



VENTURA COUNTY, CA • 34°16'N 119°14'W

California Fractional HR

COMPLIANCE-FIRST • STATEWIDE

The CHRO Retainer — *Build Systems*

*Senior, compliance-first HR leadership for companies of 20 to 100 employees
— the judgment of a Chief HR Officer, without the full-time hire.*



THE CHRO RETAINER – BUILD SYSTEMS

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The retainer that builds the systems your managers run and grows the managers who run them — the offer, the people side, the frameworks, and where it sits on the course. Four pages, in order.

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CHRO describes the service level, not a position; no CFHR personnel holds any client title, officer role, or employment authority.

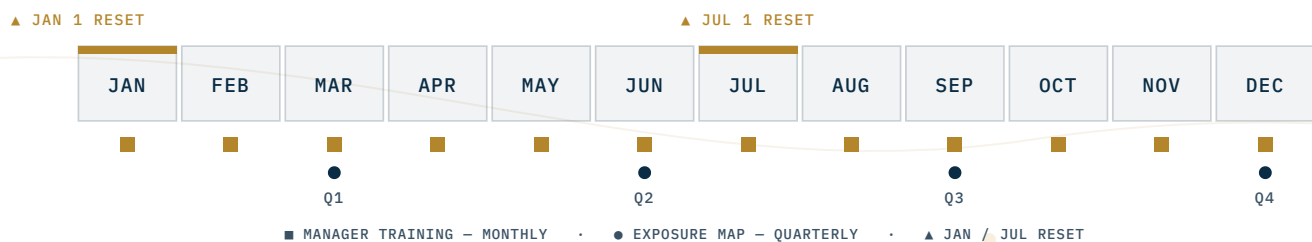


Your managers grow into the job— *the systems carry the routine.*

Everyday HR — hiring, onboarding, reviews, leaves, and the hard conversations — plus the systems and training that let your managers move without waiting on you.

— THE MONTHLY RHYTHM • TWELVE SESSIONS, FOUR REFRESHES, TWO RESETS

A manager training session every month — the calendar kept current underneath



Each month your managers get a training session, with coaching between sessions on the situations in front of them. Underneath, the calendar stays current, law changes are monitored, and exempt salaries are flagged for review each December, ahead of the January reset.

The CHRO Retainer

from \$3,500/mo retainer

20 executive hours a month of CHRO-level work: training your managers, coaching them, and building the systems they run. Three months committed, then month-to-month on 30 days' notice.

VENTURA • SANTA BARBARA • STATEWIDE VIRTUAL

WHAT IT DELIVERS

- A manager training session each month — and coaching for your managers between sessions
- The playbooks and systems, built with you — hiring, onboarding, 1:1s, reviews, leaves
- One working session with leadership each month — and advice as issues arise
- Calendar upkeep and law changes monitored; a quarterly Exposure Map refresh with written status

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Grow your managers.

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The systems they run, *and the managers who run them.*

The audit mapped your exposure, and closing it worked down the findings. Build Systems turns to your people: the systems your managers run every day, and their growth as managers.

WHY MANAGERS SET THE SPEED

In a company of 20 to 100, most HR questions start with a manager and end on the owner's desk. That is where decisions stall. The fix has two sides: systems clear enough that the routine has an answer, and managers trained to use them and to hold the hard conversation well. We build the systems and train and coach the managers; you and your managers make the calls.

SYSTEMS

THE ROUTINE, WRITTEN DOWN • BUILT WITH YOU

HIRING	One repeatable path from opening to first day — the offer, the onboarding steps, and who owns each one.
REVIEWS	Regular 1:1s and a review cycle your managers can actually keep — a simple form, a schedule, notes written as they go.
LEAVES	A clear first step when an employee raises a leave or medical need — who hears it, and that it comes to you right away.
CANDOR	A shared way to prepare, hold, and document the hard conversation, so it happens early, not after months of avoiding it.

MANAGERS

TRAINED MONTHLY • COACHED BETWEEN SESSIONS

TRAINING	One session each month, built around what your managers are facing — feedback, 1:1s, reviews, the hard conversation.
COACHING	Coaching for your managers as live situations come up — how to prepare, what to say, and what to write down after.
PLAYBOOKS	Teachable models they keep using — Team Building for cohesion, GROW for coaching, Situation-Behavior-Impact for documentation.
TRIGGERS	The lines that bring a matter to you, with CHRO advice — including harassment, leave or medical, safety, and before any termination.

