



# Rocket City HR, LLC

d/b/a Rocket City HR Consulting

## Capabilities Statement

NAICS Codes: 541612, 541618, 561311, 561312, 611430

DUNS #: 00801148

**CERTIFICATIONS:**

WOSB & VOSB

**CAGE CODE:**

81AH2

**Rocket City HR Consulting** is a veteran- and woman-owned **full-service HR consulting** firm comprised of **professionals** who ensure **HR compliance**. Our team partners with **people-first organizations** to foster **thriving workplace cultures** that **attract, develop, and retain** top talent.

### Past Experience:



#### Government Contract Support

Rocket City HR Consulting (RCHR) expertly managed HR functions supporting the full employee life cycle for government contractors. We developed a 20-plus page HR Federal Government Contracting Compliance Checklist and have conducted Compliance Audits. We have experience with HUBZONE and SCA contracts.



#### Recruiting Support & Executive Search

We served a pivotal role for companies by administering the recruiting function. RCHR filled executive-level, technical, and non-technical positions. We implemented Applicant Tracking Systems to facilitate EEO reporting, increase efficiency, and diversify the candidate pool.



#### HR Management

Our HR Business Advisors served as HR managers for client companies, providing needed expertise part time or full time to meet client needs. We integrated as a seamless addition to the team to provide face-to-face interaction on day-to-day employee issues while ensuring compliance.



#### Training & Employee Development

We implemented Talent Management Programs to enable our clients to identify new contract and employee growth opportunities. These programs fostered employee loyalty and satisfaction, while expanding client skills portfolios. We have extensive expertise developing and providing training programs, and we train client HR staff on HR key competencies.

*"After interviewing several HR and Recruiting firms, we chose Rocket City HR. Samantha listened closely to our needs and developed a well-structured, cost-effective solution that has exceeded our expectations. Bridgette has been nothing short of superb in handling our HR and Recruiting needs. She quickly forged relationships with our leadership team and workforce, and her guidance and methods have made Banner Defense more streamlined and efficient, and an overall better place to work. I highly recommend RCHR to anyone looking for the best in HR and recruiting services."*

*Dave Johnson, President and CEO of Banner Defense, Inc.*

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# Rocket City HR Consulting Services

## We Make HR Look Easy!

**Businesses with fewer than 50 employees:** Serve as the HR department and handle functions supporting the full employee life cycle from recruiting to separation. Ensure employment law and HR government compliance. Implement applicant tracking systems. Prepare benefit and compensation plans. Write job descriptions.

**Businesses with 50-99 employees:** Audit HR functions. Implement human resource information systems (HRIS). Train office managers or HR staff on HR policies and procedures. Recruit for HR personnel. Fill in for HR manager during short-term absences. Deliver HR-related training. Prepare job descriptions. Review and revise benefit and compensation plans.

**Businesses with 100+ employees:** Implement strategic HR programs and succession plans. Conduct executive search function. Develop compensation plans. Implement talent management and deliver training programs. Conduct workplace investigations. Provide outplacement & transition assistance.

## How We Support Our Clients



**We partner with organizations to provide strategies and implement solutions that support the full employee life cycle.**

### HR Management and a la carte HR Support Services

#### Government Contract Compliance

- Affirmative Action Plans
- Drug Free Workplace Programs
- Ethics & Business Conduct Training
- HR Government Contract Compliance Audit
- OFCCP Compliance
- SCA and HUBZone Compliance

#### Recruitment & Onboarding

- Job Description Preparation
- Applicant Tracking Systems
- Candidate Recruitment & Sourcing
- Interviews & Assessment
- Background Screening
- Employee Onboarding & Orientation
- I-9 Audit/E-Verify Compliance
- State New Hire Reporting

#### Compensation and Benefits

- Benefit Implementation & Analysis
- Compensation Plans
- Pay Equity Edits

#### Employment Law Compliance

- ADA, FLSA, & FMLA Compliance
- EEO Compliance/Annual Reporting
- Employee Handbooks
- Employment Law Compliance
- HR Department Audit
- Multi-State Compliance
- OSHA & Workers Compensation

#### HR Infrastructure

- HR Information Systems
- HR Management
- Payroll Setup
- Records Management

#### Performance Management

- Career Path Development
- Documentation & Discipline
- Employee Relations
- Layoffs and Separations
- Outplacement & Transition
- Performance Appraisal Systems
- Stay & Exit Interviews
- Succession Planning
- Workplace Investigations

#### Training & Employee Development

- Harassment & Discrimination Prevention
- Manager/Supervisor Essentials
- Talent Management
- Training Program Implementation
- Workplace Violence Prevention

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