



# Human Resources Management

## **3. Human Resources Department**

**Ing. Omar Ameir, Ph.D.**

# Presentation Objectives

- **define the nature of the human resources department**
- **define the area of responsibility of the human resources department**
- **describe the categories of importance of the human resources department**

# Presentation Outline

- 1. The essence of the human resources department**
- 2. Responsibilities of the human resources department**
- 3. The importance of the human resources department**

# 1. The essence of the Human Resources Department

- **Definition of the term "human resources department":**
  - **A specialized workplace whose primary mission is:**
    - to create, organize, and support the company's human resources management system;
    - to care for employees (formally and informally).
  - **This includes both dimensions, namely:**
    - human resources management (HRM);
    - personnel management (clerical, office, and administrative work).

## 2. Responsibility of the Human Resources Department

- **This entails responsibility for activities:**
  - **conceptual (strategies and plans for recruitment, selection, dismissal, forms of employment, relocation, training, career management, remuneration, motivation, etc.)**
    - **at the company level (participation in the creation of a company-wide vision, mission, goals, and strategy);**
    - **at the human resources management level (plans and strategies for PM only);**
  - **assessment and research (when creating strategies for PM, introducing new technologies);**
  - **methodological (guidelines);**

## 2. Responsibility of the Human Resources Department

- **This entails responsibility for the following activities:**
  - consulting (for operational management and rank-and-file employees);
  - regulatory – mainly concerning discipline (employee relations, conflict resolution, communication, conditions for respecting and adhering to corporate culture, performance evaluation, etc.);
  - evaluation and control – mainly concerning work performance (employee evaluation strategies and systems, documentation and archiving of evaluation and control documents);
  - information – contact with external institutions (statistics, reports).

## 2. Responsibility of the Human Resources Department

- **Within the framework of conceptual human resource management, all these activities should be concentrated in a single department.**
- **In many companies, many of the above activities (concepts, strategies, salaries, etc.) are carried out by other departments (senior management, finance department, sales department, etc.). The personnel department is merely a bureaucratic department dealing with human resources.**

# 3. The Importance of the Human Resources Department

- **Significance (status) of the HR department:**
  - **conceptual (company-wide department) versus administrative department;**
  - **centralized versus decentralized;**
  - **vertical versus horizontal;**
  - **it always depends on:**
    - **the size of the company;**
    - **the field of business;**
    - **the degree of dependence on human capital;**
    - **the technological complexity of production;**
- **there is no standard number of HR staff or precise guidelines for the structure of the HR department (the specifics of the company are always important).**



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