

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

HUMAN RESOURCES MANAGER (Personnel Manager)

DOT: 166.117-018 / O*NET-SOC: 11-3040.00 SVP 8

Job Description: Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. *Physical Demands* - Sedentary with light lifting, carrying or moving (up to 20 lbs); *General Educational Development* - R5 M5 L5; *Aptitudes* - Above average General Learning Ability, Verbal, Numerical; Average Spatial, Form Perception, Clerical Perception.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate a thorough understanding of the basic policies and practices involved in personnel/human resource functions, including recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiation strategies; and personnel information systems. (R, IN, S)
2. Can demonstrate a thorough understanding of the basic principles and processes involved in business and organizational planning, coordination, and execution. (R, IN, S)
3. Can demonstrate a thorough understanding of the basic principles of human behavior and performance. (R, IN, S)
4. Can demonstrate a thorough understanding of federal and state regulations concerning employment. (R, IN, S)
5. Can demonstrate a thorough understanding of company specific policies and procedures and ensure that they are followed. (R, IN, I, S)
6. Can demonstrate knowledge of counseling and disciplinary techniques/procedures, appropriate to the needs of the organization. (R, IN, I, S)
7. Can demonstrate ability to appropriately recruit, interview, select, hire and promote persons for the organization. (R, IN, I, S, T)
8. Can demonstrate ability to negotiate labor agreements, interpret union contracts, investigate employee grievances, and resolve labor disputes. (R, IN, I, S)
9. Can demonstrate ability to effectively plan and conduct new employee orientation to foster positive attitude toward organizational objectives. (R, IN, I, S)
10. Can demonstrate ability to effectively plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations. (R, IN, I, S)
11. Can demonstrate ability to formulate policies and procedures for recruitment, testing, placement, classification, benefits, and labor and industrial relations. (R, IN, S)
12. Can demonstrate ability to develop and maintain fair employee/management policies in regard to earnings, hours, seniority, retirement and benefits, working conditions, job classifications and hiring and dismissal. (R, IN, S, T)
13. Can demonstrate ability to direct preparation and distribution of written and verbal information to inform employees of health, safety and security issues, and benefits, compensation, and personnel policies. (R, IN, S)
14. Can demonstrate understanding of and ability to administer affirmative action or equal employment opportunity (EEO) guidelines. (R, IN, I, S)
15. Can demonstrate ability to prepare directives advising department managers of organization policy in personnel matters such as equal employment opportunity, sexual harassment, and

discrimination. (R, IN, S, T)

16. **Can demonstrate ability to conduct exit interviews to identify reasons for employee terminations and to prepare appropriate separation notices. (R, IN, I, S)**
17. **Can demonstrate ability to maintain records of insurance coverage, pension plans, and personnel transactions, such as hires, promotions, transfers, and terminations. (R, IN, S, T)**
18. **Can demonstrate proper techniques used to compile and analyze statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism, and turnover rates. (R, IN, S, T)**
19. **Can demonstrate ability to determine causes of personnel problems based upon analysis and develop methods to improve organization's employment policies, processes, and practices. (R, I, IN, S)**
20. **Can demonstrate ability to deliver presentations and reports to corporate officers or other management regarding human resource management policies and practices and recommendations for change. (R, IN, I, S)**
21. **Can demonstrate proper procedure used for investigating industrial accidents and can prepare accurate/timely reports for insurance carrier. (R, IN, I, S, T)**
22. **Can demonstrate ability to keep records of hired employee characteristics for governmental reporting purposes. (R, IN, S, T)**
23. **Can demonstrate ability to prepare accurate budget for personnel operations. (R, IN, S, T)**
24. **Can demonstrate ability to conduct wage surveys within labor market to determine competitive wage and salary scales. (R, IN, I, S, T)**
25. **Can demonstrate ability to prepare personnel forecasts to project employment needs. (R, IN, S, T)**
26. **Can demonstrate ability to plan and provide staff training and development programs. (R, IN, I, S).**
27. **Can demonstrate proper procedure used for contracting with vendors to provide employee services, such as canteen, transportation, or relocation service. (R, IN, I, S)**
28. **Can demonstrate ability to effectively communicate with persons outside the organization, representing the organization to customers, the public, government, and other external sources. (R, IN, I, S)**
29. **Can demonstrate the ability to effectively represent the organization at personnel-related hearings and investigations. (IN, I, S)**
30. **Can demonstrate basic computer skills. (R, IN, S, T)**
31. **Can demonstrate ability to work under stress to meet schedule deadlines. (R, I)**