTERMEDIATE SANCTIONS

- Confer with the Board of Directors or Compensation Committee to discuss the current compensation strategy and approach.
- Determine special skills, abilities and unique qualifications that may affect how an executive's compensation should be positioned in the market.
- Conduct an in-depth total compensation analysis and provide an independent, expert opinion regarding competitiveness and reasonableness of executive compensation.
- Assist the Board of Directors or Compensation Committee in assessing how components of compensation under consideration could affect compliance with IRS guidelines.
- Provide guidance to the Board of Directors or Compensation Committee in establishing governance practices.

## NEW YORK STATE GOVERNOR'S EXECUTIVE ORDER #38

- Assist in identifying "covered executives" who may be subject to EO38.
- Determine special skills, abilities and unique qualifications that may affect how a covered executive's compensation should be positioned.
- Conduct an in-depth comparability study to determine if "executive compensation" provided to a covered executive exceeds the limit.
- Our report includes information that will assist the organization in completing the application for a waiver on the executive compensation limit, if needed.

# Executive Search and Recruiting

Our Executive Search and Recruiting Division specializes in a variety of functional areas, including technology, human resources, corporate management, finance and operations. JER HR Group provides our clients with highly qualified, available and interested candidates so that our clients achieve their highest levels of success. Our clients choose JER HR Group for our expertise, dedicated service, and superior results.

## OUR PROCESS

### ***We are Part of Your Team.***

We begin each search assignment with a thorough evaluation of the position, client and culture. Education, experience, and skills are defined as "must have" or "nice to have" and we become experts at identifying the right cultural fit for your organization.

### ***Customization is Key.***

JER HR Group uses a unique testing model to help evaluate the chemistry of the management team, and we use this to expand the job description, and develop a list of personality traits needed to be successful in the role. Our process delivers new hires that stay longer than ones from other search firms, because the candidates have the natural traits to be successful.

### ***Cutting-Edge Tools and Excellent Communication.***

Our team utilizes non-traditional internet recruiting websites and methodologies. We are skilled at sourcing and engaging candidates that match the job, acumen and company culture required to be a successful part of your team.

## INDUSTRIES \ FUNCTIONAL AREAS WE SERVE

- Human Resources - All Industries
- Non Profit Organizations
- Manufacturing
- Information Technology
- Financial Services/Banking
- Engineering
- Consumer Products
- Transportation
- Textiles

### **RECENT SEARCH ASSIGNMENT INCLUDE:**

- |                                  |                                    |
|----------------------------------|------------------------------------|
| * Vice President Human Resources | * I.T. Manager                     |
| * Benefits Manager               | * Director of Technology           |
| * Compensation Manager           | * Financial Analyst                |
| * Compensation Director          | * Forecasting Analyst/Manager      |
| * Compensation Analyst           | * Controller                       |
| * Director of Comp and Benefits  | * CFO                              |
| * Human Resources Manager        | * Payroll Manager                  |
| * HR Generalist                  | * Director of Business Development |
| * General Manager                | * VP Sales                         |
| * Operations Manager             | * National Sales Manager           |
| * Plant Manager                  | * Executive Director – Non Profit  |
| * Factory Manager                | * Mechanical Engineer              |
| * Software Developer             | * Electrical Engineer              |
| * Network Administrator          |                                    |

## WHY JER HR GROUP?

### ***We Know the Search Business.***

Our search professionals have an extensive database, relevant tools and technologies and broad networking capabilities to keep us connected to the best candidates and our results are guaranteed.

### ***No Surprises.***

At JER HR Group, our fees are highly competitive, and are established before we begin a search. There are no unexpected fees.

### ***We Respond Quickly.***

Communication with clients and candidates is key to our success. You can expect dedicated service with a high level of urgency, every time.

As a successful division of JER HR Group, we provide personal, expedient, flexible service. It's just you and your search consultant in a focused partnership, supported by an experienced and dedicated team of search professionals.

### ***We Give Qualified Candidates New Meaning.***

The candidates we present to you are typically currently employed and are in the top 20% in their field. Our candidates will have the interpersonal skills, experience, knowledge and motivation that match your requirements.

