

A woman with long dark hair and glasses, wearing a white blazer, is smiling and shaking hands with another person whose arm is visible from the right. They are in a meeting room with a whiteboard in the background. The entire image has a warm, golden-yellow overlay.

# Our Human Resources Services



*Administrative responsibilities can tax any company, but for small businesses in particular, managing human resources can be a heavy burden. When you run a small company with limited time and resources, the last thing you want to do is divert your attention from the core business activities that are your bread and butter. Outsourcing human resources functions can reduce your administrative workload and free up your time so you can focus on your business objectives.*

## **Our Approach to Serving You**

Getting to know you and your business is fundamental to creating a lasting relationship. We're curious by nature, asking questions and listening at the onset of our relationship to ensure we're providing valuable solutions that help you focus on your growing business and achieve your organizational goals.

Our services can be provided in a variety of ways to fit your unique needs. We understand some businesses have HR needs that are ongoing and repetitive, while others may be seeking project-based service to fulfill a specific gap. Once we learn more about what you're looking for, we begin to collaboratively shape how the service is delivered and on what frequency. This ensures you receive exactly what you need, no more and no less.

## **How We Can Help**

Learn more about our Human Resources services:

### **Recruiting and Employee Retention**

Hiring and retaining employees is a process that's highly important, time-consuming, costly, and often timely. Our Recruiting and Employee Retention services include crafting job descriptions, market salary data, compensation benchmarking, employee engagement assessments and ensuring your documentation and hiring process align with relevant employment laws. Ensuring your hiring process is seamless and thorough provides a great first impression to potential employees and keeping up with your employees' needs and desires ensures the longevity of their relationship with your organization.

### **Performance Review Strategy**

In today's talent market, coaching and developing employees is essential. Not only are employees looking for feedback and opportunity from their employers, but employers should also be dedicated to keeping a strong and engaged workforce. One way to deliver this mutually beneficial experience is through performance reviews. We can help you create a strategy for performance reviews within your company, including helping you evaluate your

total rewards and compensation strategy for employees. Even further, we'll discuss how to build these benefits into performance measurement, documenting a clear vision for how performance correlates to compensation packages.

### **Policy and Handbook Development**

Policy and handbook development can be very tedious and time-consuming, but they are critical tools for employees and employers to understand and implement consistent rules throughout your organization. This documentation is the legal backbone of your business.

Our Policy and Handbook Development includes a thorough review of existing materials that allows us to create documented content regarding paid time off, behavior and conduct expectations, attendance requirements and more. Our handbooks are designed to implement foundational company expectations and ensure policies align with current employment laws.

### **Compliance Consulting**

You know the acronyms – FMLA, PFML, Paid Sick Leave, and the list goes on. Employment laws are complex and ever evolving, so we offer compliance consulting for companies in Washington State, including monitoring Federal and State regulatory updates, leave regulations, labor laws, wage laws, Americans with Disabilities Act (ADA) requirements, and many others. We also offer audits of your current documentation related to labor laws, including personnel files and I-9 evaluations.

Part of this discussion may also include an evaluation of your benefits administration, ensuring you meet standards such as the Patient Protection and Affordable Care Act (PPACA). Our compliance consulting is customized to your specific needs and areas of concern.

### **Workplace Behavior & Harassment Prevention Training**

Workplace behavior and best practices are increasingly focused on and can consistently be improved upon in any industry. Workplace Behavior and Harassment Prevention Training is essential in any workplace, especially one



looking to foster a culture of respect, tolerance, belonging and equity, and is also an effective means of reducing and preventing claims. With our services, you can have a workplace that adheres to harassment, discrimination, and retaliation laws and regulations, and protects itself and its employees against undue hardship.

**Payroll Administration**

Payroll administration is a time-consuming process that requires substantial resources in order to complete with accuracy and with legal compliance. Our Payroll Administration service includes gathering and processing payroll-related information each pay period, including new hires, wage changes, and deduction and benefit changes.

We use ADP and QuickBooks to process payroll and payments or coordinate with your payroll provider of choice to ensure accurate payroll processing, reporting, deduction, paid time off, and accrual of earnings. As new laws and legislation around payroll emerge, our team ensures accurate and timely payroll completion. Reduce your risk of fines and penalties by outsourcing your Payroll Administration.

**Meet Our HR Services Team**



**Colleen Malmassari**

HR Consulting Services Manager

Colleen graduated from Central Washington University with bachelor's degrees in Accounting and Spanish. She began her career in public accounting, providing audit services to clients in a variety of industries. Over her 11-year career at Moss Adams, Colleen transitioned into a Recruiting Manager role, where she assisted with searching for top-notch accounting talent.

Since then, Colleen has served in HR leadership roles for two of Eastern Washington's largest fruit growing and packing operations. Her experience and expertise in Federal and Washington state employment law and practices, plus support and oversight of temporary employment of foreign workers, gives Colleen a specialized perspective to complement our financial and tax team resources.

Colleen currently volunteers with the Washington Apple Education Foundation and Safety Advocacy Growth Empowerment, an organization whose mission is to educate, advocate and empower to end violence. She has earned a Professional in Human Resources credential from the HR Certification Institute and is a Certified Professional of the Society for Human Resources Management.



**Rachel Aguilar**

HR Consulting Senior

Rachel joined Larson Gross after serving as a workers' compensation specialist at the largest fruit-growing and packing operation in Wenatchee, Washington, where she gained in-depth knowledge with employment law and self-insured policies.

Rachel gained valuable experience as the HR Manager for Walmart, where she served as the lead recruiter, onboarding more than 300 new employees and assisting with their open enrollment process. She also has knowledge and experience working in benefits administration and employee engagement.

She is a graduate of Central Washington University, where she earned her bachelor's degree in Business Administration and served as the Treasurer for Women in Business, a group that worked to empower the next generation of strong female leaders.

Rachel is originally from Leavenworth, Washington, where her love for the outdoors started. She looks forward to spending time with her family on weekends, enjoys sitting down with a good book and loves a solid ride on her Peloton.