



AP TRITON
VISION • INNOVATION • SOLUTIONS

ADMINISTRATIVE SERVICES



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Our Administrative Services Unit has a team of expert Human Resources, Finance, and Management consultants prepared to assist our clients with a variety of projects. Our consultants are senior level public sector experts in their respective fields.

Triton offers an independent approach that is collaborative, and solutions oriented. With our people skills and technical expertise, consultants can analyze specific matters of interest and respectfully provide findings, recommendations, and implementation strategies when you need an objective third party evaluation. We can also provide technical support services during staffing shortages or when unique project needs arise.

ADMINISTRATIVE SERVICES LIST

- Classification and Compensation Studies/Analysis/Development
- Organizational Assessments
- Document Review and Development
- Management and Leadership Coaching
- Conflict Resolution
- Financial Review and Planning
- General Human Resources Support



CLASSIFICATION AND COMPENSATION STUDIES/ANALYSIS/DEVELOPMENT

Ensuring your classification and compensation plans are reasonable and equitable is key to organizational success including employee recruitment, retention, and satisfaction. Job descriptions should accurately represent the work performed by incumbent employees. Compensation should reflect the type of work, placement within the organizational structure, and internal and external equity considerations, within the scope of the Employer's ability to pay. Triton's consultants are experienced in conducting required classification analysis and developing accurate specifications. Our experts can also prepare base pay or total compensation analyses to assist clients in determining comparability to their competitive markets.

ORGANIZATIONAL ASSESSMENTS

A variety of factors can lead to the need for examination of the operations of a specific department, or the organization. Staffing vacancies or a change in management can offer an opportune time to review existing roles, assignments, and practices. Assessments are beneficial when evaluating proper succession planning, employee development, and compliance with industry standards.

Organizational assessments provide a tool for evaluating efficiencies and opportunities for streamlining, as well as identifying if existing performance standards are reasonable for the current level of staffing. Our experts will conduct a comprehensive review of the department or organizational structure, the work being performed, place the work in an appropriate context given priorities, and compare the workload with industry standards and comparable agencies where appropriate.



DOCUMENT REVIEW AND DEVELOPMENT

Well written documents are the backbone of strong Human Resources practices. This is especially true for an organization's policies, rules, and Memoranda of Understanding/Collective Bargaining Agreements. Crucial to successful employer/employee relations is a reader's ability to easily understand and consistently interpret each of these. Our team will use their experience to craft documents that clearly articulate even the most complex matters.

MANAGEMENT AND LEADERSHIP COACHING

Many public sector employers have recently experienced numerous retirements among their management and leadership staff. The trend is expected to continue into the foreseeable future. This has created opportunities and necessities for less experienced staff to move into leadership/management roles, perhaps before they are fully prepared to do so. Added to that are commonly arising situations in public service requiring a certain finesse and political acuity to successfully navigate. Triton's veteran professionals can help coach new or experienced leaders/managers through both unfamiliar experiences and arduous situations.

CONFLICT RESOLUTION

Despite an employer's best efforts, at times there can be disputes among employees or between supervisors and subordinates. Triton's experts are highly skilled in working through such challenges, while respecting individual opinions. Using an interest-based approach, our team members help participants work to an understanding, removing emotions and expectations of a particular desired outcome.



FINANCIAL REVIEW AND PLANNING

If your agency would benefit from an independent review of your current financial position and your ongoing fiscal sustainability, Triton's team is here to assist. Whether it is reviewing your operating and/or capital budgets, or developing a long-range financial forecast, our professionals can make complex financial data easy to understand.

GENERAL HUMAN RESOURCES SUPPORT

There are times when specific projects or the overall workload exceed an organization's capacity. Our Human Resources experts are ready to serve. They can perform in an HR on-call capacity, either for projects, during staffing shortages, or as resources for staff members learning new areas of the Human Resources function. Having such mentorship can be invaluable in developing a strong technical and managerial HR team.



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