

AR

Strategic Solutions



Management of Minimum Qualifications

We provide management of minimum qualifications and screening services for all academic positions including faculty and management positions.



Efficiency Studies

- Examine and recommend a cost-effective management and support structure.
- Identify inefficiencies, areas of improvement and opportunities to increase efficacy.
- Review and improve the organization’s classification structure.
- Provide an analysis of individual positions and their overall connection to the organization.
- Conduct desk audits to determine workload of individual employees.
- Determine areas where positions may be merged to better allocate resources.
- Study operations, systems, policies and procedures and make recommendation to achieve a higher-level of efficiency within the overall organization.



AR
STRATEGIC SOLUTIONS

Professional Development

- Effective leadership development
- Organizational development
- Team building
- Employee discipline
- Conflict resolution

Procedure and Policy Development

To the following sections:

- | | |
|-----------------------|----------------------------------|
| • The District | • Student Affairs |
| • Governing Board | • Business and Financial Affairs |
| • General Institution | • Human Resources |
| • Academic Affairs | |



HR SERVICES

Community Colleges

OUR COMPANY

Community Colleges are vital to our society; they provide affordable classes to students looking to further their education. AR Strategic Solutions (ARSS) directly supports Community Colleges by providing human resources services tailored to the needs of the institution.

ARSS operates a full service human resources company that provides a wide spectrum of services to Community Colleges. Our goal is to assist you with services and projects that will relieve you of the administrative burden while optimizing the services you provide to your students and community.

ARSS provides all human resources outsourcing services that focus on the particular needs of community colleges. We work with you individually to develop an HR plan that meets your needs. We ensure that your institution is given the value it deserves by receiving the level of support necessary to fulfill your mission and accomplish your goals.



AR Strategic Solutions

(213) 294-4627

Email: consulting@arstrategicsolutions.com

OUR SERVICES



HUMAN RESOURCES MANAGEMENT

Our services include:

- Assisting with mandated annual reports
- Auditing and managing personnel records
- Developing acceptable interview questions and techniques
- Developing forms and templates
- Developing job descriptions

CLASSIFICATION STUDIES

Accurate job descriptions are vital to the efficiency and effectiveness of an organization. A classification and compensation study will ensure that your job descriptions and salary schedules reflect the needs of your community college. Our services include:

- Creating a sound evaluation system for analyzing and developing a new classification structure.
- Reviewing, analyzing and updating duties and level of responsibilities of each classification.
- Examining the knowledge, skills, abilities and minimum qualifications necessary to complete the job.
- Using methodology to determine internal equity and alignment within the job families.

AR
STRATEGIC SOLUTIONS



“ ARSS is committed to giving you the highest level of services and assist you by establishing organizational structures that yield best practices. ”