



NAVIGATOR HR SERVICES LLC CAPABILITY STATEMENT

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COMPANY OVERVIEW

Navigator HR Services LLC, founded in 2014, is steadfastly committed to delivering tailored HR solutions that precisely align with the distinct requirements of our clients. Specializing in HR Consulting, Outsources and People Systems we provide innovative and consultative human resources solutions and services designed to drive organization success.

SMALL BUSINESS: Minority and Woman Owned

NAICS Codes: 541612 541618 561499 561110 541611

CORE COMPETENCIES

- **Human Resources Consulting:** Tailored subscription consulting services focused on supporting your organization design, team development, and culture alignment.
- **Outsource HR Operations:** Implementation and improvement of HR infrastructure, compliance assistance, and short-term total rewards support.
- **People Strategy Services:** Comprehensive employee life-cycle systems and management, including talent acquisition, onboarding, talent development, and performance management.

KEY DIFFERENTIATORS

- **Strategic Transformation Leadership:** Proven ability to orchestrate organizational transformation through adept strategic planning, change management, and talent management, empowering human capital to drive innovative solutions autonomously.
- **International and Multicultural Acumen:** Possessing international and multicultural acumen, with a track record of cultivating robust relationships and delivering innovative solutions across diverse settings, showcasing a deep understanding of global HR dynamics.
- **Diversity, Equity, and Inclusion Advocacy:** Recognized as a strategic partner in fostering diversity, equity, and inclusion, with a deep commitment to creating open and inclusive cultures that celebrate individual differences and enhance organization effectiveness.
- **Personalized Approach:** Intimate scale allows for personalized attention and customized solutions that address client-specific challenges and objectives.

Past Performance

- HR Strategies
- HR Operations Leadership
- Global HR Strategies
- Outsource Initiatives
- HRIS Architecture
- Acquisition Integration
- Change Operations
- Total Rewards Transformation

Company Data

Navigator HR Services LLC
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Capabilities Statement Narrative

Vendor/Offeror Name: Navigator HR Services LLC
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Navigator HR Services is a small, minority-owned, and woman-owned business. Our comprehensive expertise spans recruitment, talent management, compliance, outsourcing, HRIS, and organizational development, tailored to meet our clients' diverse needs.

Established in 2014, Navigator HR Services LLC is committed to delivering bespoke HR solutions tailored to the specific needs of our clients. Our expertise lies in navigating the complexities of people processes, systems, and transformation, all grounded in a deep understanding of Human Resources.

Driving Organizational Success: As a leading provider of human resources solutions, we specialize in HR Services, HRIS support, management, and development. Our dedication to delivering innovative and consultative HR solutions underscores our commitment to organizational success. We prioritize diversity, equity, and inclusion in all our partnerships and practices, empowering businesses to create environments where every individual can thrive.

Personalized Attention, Proven Results: Operating on an intimate scale allows us to provide personalized attention and craft customized solutions that precisely address the nuanced challenges of each client. Our client-centric approach ensures that our services are not only effective but also deeply resonant with the unique needs of the organizations we serve.

Empowering Transformation: With expertise in strategic planning, change management, and operational execution, we serve as strategic partners to empower organizations to optimize their human capital and achieve their business objectives. Our track record of cultivating robust relationships and delivering innovative solutions speaks to our commitment to driving positive change.

Government-Ready Solutions: Navigator HR Services is primed to deliver its first exemplary Human Resources Consulting Services to SMART. Our unwavering commitment to quality and regulatory compliance aligns with the stringent standards of government contracts.

Your Strategic HR Partner: With over two decades of strategic HR leadership experience, Carnita Hunt brings expertise in organizational transformation, talent management, and operational efficiency. As a seasoned HR professional, she orchestrated cultural enhancements and streamlined processes across various industries. Leveraging her expertise, she is poised to

provide high-quality support to the HRIS Division, ensuring seamless operations and exceptional customer service.

At Navigator HR Services, we are more than service providers, we are dedicated partners in your journey towards HR excellence. Let us navigate the complexities of HR for you, guiding you towards success with unwavering dedication and expertise. Here's what we deliver:

1. **Human Resources Policies and Procedures:** Navigator HR Services conducts a comprehensive review of existing policies and procedures, identifies areas for improvement, and collaborates with HR teams to develop customized policies aligned with the organization's needs and compliance requirements.
2. **Organizational Structure:** We assess the current organizational structure, conduct stakeholder interviews, and facilitate discussions to design an optimized structure aligned with strategic goals and operational efficiency.
3. **Job Descriptions:** Collaborating with managers, we develop detailed job descriptions outlining key responsibilities and qualifications to ensure clarity and alignment across the workforce.
4. **Compensation Analysis:** Our team conducts a thorough analysis of compensation practices, benchmarks against industry standards, and makes recommendations to enhance competitiveness and attract top talent.
5. **Workforce Planning:** We work closely with leadership to forecast staffing needs, identify skill gaps, and develop strategies to ensure the right talent is in place to achieve business objectives.
6. **Employee Engagement:** Implementing surveys and assessment tools, we gauge employee satisfaction and develop strategies to foster a positive work environment and increase productivity.
7. **Learning and Development:** We design and deliver customized learning programs to support employee skill development and career advancement.
8. **Total Rewards:** Conducting a review of compensation and benefits, we ensure offerings are competitive, equitable, and aligned with organizational goals.
9. **Performance Management:** We provide guidance on goal setting, feedback, and evaluation processes to foster accountability and employee development.
10. **Recruiting:** Collaborating with HR teams, we develop recruitment strategies, source candidates, and facilitate the selection and onboarding of new employees.
11. **Onboarding:** We enhance onboarding processes to ensure new hires have a positive and productive experience from day one.
12. **Career Path Processes:** We develop clear career path frameworks and provide guidance on career development planning and mentorship programs.
13. **Retention:** Conducting retention analyses, we develop targeted strategies to increase employee satisfaction and retention.
14. **Organizational Development:** We assess organizational needs and facilitate interventions to drive effectiveness and growth.
15. **Training and Coaching:** Providing customized training programs and one-on-one coaching to support employee development and achieve professional goals.