



EC BUSINESS SOLUTIONS, LLC

CAPABILITIES STATEMENT: HUMAN RESOURCES CONSULTING

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NAICS: 541612, 541611, 541618

Federal Designation:
EDWOSB

EC Business Solutions, LLC is a premier, fee-based Human Resources (HR) consultancy specializing in tailored solutions that seamlessly align with federal policies. As a boutique firm, we pride ourselves on our agility and personalized approach to HR management. We foster deep partnerships with our clients, offering 1:1 collaboration to ensure a thorough understanding of your unique needs, efficient augmented services that integrate seamlessly with your existing operations, and a team of seasoned HR professionals with extensive federal sector experience. At EC Business Solutions, we don't just consult - we partner with our clients to transform their human resources into a strategic asset, propelling their organization(s) towards its goals in the federal landscape.

DIFFERENTIATORS

Our team consists of highly experienced HR professionals with deep expertise in various HR domains. We bring a wealth of industry knowledge and best practices.

- Created a Federal Court mandated Affirmative Action Office through Consent Decree resulting in timely closure of 100+ backlogged complaints
- Developed multiple pathways to collect workplace discrimination complaints
- Managed all aspect of company compliance achieving a 100% audit pass rate with Office of Federal Contractor Compliance Programs (OFCCP) and Equal Employment Opportunity Commission (EEOC)
- Developed solutions to workforce concerns, by analyzing job functions, competencies, and demographics to provide on-point, evidence-based workforce planning and gap-closure initiatives that included developing employee programs, broadening careers, or maximizing recruitment and retention strategies
- Performed thorough audit of all I-9 forms to detect compliance errors, ensuring alignment with federal standards. Addressed any discrepancies identified during the audit.

CORE COMPETENCIES

- HR Compliance
- Staff Augmentation
- Compensation
- I9 Audit
- Employee Needs Assessment
- Performance Management
- EEO/Affirmative Action Reporting
- HR Strategy and Workforce Planning
- Employee/Labor Relations and Engagement

PAST EXPERIENCE

Tuskegee University— Ongoing consulting services, offering:

- Employee Relations support
- Human Resources Department Design and Implementation
- Employee Needs Assessments
- I-9 Audit Services
- Compensation strategy development and implementation

Additional services include:

- Providing desk reference guides for the HR team and other departments as needed
- Creating training guides for the PeopleAdmin hiring process, including the electronic job requisition system
- Process streamlining for the Office of Human Resources
- Salary structure design and market analysis
- Total rewards program development and communication

Jefferson County Commission—

- Established, and managed Affirmative Action Office
- Closed/dispositioned 100+ backlogged complaints of discrimination.

Yulista Holding—

- Managed company compliance policies achieving a 100% audit pass rate annually.
- Created Diversity Equity Inclusion (DEI) initiative for DOD compliance.

ProjectXYZ—

- Recruited to upgrade employee handbook and HR policies achieving compliance requirements

United Launch Alliance—

- Administered Collective Bargaining Agreement via multi-state collaboration
- Managed reasonable accommodation process for 400 bargaining-unit-eligible employees impacting 100% of the manufacturing division during COVID vaccine mandate
- Administered performance management programs and procedures for 200+ non-bargaining-unit employees

ASSOCIATIONS | AFFILIATIONS



**EDWOSB
CERTIFIED**