## What our Clients Say

*"We engaged the HR Group to help us with a hard-to-fill, subject matter expert position. Amanda Judd identified a super candidate, who has been a great addition to the OD team. We could not be more pleased."*

**Ken Ludwig**

*Vice President, Human Resources  
Old Dominion Freight Line, Inc.*

# Leadership and Development

Whether you are seeking to develop your leaders to become more strategic and effective in today's changing work environment, or to improve the culture and cohesiveness of your work teams, JER HR Group can provide the customized programs to assist you and your organization in reaching your highest potential. We are committed to partnering with you in creating programs and classes that exactly fit your needs. We build on your organization's infrastructure and become part of the organization.

## ABOUT OUR TRAINING

JER HR Group is committed to providing leadership and development courses for organizations in a professional learning environment, with quality materials and experienced instructors. Whether you are seeking to improve your team cohesiveness, develop your leadership skills, or maintain compliance in today's changing work environment, we can provide the customized programs to assist you and your team in reaching your highest potential.

## PROGRAMS

Through our faculty network, we are able to provide a full range of programs throughout an organization, from the C-Suite to the new manager in a functional team. Programs include leadership development, executive coaching, business development and coaching, management skills, diversity plans and initiatives, organizational development consulting, culture assessment and employee engagement.

## FACULTY

Our team of experienced, talented and creative professionals focus on a broad array of human resource and organizational issues, including workforce development concerns. Over 30% of our affiliates carry Senior Professional Human Resource (SPHR and SHRM-SCP) or higher certifications and several have PhDs. Many of our consultants are also certified in developmental programs including the Everything DiSC® and Myers-Briggs profile instruments; Change-Works; the Highlands Ability Battery Test; Discovery Learning's Change-Style Indicator, Influence Indicator and Decision-Style Indicator; Center for Creative Leadership Benchmarks and the Strength Deployment Inventory (SDI).





# Examples of our Training Programs

## FOR LEADERS AND SUPERVISORS

**Leadership Program:** Designed to help new leaders develop skills necessary to effectively lead others. Topics include communication, problem-solving, time management, and effective employee coaching.

**Basic Management Program:** This program will help managers develop skills to help their teams be more effective, efficient, productive and profitable. Includes topics such as coaching, effective communication, handling conflict, change management, and delegation.

**Strategic Management:** Provides developmental opportunities for those already in a management / leadership role, seeking to further refine effective leadership skills, including topics such as strategic thinking and planning, strategic decision making, problem solving, leading change, performance evaluation and diversity.

## FOR EMPLOYEES

JER HR Group provides general employee training which is practical and applicable for all types of employees, not just HR specific. Topics include workplace respect, managing stress, working effectively with people, change management, accountability, effective communication and working in teams.

## FOR THE ENTIRE ORGANIZATION

### Organizational Development and Teambuilding

Using a variety of tools and methods, our faculty can help you properly utilize and maximize the strengths of your employees.

### Everything DiSC Assessments

JER HR Group is an authorized distributor for Wiley / Inscape Everything DiSC®. We provide the tools most appropriate for the development goals of your employees, teams or organization. For more, visit <http://www.everythingdisc.com>.

### The Five Behaviors of a Cohesive Team

JER HR Group is one of the independent facilitators authorized by Wiley to conduct programs nationwide. This program helps professionals and their organizations work effectively as a team.

### Diversity Training

Our faculty will help you develop a strategy for integrating diversity into your organization, and for measuring success and creating accountability. The goal is to encourage cultural awareness and create a positive work environment.

# HR Consulting and Support

JER HR Group's goal is to provide expert support to you in everyday areas of the HR function. We offer on-site and off-site support in these areas on a partnership basis.

## SUPPORT SERVICES

We offer a broad range of HR Support services to our clients nationwide. Some of our services include:

### HR AUDIT

HR audits are a vital part of a comprehensive, proactive strategy to help a company avoid legal liability. HR audits can identify gaps in practices that can be addressed to help a company achieve and maintain its competitive edge.

