



Senior Consultant — EEO/AA Compliance Management Consulting Firm

Consulting Opportunity: Unique and interesting opportunity for an experienced professional who is comfortable working with numbers and multiple software programs, enjoys analytical work, and is able to write clearly and persuasively about technical and government compliance issues. If your career is stalled or boring, give us consideration. This may be an ideal mid-career switch for you.

Company/Work Environment: Located in the Bel Marin Keys area of Novato (Marin County, California), Maly Consulting LLC is a well-established, 22-year old human resources (HR) management consulting firm with a nationwide client base. Unlike most HR consulting firms, we deal with employee *data* rather than actual employees. Our contacts are with HR management professionals in medium to large companies holding federal government contracts — our client base. We conduct employee demographic and EEO/AA statistical studies, compile data for mandatory Department of Labor (DOL) reports, and conduct tests for potential discrimination on employment and compensation data. We also prepare and defend data for DOL audits and represent clients directly with compliance officers. Our small, project-team structure offers employees meaningful responsibilities and the luxury of managing their own time and projects — unlike most crisis-driven HR departments. We have a professional work environment with business casual dress.

Position and Compensation: You will work closely with clients to advise them on issues related to EEO/AA laws and regulations, especially compensation, discrimination, and HR record keeping systems. You will use multiple PC-based software programs to clean and audit client databases, perform statistical tests, generate spreadsheets and graphs, and write client reports. You will represent clients in audits with the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). Out-of-state travel may be required on an occasional basis. Compensation is competitive and commensurate with the skills and experience you bring to the position. You will be responsible for generating revenue through billable hours and eligible for our bonus program. Other benefits include health and dental insurance, paid holidays, a paid-time-off (PTO) program, and participation in a 401K-type program after three years.

Qualifications: The successful candidate will have:

- A minimum of five years experience in the EEO/AA compliance or HR fields, knowledge of EEO/AA laws and regulations, and experience with multiple HRIS and applicant tracking software programs.
- Degree in appropriate field. Advanced degree preferred.
- Advanced computer literacy — especially with database, spreadsheet, statistical, and multiple word processing programs. Desire and ability to quickly learn and use new software programs.
- Good analytical skills and knowledge of statistical methods.
- Top interpersonal, oral and written communications skills.
- Ability to manage your own work to meet client expectations and generate billable hours.
- Ability to guide and mentor less-experienced consultants.
- An orientation to detail and meticulous attention to documenting your work.
- Ability to work both independently and as a team member.
- Good judgement, tact, discretion, and absolute trustworthiness.

To Apply: Please fax, email or send your resume to one of the following:

Fax: (415) 883-7058
E-Mail: recruiter@malyconsulting.com
U.S. Mail: Maly Consulting LLC
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