UNDERNEATH IT ALL

← SEE PAGE 3

The standing watch.

California resets wages and thresholds each January 1; many cities adjust their own rates, some on January 1, many on July 1. We keep the Compliance Calendar current, monitor law changes, and refresh the Exposure Map each quarter. You decide, and your Reasonable Steps File records it.

CHRO describes the service level, not a position; no CFHR personnel holds any client title, officer role, or employment authority. Monthly manager training is leadership development, not the harassment-prevention or workplace-violence training California requires.



SYSTEMS THAT RUN • MANAGERS WHO GROW

What we build, what your managers run — and *how they grow into it.*

A retainer that only activates for emergencies is an expensive hotline. This one builds the systems your managers run day to day, trains and coaches them each month, and keeps your calendar current underneath.

WHAT WE BUILD & TRAIN

01

Training & Coaching

One manager training session each month, and coaching between sessions as live situations come up.

04

1:1s & Reviews

A rhythm your managers can keep: regular 1:1s, a simple review cycle, and notes written as they go.

02

Manager Playbooks

GROW for coaching, SBI for documentation, Team Building for cohesion — and the escalation triggers that bring a matter to you.

05

Compliance Calendar

Rolling twelve months of obligations, each with an owner and a date — kept current as California law changes.

03

Hiring & Onboarding

One repeatable path from opening to first day, each step with an owner, so nothing rests on memory.

06

Exposure Map Refresh

Your Exposure Map refreshed every quarter, with written status — your Reasonable Steps File kept current.

WHAT YOU WALK AWAY WITH

→ Managers Who Grow Into the Job

Trained each month, coached between sessions, working from the same playbooks.

→ Systems That Carry the Routine

Hiring, onboarding, 1:1s, reviews, and leaves — one agreed way, written down.

→ The Monthly Working Session

One session with leadership each month — plus advice as issues arise.

→ Your Reasonable Steps File

Calendar kept current, law changes monitored, written status each quarter.

WITH THE MACHINE RUNNING — TWO WAYS

As your managers grow, the retainer's hours shift — from building the systems to sharpening them, and to advising you on the harder calls and what you build next.

OPTION A

Steady state

The retainer keeps the systems tuned and the managers growing — monthly training, coaching, the leadership session, the calendar, the quarterly refresh.

CHRO RETAINER • FROM \$3,500/MO • 20 HRS/MO

OPTION B • CUSTOM PROJECTS

Reach your destination

Whatever your destination — growth, a second location, succession, or a sale — CHRO-level guidance on org design, people strategy, and leadership, so you arrive with a company worth what you've built.

CHRO PROJECT • FIXED FEE • SCOPED UP FRONT

THE HANDOFF

WHERE THE WORK GOES

TODAY	RUNNING
ROUTINE Qs YOUR DESK →	THE MANAGERS
RECURRING YOUR DESK →	THE CALENDAR
RISK EVENTS YOUR DESK →	YOU, WITH THE CHRO

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CFHR does not conduct workplace investigations.

→ *managers who grow — systems that run — a file kept current.*



A standing presence, *not an emergency hotline.*

Four cards, one course — get your bearings, correct your course, increase your speed, reach your destination. The thread through all four is your Reasonable Steps File: opened, completed, kept current, made buyer-ready.

CLEARING THE HAZARDS

01 **ASSESS**

Get your bearings

Opening the Audit · Opens your file

02 **REPAIR**

Correct your course

Closing the Audit · Completes your file

OPEN WATER

03 **RUN**

Increase your speed

Build Systems · Keeps your file current

04 **ARRIVE**

Reach your destination

Custom Projects · Makes your file buyer-ready

CARD 03 — RUN — IS BUILD SYSTEMS

WHAT YOU'RE ACTUALLY BUYING

Clear processes and trained managers mean decisions stop stalling on your desk. It's the difference between every HR question being a fresh fire and routine HR running on rails your own team operates.

- **Your managers stop guessing.**

Monthly training, coaching between sessions, and clear escalation triggers.

- **The routine stops waiting on you.**

Hiring, onboarding, 1:1s, reviews, and leaves on systems your team runs.

- **The calendar remembers so you don't.**

Your obligations dated and kept current, with an Exposure Map refresh each quarter.

INCREASE YOUR SPEED

Grow the managers you already have.

You didn't start the company to referee HR questions. With systems in place and managers trained and coached each month, your managers move without waiting on you, and your Reasonable Steps File stays current while you run the business.

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