JER HR Group understands that a full-scope HR audit should include an examination of a wide scope of practices, plans, procedures and policies. Typically, our reviews include an examination of the following areas of HR practice: recruiting and employment, employee communications, HR policies and procedures, employee files and recordkeeping and legal compliance.

### EMPLOYEE HANDBOOKS

An employee handbook is one of the best ways to provide structure and a baseline to maintain the welfare of your organization and employees. We will review your existing handbook for compliance and identify areas needed for revisions. If you do not have a handbook, we will work with you to build a policy manual that reflects the mission and goals of your organization. Handbooks are also beneficial documentation in the case of dealing with an internal investigation and should be reviewed annually. Our consultants frequently review new case rulings, regulations and trends in the workplace, and can recommend changes for employee handbooks to ensure that they are up to date with current law.

### INTERIM HR MANAGEMENT

With a myriad of regulations and requirements, Human Resource issues can be overwhelming, but there is an alternative to handling everything yourself. We can act as your Human Resource Department or support the one you have. Should you have an unexpected vacancy, we will help fill the gap until a new person is hired.

Many small and medium sized organizations have outsourced their HR functions to JER HR Group to leverage our expertise in various HR areas.

### EMPLOYEE BENEFITS/PERQUISITES

We can conduct a comparative analysis of client benefits, perquisites and practices to assure competitiveness with the external market and report our findings and recommendations.

### PERFORMANCE MANAGEMENT SYSTEM DESIGN

We will review existing client systems and tools to determine how effectively they align with the organization's compensation strategy and measure individual and organizational results. On review, we can provide recommendations to refine the system or tools to support better decision making regarding staff salary increases and determination of incentive payouts.

## ORGANIZATION AND STAFFING

We will analyze organizational and staffing patterns and develop recommendations for organizational structures that maximize efficiency, streamline processes, promote accountability, support succession planning and allow for professional development opportunities.

## COMPLIANCE SERVICES

JER HR Group offers a complete range of services to ensure your company becomes compliant and stays compliant. With ever increasing rules and regulations, businesses of all sizes find it hard to keep up to date and comply with all the major state and federal legal changes. When business growth is a priority, a stable hand can be invaluable in navigating compliance with Federal and State laws. JER HR Group offers expert consulting and assistance with compliance issues such as:

- Americans with Disabilities Act
- Family and Medical Leave Act
- Poster Requirements
- FLSA Compliance
- OSHA & Safety
- Affirmative Action Plans
- Sexual Harassment Prevention Training
- Wage and Hour Laws

Best practices are emphasized and encouraged. Learning sessions to achieve best practices are available to help you and your team understand the impact of staying compliant. JER HR Group provides compliance training in a variety of areas to make sure your organization is up to date on the latest laws and regulations.

### FLSA AUDIT

Our FLSA review typically involves review of current processes used to determine employee classification. As a next step, we will compare the organization's process against FLSA requirements to further review the compliance. Finally, we produce an FLSA audit report either as a separate document or include that as part of a job analysis study.

### SAFETY AND COMPLIANCE

We provide safety and HR audits that include but are not limited to HR policies, recordkeeping, job descriptions, legal compliance, and employee development. We also provide training sessions designed to ensure appropriate adherence to current OSHA guidelines and procedures.

## ASSESSMENT SERVICES

### EMPLOYEE SURVEYS

JER HR Group works with you to design and implement employee engagement and employee opinion surveys and sessions to help leaders learn more about where their organization can create more employee buy-in and see how well their core values are being communicated and demonstrated.

# Assessments, Surveys and Tools

JER HR Group's goal is to provide expert support to you in everyday areas of the HR function. Technology tools will help you be more efficient, save time, and make better decisions.



## **ApplicantPool - Applicant Tracking System**

ApplicantPool is an Applicant Tracking System that was designed to be simple yet powerful. ApplicantPool can help in posting jobs, publishing the ad, screening applicants, thank you and rejection emails, pre-hire assessments, background screening and more.



