

# Functions of Personnel Management

## Managerial Functions

1. Planning
2. Organizing
3. Directing
4. Controlling

## Operative Functions

### Procurement

1. Job Analysis
2. Human Resource Planning
3. Recruitment
4. Selection
5. Placement
6. Induction
7. Transfer
8. Promotion
9. Separation

### Development

1. Performance Appraisal
2. Training
3. Executive Development
4. Career Planning and Development

### Compensation

1. Job Evaluation
2. Wage and Salary Administration
3. Bonus and Incentives
4. Payroll

### Integration

1. Motivation
2. Job Satisfaction
3. Grievance Redressal
4. Collective Bargaining
5. Conflict Management
6. Participation of Employees
7. Discipline

### Maintenance

1. Health
2. Safety
3. Social Security
4. Welfare Schemes
5. Human Resource Records
6. Human Resource Research
7. Human Resource Audit

# Personnel Management Functions And Issues

**Jared J. Llorens, Heather Getha-Taylor**



## **Personnel Management Functions And Issues:**

Personnel Management William H. Holley, Kenneth M. Jennings, 1983      The Personnel Management Function United States Civil Service Commission. Library, 1968      Personnel Management Function United States Civil Service Commission. Library, 1974      *Public Personnel Management* Donald E. Klingner, Jared J. Llorens, John Nalbandian, 2015-07-17

Distinguished by its coherent values perspective Public Personnel Management focuses on the conflicts political processes and management techniques that provide the context for personnel administration in the public sector Organized around the four principal personnel functions that must be fulfilled in any complex organization this book provides a comprehensive exploration of the planning acquisition development and sanctions within public personnel management      Personnel Management Problems, Hearings Before the Subcommittee on Post Office and Postal Operations Of...84-2, Nov. 13 and Nov. 16, 1957 United States. Congress. House. Post Office and Civil Service, 1957      *Public Personnel Management* Jared J. Llorens, Heather Getha-Taylor, 2025-10-20 Effective public personnel management also known as human resource management HRM or human capital management is essential for successful government Now in a thoroughly revised 8th edition Public Personnel Management Contexts and Strategies focuses on the critical issues and common processes in the management of public sector personnel In keeping with prior editions the text centers on the essential elements of public human resource management strategic workforce planning effective recruitment and retention workforce development and employee relations Designed to further address the ways in which expectations for human resource managers have changed and developed over the last few years this 8th edition includes several new features and improvements All new substantially restructured and updated case studies and applied work assignments Examination and discussions of the impact and promise of artificial intelligence adoption on all aspects of the human resource management process Careful exploration of the evolving characterizations of diversity equity and inclusion in public workforces and the impact that the COVID 19 pandemic has had on employee working conditions and expectations A fully updated online Instructor s Manual PowerPoint slides discussion questions and suggestions for further reading to make it easier to assign and use this classic text in the classroom Providing the most up to date and thorough overview of the history and practice of public human resource management Public Personnel Management 8th Edition reflects the need to navigate change while preserving enduring values to effectively manage the public service workforce It serves as an ideal textbook for undergraduate and graduate introductory courses in public personnel management public human resource management and nonprofit personnel management

Working In Hotels and Catering Roy C Wood, 2024-02-02 First Published in 1992 The hotel and catering industry is one of the most heterogeneous of industries consisting as it does of businesses ranging from the most humble cafe to the largest luxury hotel Strong images of the glamorous nature of the work are often conjured up by the popular media and sit alongside the lures of an industry in which it is theoretically possible to rise to the top from the very lowest levels This book provides

an insight into the circumstances under which hotel and catering services are provided in reality It is the first text to provide an overview of existing research in the industry and Wood s account is both wide ranging and accessible He highlights many previously overlooked aspects of the industry including such characteristics as low wages high labour turnover lack of unionisation and heavy handed management which are identified and explored in such a way as to illuminate current practice

**Problems in Personnel Management** Daniel Bloomfield,1923 Recapturing Confidence in Government--public Personnel Management Reform ,1979 **Personnel Management** William H. Holley,Kenneth M. Jennings,1983-01-01

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The Personnel Function in Educational Administration William B. Castetter,1992 **Human Resource Management** Lloyd L. Byars,Leslie W. Rue,2000 This work emphasizes the practical aspects of human resource management HRM through examples placed throughout the text It features new or expanded coverage of the impact of current HRM issues HRM in Action boxes include special topics and company examples New Trends in Personnel Management A. D. Yahaya,Caleb I. Akinyele,1992 **Public Personnel Administration** Steven W. Hays,Richard C. Kearney,2003 Table of Contents Preface Sect 1 The Setting 1 1 The Political Context of Public Personnel Administration 3 2 Competing Perspectives on Public Personnel Administration Patronage Civil Service and Privatization 16 3 What Every Public Personnel Manager Should Know About the Constitution 29 4 Personnel Management in the Local Government Setting 46 5 The American Federal Bureaucracy A Retrospective Look at Reinvention and Reform 62 6 Deregulating the Public Personnel Function 75 Sect 2 The Techniques 91 7 Strategic Human Resource Management 93 8 Issues Challenges and Changes in Recruitment and Selection 106 9 Why Public Managers Hate Position Classification 126 10 Compensation Merit Pay and Motivation 143 11 The Trials and Tribulations of Performance Appraisal Problems and Prospects on Entering the Twenty First Century 154 12 Public Employee Benefits and the Changing Nature of the Workforce 167 Sect 3 The Issues 181 13 Productivity and Privatization The Human Resource Management Connection 183 14 Privatizing Personnel Outsourcing Public Sector Functions 196 15 Equal Employment Opportunity and Affirmative Action in the Public Sector 209 16 Sexual Harassment in the Workplace 225 17 Working Together Meeting the Challenge of Workplace Diversity 238 18 The Difference That Gender Makes 256 19 Disabled or Not Disabled How Does the Americans With Disabilities Act Affect Employment Policies 271 20 Supplementing Common Myths With Uncommon Management The Effective Involvement of Volunteers in Delivering Public Services 287 21

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