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
De of human resources		**emonstrate the capacity to communicate with staff to clarify workplace xpectations and benefits** FA-BMA-HRM03.A

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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 fos[illegible] wo[illegible] BM[illegible]	**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
		Develop and analyze human resources safety and security programs, practices, and services FA-BMA-HRM07.C

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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