## **BambooHR - Online HR Database Tool**

BambooHR is an amazing online HR database that gives you easy access to your employee records and relieves paperwork headaches for businesses like yours. BambooHR centralizes your employee data so you can control, sort and analyze it from anywhere.



## **Profiles Assessments - Hire the right people**

Through our partnership with Carolina Profiles JER HR Group offers assessments that can help organizations find the right people, shape them into a winning team, and lead them to their full potential.



## **Everything DiSC® - Understand your employees**

DiSC® tools are designed to help you understand yourself AND others. DiSC solutions help you build more effective working relationships based on an understanding of different behavioral styles.

## ASSOCIATIONS

- o American Institute of Chemical Engineers
- o American Institute of Physics
- o American Pet Products Association
- o Human Resources Professional Association of Nonprofit Organizations (HRPANO)
- o International Trademark Association
- o IT Governance Institute (ISACA/ITGI)
- o Mental Health Association of NYC
- o Multiple Sclerosis Association of America
- o National League for Nursing
- o NC Association of Realtors
- o NC Nursery & Landscape Association
- o Public Relations Society of America
- o Specialty Food Association, Inc.

## EDUCATION

- o AA Grapevine & AA World Services
- o American Arbitration Association
- o Anti-Defamation League
- o ASPCA
- o Center for Educational Innovation
- o Columbia Grammar and Preparatory School
- o Communities in Schools-NC
- o Fashion Institute of Technology
- o Foundation for Child Development
- o High Point University
- o Institute for American Values
- o National Employment Law Project
- o Network
- o New Classrooms
- o New York City Leadership Academy
- o Pace University
- o Salem College
- o Surry Community College
- o The Innocence Project
- o UNC-Greensboro Bryan School of Business
- o United Board for Christian Higher Education in Asia
- o United Nations International School
- o VIF International Education
- o Wake Forest University
- o University of Arizona Foundation
- o The After-School Corporation

## FINANCE

- o Carolina Bank
- o First Reliance Bank
- o Great State Bank
- o Lumbee Guaranty Bank
- o New Bridge Bank
- o Premier Federal Credit Union
- o Truliant Federal Credit Union
- o Women's World Banking

## FOUNDATIONS

- o Alfred P. Sloan Foundation
- o Arizona State University Foundation
- o Arnold P. Gold Foundation
- o Bright Focus Foundation
- o Dr. Robert C. Atkins Foundation
- o Edna McConnell Clark Foundation
- o Heller Family Foundation
- o Community Foundation of Greenshor, NC
- o Lucius N. Littauer Foundation, Inc.
- o National Philanthropic Trust
- o Patient Access Network Foundation
- o The Robertson & Tiger Foundations
- o Thomas Phillips & Jane Moore Johnson Foundation
- o Winthrop Rockefeller Foundation
- o Toleo Foundation

## GOVERNMENT

- o City of Durham
- o City of Fayetteville
- o City of Greensboro.
- o Davidson County
- o Forsyth County
- o Mecklenburg County
- o Roanoke Regional Airport Commission
- o Town of Granite Quarry

## HEALTH & HUMAN SERVICES

- o Acacia Network, Inc.
- o American Heart Association - Founders Affiliate
- o American Kidney Fund
- o American Liver Foundation
- o American Lung Association
- o American Red Cross in Greater New York
- o Arthritis Foundation
- o Autism Speaks
- o Lymphoma Research Foundation
- o Children's Miracle Network Hospitals
- o Covenant House New York
- o amfAR - The Foundation for AIDS Research
- o Frye Regional
- o Fund for Public Health in New York
- o Guilford Child Development
- o Guttmacher Institute
- o Heartshare Human Services of New York
- o Homes for the Homeless
- o Hospice & Palliative Care Center
- o Housing Works
- o Jewish Board of Family and Children's Services
- o League Treatment Center
- o Leukemia & Lymphoma Society
- o Maryland Food Bank
- o National Congregational Nursing Center

