Business, Management and Administration

Pathway: Human Resources

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
BAPC01.01	Compensation and Benefits Administration	#8: Compensation and Benefits Administration	Manage an organization's benefits program to service employees with options and benefits.	Communicate employee benefits options to employees in given company.	Explain employee benefits.
					Create/maintain employee benefits communication pieces.
					Disseminate written communications (e.g. newsletters, pamphlets).
					Inform employees of updated benefit information.
					Conduct information/training sessions regarding benefits.
				Conduct a review and update employee benefits program for a given company.	Research benefit providers and options.
					Conduct employee needs analysis.
					Determine feasibility of benefit options.
					Ensure benefit programs contribute to organization's total compensations plans and goals.
				Maintain employee benefit records for employees in a given company.	Record employee information.
					Verify employee benefit documents for accuracy.
					Provide security for and confidentiality of employee records.
BAPC01.02	Compensation and Benefits Administration	#8: Compensation and Benefits Administration	Coordinate and administer a wage and salary program for the company.	Develop a competitive direct and indirect pay/compensation plan for the company.	Analyze prevailing wage rates.
					Evaluate the cost effectiveness for the organization.
					Develop salary schedules (e.g. ranking jobs).
					Conduct wage/salary surveys.
					Assist in planning for wage increases.
					Evaluate pay structure and ensure fit with organization's strategic objectives and total compensation plans.
				Maintain employee time and wage records for the company.	Verify time and wage documents.
					Create a payroll schedule.
					Ensure timely payroll distribution.
					Follow applicable federal, state and local laws.
				Verify that applicable files fulfill regulations in order to represent the employer at unemployment compensation hearings.	Research unemployment compensation regulations.
					Compare and contrast current case to the applicable regulations.
					Develop materials to present during hearing.

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BAPC02.01	Training and Development	#7: Training and Development	Plan, develop and conduct training programs for a company.	Prepare and facilitate an orientation program for new employees.	Locate and organize materials for orientation program.
					Inform employees of benefits, compensation and personnel policies.
					Ensure completion of appropriate personnel forms.
				Prepare on-going training and development activities for employees.	Assess current and future training needs.
					Evaluate past training activities for effectiveness.
					Communicate training opportunities to employees.
					Develop a training budget and obtain approval.
				Implement training and development activities for employees.	Evaluate training materials and methods for instruction.
					Select instructors to conduct training.
					Schedule classes for training.
					Maintain training records.
					Maintain up-to-date contact information on trainers.
BAPC02.02	Training and Development	#7: Training and Development	Identify, develop and plan training materials to use in training and developing employees in a company.	Organize and maintain a library of training materials for the company.	Research and evaluate available resources.
					Select and purchase training materials.
					Develop and implement procedures for employee use of materials.
				Develop training procedures and guides to assist employees in doing their jobs.	Confer with managers to determine training needs.
					Ensure training department is in compliance with all federal, state and local laws.
					Maintain positive attitude with all employees, contacts and customers.

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BAPC03.01	Recruitment, Retention and Termination of Employees	#9: Human Resources Management	Develop recruitment plan to obtain qualified employees.	Determine recruitment needs and objectives to obtain qualified employees.	Analyze current staff and work flow.
					Relate organization's goals to employees needed.
					Assess current employees and external workers available for employment.
				Publicize job openings to obtain qualified employees.	Identify target of recruitment efforts.
					Determine appropriate media to use to announce openings.
					Prepare materials for internal and external announcement of openings.
					Ensure compliance will all federal, state and local laws (e.g. EEO, Affirmative Action, Americans with Disabilities).
BAPC03.02	Recruitment, Retention and Termination of Employees	#9: Human Resources Management	Analyze company assessment of personnel needs to select qualified employees for current openings.	Establish criteria for determining most qualified candidates for specific personnel need.	Maintain current job descriptions and requirements.
					Select pre-employment tests and screenings.
					Develop application and interview processes and documents.
					Follow federal, state and local employment laws.
				Select applicants that match specific personnel needs in a company.	Review and evaluate applicant qualifications.
					Notify candidates of status.
					Arrange interview details.
					Rank candidates to determine hiring preference.
BAPC03.03	Recruitment, Retention and Termination of Employees	#9: Human Resources Management	Develop separation, termination and transition procedures for processing employee personnel actions.	Use compliance-proven information to make termination and transition decisions that meet company goals.	Establish criteria.
					Ensure compliance with federal, state and local laws.
					Document communications with employees.
					Conduct exit interview with employee.
				Develop programs to assist in meeting needs of separated and transitional employees.	Determine employee needs.
					Research materials and methods available.
					Communicate programs available.

