



HUMAN RESOURCES SERVICES

IBC provides federal agencies high quality, cost-effective, and streamlined HR services in an all-inclusive model.

OUR SERVICES

Talent Acquisition

- Direct consultation with Hiring Managers to ensure timely hiring and quality applicant pools.
- Experienced HR professionals to address applicant questions.
- Entrance on Duty System to track the status of new hires and complete forms electronically.
- Access to a standard shared Job Analysis Library.

Employee Relations

- Direct consultation and support with supervisors following federal regulations and agency policies on:
 - Performance Management
 - Leave Programs
 - Reasonable Accommodation
- Collaborative and proactive approach on employee disciplinary and adverse actions.

Labor Relations

- Expertise in Collective Bargaining negotiations and implementations.
- Collaborative & ongoing relationships with Union Officials.

Federal Benefits

- Direct consultation and support with employees on:
 - Retirement estimates
 - Benefits counseling (FEGLI, TSP, FEHB)
 - Military leave
 - Leave transfer programs
 - Worker's compensation
- Resolution of complex benefit and retirement issues.
- Employee Express System for employees to make online benefits and payroll changes.

Position Classification

- Direct consultation on position and organization structure.
- Professional guidance on developing accurate and defensible position descriptions.
- Access to a standard shared Position Description Library.

System Administration

- Enhanced system security and data integrity.
- Streamlined business processes and system integration.
- Efficient troubleshooting and resolution for all HR Systems.



WHAT WE OFFER

We provide exceptional customer service with direct access to knowledgeable and experienced professionals partnering with you in support of your mission.

IBC is an OPM-certified payroll provider and federal shared service center for human resources. Our comprehensive and integrated HR support services meet or exceed all government requirements and federal payroll guidelines.



IBC-HRD-Communications@ibc.doi.gov

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