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HUMAN RESOURCES CONSULTING SERVICES FOR THE  
**COLORADO SPECIAL DISTRICTS**  
PROPERTY AND LIABILITY POOL



Sacramento, CA

Austin, TX

Littleton, CO

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Human Resources Consulting provided to you by the Colorado Special Districts Property and Liability Pool in partnership with CPS HR Consulting

As a part of their commitment to provide the highest quality services to Colorado Special Districts, the Colorado Special Districts Property and Liability Pool has partnered with CPS HR Consulting to provide special benefits exclusively for Pool members. The training and services below are provided by CPS HR Consulting.

## ABOUT CPS HR CONSULTING

CPS HR Consulting is a self-supporting public agency providing a full range of integrated HR solutions to government and nonprofit clients across the country. Our strategic approach to increasing the effectiveness of human resources results in improved organizational performance for our clients. We have a deep expertise and unmatched perspective in guiding our clients in the areas of organizational strategy, recruitment and selection, classification and compensation, and training and development. For more information, visit [cpshr.us](http://cpshr.us)

## HR CONSULTING SERVICES FOR SPECIAL DISTRICTS

As a member of the Colorado Special Districts Property and Liability Pool, you will receive **10 hours of human resources consulting services as a component of your coverage with the Pool**. CPS HR provides high-level HR expertise, advice and consultation to assure appropriate research, analysis and professional HR perspective are utilized for all consulting services.

- **Recruitment and Selection** – Recommend strategies and best practices around recruitment and selection and answer general questions.
- **HR Policy and Procedure** – Review your current human resources related policies and procedures and provide revision recommendations and best practices.
- **Relevant Employment Law** – Answer questions and research issues related to relevant laws and regulations.
- **Employee Relations** – Consult and recommend course of action on employment issues.
- **Workplace Investigations** – Conduct independent and unbiased investigations to reach factual and policy determinations.
- **Leave of Absence and Workers Compensation Management** – Review current procedures and strategies and recommend best practices and recommend course of action on specific situations.
- **Targeted Job Analysis** – Review current job classification/description including tasks, knowledge, skills, and abilities; assess linkage of tasks and KSAs with current employees and/or subject matter experts; and complete abbreviated job analysis including revision recommendations for job descriptions.
- **Compensation\*** – Answer general questions and assist with limited salary surveys.
- **Employee Engagement Consultation** – Collaborate with you to identify employee engagement levels, which may take the form of helping to develop employee surveys.
- **Training Needs Assessment** – Assess your current training plan and recommend a strategy to improve your team's success in the public sector
- **Training and Development** – Deliver compliance and webinar-based training.

A 10- hour engagement is typically sufficient to answer questions, provide best practices, make recommendations, and provide basic work product, such as a job description, sample policy, etc.

*\* This special offer does not include the cost of an agency wide compensation review. For such services, contact us to learn more and receive a specific price quote.*

## HR ACADEMY

The HR Academy program is a series of six courses designed to give you a broad understanding and refreshed perspective on the topics relevant to your career in HR. Specially designed to address the unique human resources needs of the public sector, HR Academy trains those new to the field and helps more experienced practitioners enhance their skills.

Each course focuses on the skills, knowledge and competencies HR professionals need to succeed in today's public-sector workplace. You will come away with an understanding of the factors, best practices and latest trends in HR. Take one, some or all of the courses to enhance your career and bring more value to your organization. And each course in the certificated program is eligible for HRCI credits.

### FUNDAMENTALS OF HUMAN RESOURCES

Gain a full understanding of the unique aspects of public sector HR, including the value of human resources as a business partner responsible for both understanding and promoting the organization's goals while also supporting public sector merit principles, ethics and culture.

### JOB ANALYSIS

Learn the ins and outs of job analysis, including what a job analysis is, when it is appropriate to conduct one, why it is needed, and the required elements.

### RECRUITMENT AND SELECTION

Participants will come away equipped with tools and guidelines for improved and proactive recruitment and selection strategies in the public sector.

### EXAMINATION DEVELOPMENT AND ADMINISTRATION

Learn about the development of structured oral examination questions and rating guides, written exam questions, job simulation, as well as challenges, key considerations, and best practice strategies.

### CLASSIFICATION AND COMPENSATION

Increase your knowledge of public-sector job classification purpose, principles and practices and compensation plans, including key considerations and steps to assure your classification and compensation will best serve its intended purpose.

### EMPLOYEE RELATIONS

Explore labor laws, the negotiation process, and the myriad of elements that factor into employee relations so you can best represent both your organization and your employees fairly and with positive outcomes.

CSD POOL MEMBERS:

Receive **15% OFF**  
HR Academy courses



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