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Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
BAPC03.04	Recruitment, Retention and Termination of Employees	#9: Human Resources Management	Identify key elements to develop and implement a performance appraisal system.	Determine elements of an evaluation system for a given company.	Identify what knowledge, skills and behaviors will be evaluated.
					Identify who will conduct the evaluation.
					Develop an evaluation instrument.
					Analyze evaluation process based on federal, state and local laws.
				Implement an employee appraisal system for a company.	Determine evaluation timeline.
					Communicate evaluation methods/procedures to employees.
					Conduct employee appraisal interviews.
				Create a system to maintain employee appraisal records for a company.	Complete employee appraisal records and documentation.
					Ensure confidentiality of records.
					Establish criteria for file reviews by employees.
BAPC04.01	Personnel Policies and Procedures	#6: Principles of Management	Organize and maintain an organization's personnel policies and procedures documents to assure consistency.	Develop and/or revise policies and procedures to maintain company personnel policies.	Review current policies and procedures.
					Identify areas where policies and procedures must be added or revised.
					Develop and maintain company policies and procedures (e.g. grievance, appeals and progressive disciplinary procedures).
				Participate in strategic planning to support company's mission.	Gather and interpret internal operations information.
					Gather and interpret general business and industry practices information.
					Work with executives to ensure support for organization's policies and practices.
					Provide information for budget processes in human functional areas.

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BAPC04.02	Personnel Policies and Procedures	#6: Principles of Management	Establish and implement programs, practices and procedures to protect workers and the workplace.	Read regulations to promote compliance with applicable health and safety laws and regulations.	Maintain knowledge of federal, state and local laws and regulations.
					Establish policies and programs that promote health and safety.
					Work with supervisors and managers to enforce safety programs.
					Educate employees about health and safety.
					Monitor worker's compensation claims and costs.
				Provide resources for the organization to protect employees and the workplace.	Develop emergency response plans.
					Work with management to plan and acquire safety equipment.
					Represent the organization when appropriate in work with federal, state and local regulatory agencies.
					Ensure appropriate documentation of workplace incidents.
BAPC04.03	Personnel Policies and Procedures	#6: Principles of Management	Formulate human resources objectives, practices and policies to contribute to organizational effectiveness.	Participate in strategic planning process and implementation to manage business operations.	Gather and interpret internal operations information.
					Gather and interpret general business and industry practices information.
					Establish strategic relationships within and outside the organization.
					Provide information for budget processes in human resources functional areas.
				Communicate and monitor legal and regulatory processes to ensure compliance to manage business operations.	Monitor the legislative environment.
					Provide guidance to organization's management on legal issues related to employment and employee relations.
					Cultivate leadership and ethical values within the organization.

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BAPC05.01	Labor Relations	#10: Labor Relations	Recognize the importance of union-management relationships and contracts to ensure business continuity.	Analyze contracts and company's position to assist management in labor contract negotiations.	Analyze current contract.
					Compile information on proposed contract.
					Communicate management's position.
					Arrange and schedule meetings between parties.
					Prepare and present contract cases.
				Monitor implementation of contract for compliance.	Analyze hours, wages and working conditions.
					Complete statistical reports on findings.
					Schedule and meet with union representatives.
					Resolve grievances and problems.

Additional Recommended
CTE/Degree Major Courses:

#3: Business Communications

#4: Business Finance

#5: Business Law

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