**Career Sheet: Understanding the Skills used in a Career of My Choice**

**Career Zone:** Business Management, Marketing and Technology

**Career:** Human Resources Manager

Description: Plan, direct, or coordinate human resources activities and staff of an organization.

**Task Examples:**

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Represent organization at personnel-related hearings and investigations.
- Negotiate bargaining agreements and help interpret labor contracts.
- Identify staff vacancies and recruit, interview, and select applicants.


**Technology Skills Examples:**

- **Human resources software** — ADP Workforce Now ; Human resource management software HRMS; interactive Personnel Electronic Records Management System iPERMS; Oracle Taleo
- **Database user interface and query software** — Automation Centre Personnel Tracker;

**Software Application Example:**

ADP Workforce Now manages labor costs, boost productivity, and simplify compliance by automating timekeeping, attendance tracking, and scheduling. Fast and convenient online and mobile access improves visibility, saves time, makes it easier to manage coverage, expedites approvals, and improves timecard and payroll accuracy.

**Features:**

- Discover trends and patterns in hours worked, absences, overtime against product rates.
- Predict hours worked, absences, overtime against product rates.
- Compare your performance against other companies
- Overtime calculations for payroll and production costs