

Personnel Manager/Director - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Thoroughly understands the role and function of the Personnel Manager/Director in a contemporary business environment
- Provides advisory services to internal customers (managers and supervisors) regarding all human resource matters
- Knows, understands and can implement personnel audits to ensure conformance to predetermined human resource standards
- Knows how the organization operates, its culture, philosophy towards employees, and how to assist others to attain corporate objectives

QUALITY OF WORK:

- Ensures absolute accuracy in all personnel functions - recording, verifying, notating, filing, compliance with regulatory and legislative requirements
- Maintains absolute confidentiality in all personnel matters; no exceptions
- Ensures all requirements are performed in a timely manner (i.e. compliance reports, notifications of benefit changes (i.e., performance appraisal, Cobra, etc.)
- Provides a human resource function of the highest level of integrity; no exceptions, no favourites, no discriminatory practices or procedures

COOPERATION/RELATIONSHIPS:

- Works as a team player with all Divisions and Departments
- Carefully avoids being cast into the role of cop; provides advisory and support services to management
- Relates well with all staff regardless of rank or position
- Maintains absolute independence and high integrity
- Effectively directs personnel to properly resolve personal or work related issues

PROBLEM ANALYSIS:

- Maintains tracking system to provide management with statistical records of problem areas
- Suggests alternatives to resolve actual/potential personnel problems
- Provides an independent voice to management to assist in processing policy decisions aimed at preventing/correcting personnel problems