

Special Announcement Job Analysis Workshop

The Southern Nevada Compensation & Benefits Association
is proud to present
a special workshop event on Job Analysis.

A job analysis process done well will have a positive impact on the bottom line. Conversely, a poor process will result in poor hiring decisions, wasted resources and increased expenditures.

Join us for this special one-day-only event. In just a few hours, you'll learn the essentials of this important HR process and leave with the tools you need to conduct an effective job analysis.

Space is limited! Reserve your seat today.

Date:	Wednesday, Feb 17
Time:	8 am -10:30am
Place:	Lawry's The Prime Rib - 4043 Howard Hughes Parkway Continental breakfast will be served.
Presenter:	Mary Beth Hartleb – PRISM HR Consulting
Cost:	\$35
RSVP:	email to events@sncba.org
Note:	Cash/ check only; payments will be collected at the door.

About the Workshop

Job analysis plays an important role in any organization. It is a necessary process which defines the knowledge, skills and abilities necessary to operate a successful business. Job analysis impacts the recruiting and selection process, policy development, training and development initiatives, promotions and lateral moves.

In this hands-on workshop we will discuss:

- the importance of job analysis,
- the different methods and appropriate uses of each,
- the linkage between job analysis and other areas of the organization,
- legal considerations,
- managing both the process and politics,

We'll also conduct a job analysis project to apply these concepts in consideration of real world challenges.

About our Association

Southern Nevada Compensation & Benefits Association is proud to be a WorldatWork local network partner representing more than 70 employers in Southern Nevada within the gaming, utilities, government, manufacturing, and healthcare sectors. We strive to be your leading source of information on the latest trends, your one stop networking destination and your source for WorldatWork certification courses.

About our Presenter – Mary Beth Hartleb



Mary Beth's career spans twenty years in the human resources field working for Fortune 500 companies while developing human resource departments for smaller, entrepreneurial ventures.

She founded her company, PRISM Human Resource Consulting & Insurance Services, LLC in 2003. She works in the areas of insurance brokering in life, health, property and casualty insurance, recruiting and staffing, training, compensation, benefits design and administration, policy and procedure development, mergers and acquisitions, employee and labor relations. She is experienced in various industries including gaming, restaurant, telecommunications, broadcasting, and non-profit organizations.



Mary Beth adjuncts at UNLV, University of Phoenix and Regis University and previously taught at the University of Southern Nevada. In 2010, she assumes responsibility as State Council Director for the Society of Human Resource Management focusing on issues important to Nevada businesses during a key election year for the State. She currently serves on the Legislative Committee for the Henderson Chamber of Commerce. She served in a voluntary role as President of the Southern Nevada Human Resource Association. In 2007, she was awarded the Woman In Business Champion award by the United States Small Business Administration. In 2007, NAWBO recognized Mary Beth as a nominee for the Women of Distinction Awards.

Mary Beth holds a juris doctorate degree from the William S. Boyd School of Law, a master's degree in Human Resource Management and a bachelor's degree in Marketing and Business Administration. Her credentials include the Senior Human Resource Professional (SPHR-CA) designation from the Society for Human Resource Management.

She is a contributing writer to **Gaming & Leisure Magazine** and has authored several articles on human resource topics. She co-authored the best selling book **Discover Your Inner Strength** along with leading industry experts Stephen Covey and Ken Blanchard. She also authored and self published the **Las Vegas Employment Guide**. She previously hosted the radio program **Job Talk** with KLAV in Southern Nevada and has made guest appearances on **IN BUSINESS**. She is frequently quoted as a subject matter expert in business publications. A regular speaker at international conferences and a member of International Speakers Network, Mary Beth has addressed audiences on various HR topics.