



## HUMAN RESOURCES SERVICES

IBC provides federal agencies high quality, cost-effective, and streamlined HR services in an all-inclusive model.

### OUR SERVICES

#### Talent Acquisition

- Direct consultation with Hiring Managers to ensure timely hiring and quality applicant pools
- Experienced HR professionals to address applicant questions
- Entrance on Duty System to track the status of new hires and complete forms electronically
- Access to a standard shared Job Analysis 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

#### Labor Relations

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

#### Federal Benefits

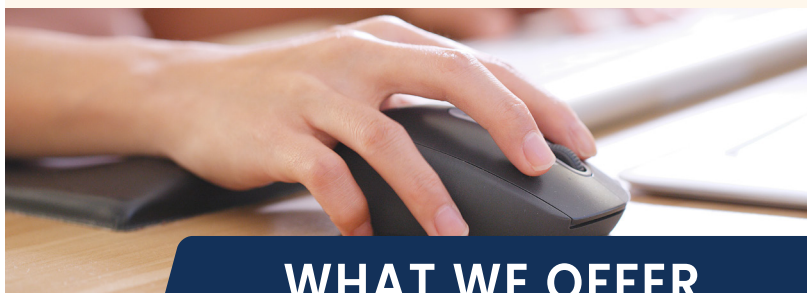
- Direct consultation and support with employees on:
  - Retirement estimates
  - Benefits counseling (FEGLI, TSP, FEHB)
  - Military leave
  - Leave transfer programs
  - Worker's compensation
- Resolution of complex benefit and retirement issues
- Employee Express System for employees to make online benefits and payroll changes

#### Position Classification

- Direct consultation on position and organization structure
- Professional guidance on developing accurate and defensible position descriptions
- Access to a standard shared Position Description Library

#### System Administration

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



### WHAT WE OFFER

We provide exceptional customer service with direct access to knowledgeable and experienced professionals partnering with you in support of your mission.

IBC is an OPM-certified payroll provider and federal shared service center for human resources. Our comprehensive and integrated HR support services meet or exceed all government requirements and federal payroll guidelines.

