

HR

Consulting Services



At ZTS, we provide strategic HR solutions tailored to the unique needs of growing businesses—without the overhead of a full-time HR team. Whether you're scaling your workforce, navigating compliance, or building a stronger company culture, we're here to help.

What is Fractional HR?

Fractional HR means having access to experienced HR leadership and support on a part-time or project basis. It's a cost-effective way for small to mid-sized businesses to get expert HR guidance only when you need it. Think of it as having a seasoned HR executive in your corner, without the full-time salary.





Talent Sourcing & Executive Placement

- Specialized recruitment for engineering and executive-level roles (VP and above) in the HVAC&R industry.
- End-to-end support from sourcing and vetting to direct placement.

Fractional HR & Project-Based Consulting

➤ HR Audits

A comprehensive review of your HR practices to ensure compliance and identify areas for improvement. Includes:

- Employee classification (exempt/non-exempt, contractor vs. employee)
- Benefits compliance (ERISA, ACA, COBRA)
- Form I-9 and E-Verify practices
- Talent acquisition and interview process
- Onboarding and training documentation
- Payroll compliance and final paycheck laws
- Workplace safety and OSHA documentation
- Review of employee files, turnover data, and HR systems

**Basic HR audits cover foundational compliance areas.*

➤ Compensation & Benefits Review

- Market analysis of current pay structures
- Recommendations for total rewards strategy (compensation, benefits, equity)
- Cost-effective benefits benchmarking

➤ Talent Acquisition Optimization

- Streamlining hiring and onboarding processes
- Ensuring fair, compliant selection practices
- Interview training for hiring managers

➤ Turnover & Retention Analysis

- Deep dive into why employees leave—and how to keep them
- Insights from candidate interest to exit

➤ Strategic Workforce Planning

- Staffing plans aligned with business growth
- Forecasting future talent needs

➤ Employee Relations & Engagement

- Support for investigations, disciplinary actions, and terminations
- Employee engagement strategy and survey design
- Review of engagement scores and improvement planning



➤ HR Documentation & Compliance

- Creation and maintenance of essential HR documents
- Employee handbooks, SOPs, policies, and lifecycle documentation
- Retention and destruction best practices

➤ Payroll Audits

- Classification checks (employee vs. contractor)
- Bonus and overtime accuracy
- Multi-state payroll tax compliance
- Timekeeping and wage accuracy

➤ Training & Leadership Development

- Interviewing and selection best practices
- Handling accommodations and workplace injuries
- OSHA audits and Form I-9 compliance
- Conflict resolution and employee motivation
- Disciplinary documentation
- Integrating AI into HR processes

➤ Performance Management & Succession Planning

- Design and implementation of performance review systems
- Leadership training and succession strategies



➤ HR Technology & Systems (HRIS/ATS/PEO)

- Evaluation and selection of HR software and platforms
- Transition support and best practices
- PEO (Professional Employer Organization) guidance

➤ Small Business Compliance

- Regulatory guidance as your team grows
- Labor law poster audits and remote worker compliance

**Please note that the services listed above represent only a selection of what we offer. We invite you to contact us directly to inquire about additional services tailored to your specific needs.*

Z Talent and People Services LLC
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CONTACT US

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