

Services – E. Davis Consulting, LLC:
Making Your Company's Road a Little Easier

- ▲ **Unemployment Compensation Claims & Tax Representation** – Giving you strategies and representing you with inside knowledge against employee claims. UC contribution tax analysis with methods to relieve your tax burden. Representation of UC contribution tax appeals where needed. Day-to-day management of claims.
- ▲ **Customized Strategic Employee Handbooks** (In whole, or specific policies including – Disciplinary, Sexual Harassment, Affirmative Action Plans, OSHA policies, and more.) Customized for your business safety and policy requirements.
- ▲ **Compliance** – Federal & State Compliance, independent contractor versus employee tests, and general HR management. Drug testing requirements.
- ▲ **Compensation & Benefits structures** – Median salaries for specific classifications & salary comparisons, job descriptions, performance evaluations, etc.
- ▲ **HR Management & Documents** – **on-call** HR Management to help you get through day-to-day employee issues – whether it is the right time to discipline or terminate an employee, improving employee retention and morale, hiring and background checks, HR documents (Non-compete, Non-compliance, Independent Contractor, Performance Evaluations, etc. & customized Employee Agreements) and **Federal & State Compliance** (FLSA, FMLA, ADA, EEOC, COBRA, ERISA, etc.)
- ▲ **FMLA tracking system.**
- ▲ **Union strategies and negotiations**

And More!

*Calls for HR Management under 15 minutes are free.
Yearly UC Tax Contribution Rate analysis is free.
Discounted rate for members of CPNG.*

Elaine M. Davis
E. Davis Consulting, LLC

E. Davis Consulting, LLC specializes in strategic Human Resource Management and in unemployment compensation tax consultation/representation with the “inside view” of the unemployment system. E. Davis Consulting, LLC strives to partner with accounting firms and other businesses to educate and serve their clients for mutual benefit.

President Elaine Davis has a background uniquely suited these fields having retired from the Pennsylvania Department of Labor and Industry and for private companies.

At the PA U.C. Board of Review Legal, Ms. Davis wrote thousands of legal opinions determining whether claimants were eligible to collect unemployment, performed research on precedent Court decisions, analyzed U.C. Referee decisions and local office adjudications. Also, Ms. Davis served as Administrative Officer II to the Chief Counsel, as head of HR for 7 Divisions & over 205 employees, including recruitment, EEOC claims, disciplinary union negotiations, labor relations, leave & benefits administration, strategic employee policies, job descriptions and performance reviews, and handling ADA, FMLA, FLSA, overtime and other legal HR issues.

On the private side, Ms. Davis managed HR for Tyco’s The Rochester Corporation in Culpeper, Virginia, and worked as a Paralegal performing research and drafting legal pleadings/motions for divorces, criminal expungements, estates, insurance matters, family law, breach of contract and diverse other areas for a Law Firm and insurance company in the Harrisburg area. In every position, Ms. Davis handled the EEOC claims strategy and unemployment compensation strategy.

In 2002, Ms. Davis received her B.S. degree, *magna cum laude*, from Penn State University in Public Policy, with a GPA of 3.95, after 10 years attending classes in the evening while working full-time.

Published Works - Article: [Pennsylvania Borough News](#), *PA Supreme Court Strikes Down Adverse Ruling Against Employer’s Use of Non-Lawyers in UC Proceedings*; June, 2007, p. 36