Oregon CTE

Business Management and Administration: Human Resources Management Focus Area Knowledge and Skill Statements with Suggested Performance Indicators

Demonstrate an understanding of the role of human resources in business operations FA-BMA-HRM01

- **A** Describe how human resource activities and policies relate to operational and strategic planning FA-BMA-HRM01.A
- **B** Describe the cost and value of employee retention and negative impact of high turnover FA-BMA-HRM01.B
- **C** Explain the purpose of employee performance reviews FA-BMA-HRM01.C
- **D** Explain why setting and articulating clear expectations with consistent follow up leads to performance and goal attainment FA-BMA-HRM01.D
- **E** Identify cultural elements that promote strong and cohesive work teams throughout an organization and what might occur if cultural elements are not considered FA-BMA-HRM01.E
- **F** Explain why and when lay-offs, furloughs, firing, and severance are appropriate actions FA-BMA-HRM01.F

Describe laws and regulations affecting human resource operations FA-BMA-HRM02

- **A** Describe how human resources laws and regulations are used to ensure equitable treatment of employees and to meet government requirements FA-BMA-HRM02.A
- **B** Explain human resources management's legal responsibility in maintaining labor relations FA-BMA-HRM02.B
- **C** Describe strategies for delivering training on laws and regulations FA-BMA-HRM02.C

Demonstrate knowledge of information for human resources

- **A** Demonstrate the capacity to communicate with staff to clarify workplace expectations and benefits FA-BMA-HRM03.A

management decision making FA-BMA-HRM03	B	Maintain confidentiality in dealing with personnel FA-BMA-HRM03.B
	C	Manage internal and external business relationships to influence organizational decision making FA-BMA-HRM03.C
Demonstrate ability to motivate and supervise personnel to achieve completion of projects and business goals FA-BMA-HRM04	A	Identify benefits of continuous learning and/or professional development and provide opportunities for employees to participate FA-BMA-HRM04.A
	B	Model behaviors and actions to effectively motivate and lead people to effect change FA-BMA-HRM04.B
	C	Model behaviors and actions to effectively motivate and promote the use of teamwork in the workplace FA-BMA-HRM04.C
	D	Exhibit the ability to be flexible and allow for the adaptations in work that teamtasking requires FA-BMA-HRM04.D
Demonstrate ability to plan, monitor and manage the use of financial and human resources to ensure a business's financial wellbeing FA-BMA-HRM05	A	Describe how to manage financial resources to maintain and evaluate human resources expenses FA-BMA-HRM05.A
	B	Describe how to manage technology to effectively utilize financial resources FA-BMA-HRM05.B
	C	Identify and explain how technology can be used for recruitment, hiring, and training human resources FA-BMA-HRM05.C
Demonstrate ability to plan, staff, lead, and organize human resources to enhance productivity and satisfaction FA-BMA-HRM06	A	Describe the steps in making termination and transition decisions that meet company goals FA-BMA-HRM06.A
	B	Identify programs to assist in meeting needs of separated and transitional employees FA-BMA-HRM06.B
	C	Describe the nature and scope of human resource management models FA-BMA-HRM06.C
	D	Describe human resources development activities (e.g., continuous learning, professional development) FA-BMA-HRM06.D
	E	Explain strategies for resolving staff issues/problems to enhance productivity and improve employee relationships FA-BMA-HRM06.E
Demonstrate ability to plan, monitor and manage day-to-day business activities to foster a healthy and safe work environment FA-BMA-HRM07	A	Explain human resources health and safety issues FA-BMA-HRM07.A
	B	Describe how to troubleshoot health and safety problems to foster a safe work environment FA-BMA-HRM07.B
	C	Develop and analyze human resources safety and security programs, practices, and services FA-BMA-HRM07.C

Demonstrate ability to plan, organize and implement compensation, benefits, health, and safety programs FA-BMA-HRM08

A **Describe strategic planning processes to guide human resources management decision making** FA-BMA-HRM08.A

B **Identify employee benefit options to attract and keep qualified employees (e.g., benefit and retirement plans, employee wellness/fitness plans)** FA-BMA-HRM08.B

C **Analyze compensation functions to meet employee expectations and to remain competitive with other employers** FA-BMA-HRM08.C

D **Describe strategies for selecting a compensation system to match management's goals and attract employees** FA-BMA-HRM08.D

E **Describe how to analyze benefit and health and safety plans to maximize employee benefits and protection while minimizing human resources costs** FA-BMA-HRM08.E