**(HEALTH & HUMAN SERVICES Continued .....**

- o National Multiple Sclerosis Society
- o NC Board of Pharmacy
- o NC Baptist Hospital
- o New Milford Hospital
- o New York Academy of Medicine
- o North Carolina Baptist Hospital
- o Ovarian Cancer Research Foundation
- o Planned Parenthood Federation of America
- o Proficient, Inc.
- o United Hospital Fund
- o WellSpring

**NON-PROFIT**

- o Baptist State Convention of NC
- o BBB of Central North Carolina
- o Goodwill Industries of Central NC
- o Greensboro Housing Coalition
- o Greensboro Urban Ministry
- o Habitat for Humanity of Greater Greensboro
- o Industries of the Blind
- o Jamestown Presbyterian Church
- o National Board of Certified Counselors
- o NC Child: The Voice for North Carolina's Children
- o NC Zoo Society
- o Partners Ending Homelessness
- o Playworks Durham
- o The College Board
- o Victory Junction
- o Wake Co. Smart Start
- o YWCA of Winston-Salem

**PERFORMING ARTS & CULTURAL**

- o Alvin Ailey Dance Theater Foundation
- o Cameron Art Museum
- o Jazz at Lincoln Center
- o Kaufman Center for the Performing Arts
- o Lincoln Center Theater
- o Manhattan School of Music
- o Museum of Contemporary Art San Diego
- o New Jersey Performing Arts Center
- o Stamford Symphony
- o Whitney Museum of American Art

**RETAIL**

- o Brisco Apparel
- o Dedon
- o Foster Caviness
- o Home Meridian International
- o Miller Coors
- o Pella Virginia (Richmond & Williamsburg)
- o Pella-North Carolina
- o Replacements, Ltd.
- o Infinity Global
- o Offices, Ltd. (NAPSLO)

**INTERNATIONAL & NGO'S**

- o Amnesty International USA
- o Covenant House
- o Doctors without Borders/MSF-USA
- o Freedom House
- o Global Alliance for TB Drug Development
- o GHIT
- o International AIDS Vaccine Initiative
- o International Center for Transitional Justice
- o International Partnership for Microbicides
- o International Planned Parenthood Federation/WHR
- o International Rescue Committee
- o International Vaccine Institute
- o Oxfam America
- o Population Services International
- o Project HOPE
- o TB Alliance
- o U.S. Fund for UNICEF

**MANUFACTURING**

- o ABB, Inc.
- o Ace Avant
- o Amarr Garage Doors
- o AnomalySquared
- o Atrium Windows & Doors
- o B/E Aerospace
- o Berco of America
- o Blue Ridge Companies, Inc.
- o Carolina Container Corporation
- o Century Products
- o Cyrco, Inc.
- o Deere Hitachi
- o Ennis-Flint
- o Expert Hosiery
- o Fabrication Associates, Inc.
- o Highland Industries, Inc.
- o IKEA Industry
- o Industrial Air, Inc.
- o Luwa Air Engineering AG
- o Motorola
- o Packaging Works
- o Precision Fabrics Group Inc
- o Procter & Gamble
- o Qorvo
- o Shamrock Corporation
- o Snyder Paper
- o Technimark, LLC
- o Tiger Controls
- o Ultracraft
- o Valero Energy Corporation
- o Wells Hosiery
- o Wright Foods, Inc.

JER HR Group LLC is a full service HR Consulting firm based in New York, NY and Greensboro, NC.



**25 YEARS**  
OF EXPERIENCE

JER HR Group is a full service consulting firm based out of New York, NY and Greensboro, NC.

We partner with clients in compensation consulting, training, executive recruiting and HR support services.



**30+**  
CONSULTANTS

Our consultants average 20+ years of experience and many consulting with clients, after a very successful corporate career with leading firms.




**300+**  
CLIENTS

We work with non-profit, for-profit and government organizations, and have partnered with more than 300 clients nationwide helping them in multiple HR projects.

## Our offer

- Trusted partnership with your organization
- Expertise in various areas of your HR organization
- Nationwide service



 **646-453-7560**  
**336-292-1911**

 **info@jerhrgroup.com**

 **www.jerhrgroup.com**