



Human Capital Strategic and Workforce Planning

Kelly, Anderson has strong capabilities ideal for agencies considering new directions and technologies in human capital management and in program mission requirements where required workforce capabilities are changing. Kelly, Anderson recognizes that HR revitalization begins at the top, through the development of clear strategies and processes.

Our seasoned former Federal HR executives can assist agencies assess, reengineer and implement workforce management systems that attract, develop, and retain outstanding mission professionals and employees. We facilitate an environment where agency HR staff consult as an integral part of management's strategic and workforce planning process and not just administrators or processors.

Examples of Kelly, Anderson's Human Capital Strategic and Workforce Planning services include:

Strategic HR Management

- HR agency strategic planning
- Executive direction setting
- Business trends/customer requirements analysis
- Business process reengineering
- Change/risk management assessment and planning
- Reduction in force/organizational realignment strategies
- Continuity of operations planning
- Alternative personnel systems

HR System Upgrades and Innovations

- IT systems/infrastructure evaluation
- Process mapping
- Strategic sourcing analysis
- IT systems upgrade implementation
- Program implementation

Workforce and Organizational Management

- Workforce planning
- Recruiting analysis
- Recruitment branding and marketing
- Innovative talent sourcing strategies
- Development of effective recruiting measures and matrices
- Talent management
- Succession planning
- Leadership development and coaching
- Service delivery analysis and modeling
- Workload-to-workforce analysis
- Organizational effectiveness studies
- Financial/cost-benefit analysis
- Reduction in Force administration





HR Management

Kelly, Anderson provides agencies with access to best-in-class HR Management Services. Our staff of former Federal HR executives, managers, and staff can support agencies undertaking analysis and reform of existing HR processes and systems, as well as implementation of HR Best Practices. We bring unparalleled expertise to HR organizational improvement and implementation efforts.

Depending on an agency's needs, Kelly, Anderson staff can provide cradle-to-grave program management for new initiatives, or supplement existing HR staff through the provision of value-added analysis and reviews.

Examples of Kelly, Anderson HR Management Services include:

Policy Development and Direction

- Policy research and analysis
- Human resources management policies drafting and revision
- Policy implementation guidance
- Post-implementation policy efficacy reviews
- Innovative approaches to HR management

Compensation Management

- Compensation research
- Compensation strategies
- Innovative compensation plan development

Handbook Drafting

- Content analysis of current policies and handbooks
- Analysis of options from other Federal agencies
- Handbook development based on revised policies
- Handbook drafting appropriate to intended audience
- Handbook multi-media publishing and dissemination

Performance Management Systems

- Performance management planning
- Performance-based compensation planning
- Performance management program development
- Performance standards and measurements development
- Performance review guidance
- Evaluation process for performance pay

Executive Consulting Services

- Headquarters-field operations relations consulting
- Leadership development and coaching





HR Operations

Kelly, Anderson provides functional and technical services to assist agencies with day-to-day operations. As agency HR offices are streamlined, and skill shortages or surge requirements develop, the need to outsource critical operational activities increases.

Kelly, Anderson staff of experienced Federal HR professionals can provide just-in-time support to help agencies fill gaps in operations staff on an ongoing programmatic basis or to address short term needs. Our team of over 200 HR consultants can ramp up quickly for any operational project, drawing on years of experience in the Federal sector to understand agency requirements and meld smoothly with existing agency HR systems and staff.

Examples of Kelly, Anderson HR Operations Services include:

Recruitment and Staffing

- Recruitment strategies and analysis
- Recruitment branding and marketing
- Innovative talent sourcing strategies
- Development of effective recruiting measures and matrices
- Vacancy announcement drafting
- Recruitment advertising
- Candidate database management
- Candidate review, rating, ranking, and selection
- Delegated Examining Unit support
- Interview question development
- Candidate test administration
- Employment decision notification

Benefits and Retirement Counseling

- Entry/exit benefits counseling (e.g. CSRS, FERS, TSP, FEGLI, FEHBP, Social Security, etc.)
- Benefits eligibility determinations
- Employment documentation/applications review and error check
- Application forward and monitoring
- Benefit application database development
- Follow-up support

Personnel Action and Payroll Processing Support

- SF-50/52 processing
- Data inputting
- Personnel/Payroll system reconciliations
- OPF management and audits
- Payroll troubleshooting

Position Classification

- Position description drafting and updating
- Position audits
- Position classification (General Schedule and Wage Grade)

Employee and Labor Relations

- Regulatory research
- Disciplinary (conduct) action and performance-based action guidance
- Employee recognition programs
- Dispute resolutions
- Employee Assistance Program acquisition assistance
- Labor relations assessments and consulting
- Negotiations



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HR Operations, continued

Workforce Development and Training

- Training needs identification
- Training session administration
- Training attendance database development
- Intern and career program development
- Leadership and supervisory training
- HR staff development

Executive Resources and Schedule C Support

- Executive searches
- Staffing operations including facilitation of ERB activities
- Classification support
- Performance management including facilitation of PRB activities
- ECQ and Rank Award review and refinement





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HR Methodology

Depending on the nature of each HR project, Kelly, Anderson applies proven methodologies to deliver best-in-class service to our Federal clients:

- Activity Based Management
- Balanced Scorecard
- Benchmarking
- Broad Banding Framework
- Business Process Reengineering
- Content Analysis
- Core Competency Analysis
- Cost Benefit Analysis
- Customer and Employee Surveying
- Demographic Analysis
- Diversity Analysis
- Financial Projections of Workforce Requirements
- Gap Analysis
- Multi-Year Capital Investment Planning
- Process Mapping
- Statistical Analysis
- Strategic Planning
- Streamlined Hiring and Categorical Groupings
- Strengths, Weaknesses, and Other Threats (SWOT) Analysis
- Workforce Analysis and Planning

