

Capability Statement

Ask Linda HR Consulting Services, Inc.

Certified Woman-Owned Small Business (WOSB) | Established 2015 | Texas-Based | Nationwide Delivery

Corporate Overview

Ask Linda HR Consulting Services, Inc. provides turnkey, senior-level Human Resources consulting, compliance oversight, and workforce staff augmentation nationwide. Available on-site or virtually, we partner with government agencies, prime contractors, and commercial organizations to strengthen existing teams or serve as a fully outsourced HR department. Led by certified HR leadership, we translate complex statutory requirements into defensible documentation, practical operating procedures, and risk-mitigating leadership decisions. **Immediate deployment capability.**

Core Competencies

- **Handbooks & Policy Infrastructure:** Custom Team Member handbooks, policy development, operational rollout, onboarding integration, and leadership policy compliance training.
 - **Federal & Regulatory Audit Readiness:** Form I-9/ICE audit support, Department of Labor (DOL) audits, Service Contract Act (SCA) wage compliance, OFCCP affirmative action audit support, and FLSA wage-and-hour classifications.
 - **Workplace Investigations & Agency Defense:** Independent fact-finding inquiries (SHRM-WI), Title VII/EEO complaint intake and response, EEOC position statement drafting, and complex employee relations.
 - **Separations & Unemployment Defense:** Defensible corrective action documentation, separation strategies, reduction-in-force support, and representation in contested unemployment claims and administrative hearings.
 - **Statutory Leave & Accommodations:** End-to-end FMLA leave administration, ADA interactive accommodation processes, return-to-work protocols, and workers' compensation oversight.
 - **Training & Workforce Development:** Customized supervisor and leadership compliance training, workplace conduct and harassment prevention, and organizational workforce planning.
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Relevant Experience & Differentiators

- **Senior-Credentialed Execution:** Over a decade in business with direct engagement led by Linda Drassen (BSM, MM/HRM, SHRM-CP, SHRM-WI, PHR). Direct access to a (live) experienced, credentialed HR consultant.
 - **Proven Audit & Inspection Record:** Supported 50+ Form I-9/ICE audits with zero fines assessed; extensive track record guiding employers through successful DOL, FLSA, SCA, and OFCCP compliance reviews.
 - **Defensible Agency Outcomes:** Proven history defending contested unemployment claims, resolving EEOC inquiries, and drafting audit-ready position statements.
 - **Workforce Scale & Flexibility:** Demonstrated capability managing HR infrastructure and compliance across workforces scaling up to 2,000 personnel. Available for project surges, fractional leadership, or full-scope outsourcing.
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Corporate Identifiers & Codes

- **CAGE Code:** 9NDX7
 - **UEI:** JM2SH2S9YKX4
 - **Socioeconomic Status:** Certified Woman-Owned Small Business (WOSB)
 - **Primary NAICS:** 541612 (Human Resources Consulting Services)
 - **Secondary NAICS:** 541611 (Administrative Management & General Management Consulting); 611430 (Professional & Management Development Training)
 - **PSC / FSC Codes:** R431 (Human Resources); R406 (Policy Review/Development); R408 (Program Management/Support); R499 (Other Professional Support); U004 (Scientific/Management Training); U009 (General Education & Training)
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Contact Information

Linda Drassen, BSM, MM/HRM, SHRM-CP, SHRM-WI, PHR

Human Resources Sherpa®

Ask Linda HR Consulting Services, Inc.

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Location: Texas | **Service Reach:** Nationwide (Virtual & On-Site)