

Career Summary Research Paper**Abstract**

Human resource development is an important area in an organization. Human resource managers are mandated with a number of responsibilities and roles that are crucial in the daily management of their organizations. As an area that cuts across a number of disciplines, human resource management continues to attract professional from other areas of management. Managing human resource encompasses several undertakings including: welfare of the staff, planning for work schedules, providing of working equipment, hiring, compensation, performance management, organization development, wellness, safety, benefits, employee motivation, communication, administration, and training. This, therefore, means that human resource managers must be equipped with relevant knowledge and skills for them to be able to deliver on the complex roles that they play in their organizations. Benefits of having a well-managed human resource in a business result in the success of the business in a competitive environment. This paper discusses the specific role of a human resource manager and explains how my experiences and skills can be used in this capacity.

Keywords: human resource development, skills, knowledge, experience

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Introduction

Career development is an important aspect in the life of a person. Most people are normally satisfied with their careers at early stages of their lives; furthermore, some of them take a step to advance their careers. However, looking at the number of people who are going back to school, this trend is changing and a good number of people have shown willingness to advance. With the recent developments in technology, many people are able to completely shift from one career to the other and still perform better. It is, therefore, on this basis that this paper addresses research in the area of Human Resource Development that I intend to enter after working for 24 years in the United States Air Force and for 1 year as a quality control inspector. The paper addresses the development opportunities that are available in this field and how I can use my previous experiences to serve in this interesting field.

Specific Roles and Organizations Human Resource Development

According to Bureau of Labor Statistics, U.S. Department of Labor (2012), Human Resource Development is an area that deals with management of people in organizations. Almost all companies have at least an aspect of people management, because they are the ones who run the companies. Human Resource Management cuts across all departments in an organization. With advances in management, Human Resource Development finds its way in various sub-branches in organizations (Marchington & Wilkinson, 2005). In traditional approach, human resource managers play an important role. They are responsible for mainly two essential tasks of overseeing schemes and policies of the company and recruiting qualified personnel. It is the duty of HR manager to ensure that the people who are hired in the company possess relevant skills and knowledge in order to do their work. Managers also oversee the continuous training activities of the employees to ensure that they have the required skills (Jackson & Schuler,

2003). The recruitment process involves selection and retention of employees to the organizations. Having the right people in strategic departments such as sales and marketing can place a company in a better position to compete with similar organization in delivery of services and products. However, with the advancement in human resource development, many other fields have arisen in the HR which does not necessarily deal with recruitment and management of personnel. For instance, HR development has areas such as assistants, analysts, directors, information clerks, specialists or generalists, information systems specialists, representatives all designated in the human resource department. Therefore, this opens a plethora of opportunities for people with different skills and experiences to venture into the interesting and challenging field of human resource management (Amundson, 2005).

According to Sadler-Smith (2006), human resource managers have a number of roles that they perform in their work. These roles are summarized as below:

- i. They serve as the link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
- ii. They analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- iii. They advise management on company policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- iv. They play a role in the challenging staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- v. Human resource managers are also in charge of planning and conducting orientation to the new employees with a view of fostering positive attitude toward the company's objectives and aims.

- vi. It is also their responsibility to identify vacancies in the company and formulate recruitment, selecting, and interviewing procedures to the applicants after the position is announced.
- vii. Human resource managers participate in planning, directing, supervising, and coordinating work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- viii. They also plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- ix. In cases of legal matters, human resource managers act as representatives of the organization at personnel-related hearings and investigations.
- x. Finally, they recommend and implement motivational procedures to be undertaken by the company and administer on matters of compensation, benefits and performance management systems, and safety and recreation programs

Work Related Activities in Human Resource Development

Human resource managers perform numerous activities, which are related to their roles and duties as outlined above. For instance, they engage supervisors, peers, and subordinates through communication as a way of providing crucial information to them. Communication modes may include making telephone calls, writing emails, letters and memos, or more frequently through face to face in meetings and boardrooms (Amundson, 2005). Occasionally, human resource managers are called upon to resolve conflicts with employees and negotiate on working terms and thus, are directly involved in handling complaints before they turn into conflicts, settling disputes among employees, resolving and negotiating cases of grievances and struggles (Sadler-Smith, 2006). Additionally, they are supposed to establish and maintain good interpersonal relationships at the work place by fostering constructive and cooperative working

environment amongst employees. They are also expected to put in place the necessary mechanisms to ensure that the interpersonal relationship continues into the future. Most of the time they are involved in analyzing and evaluating the outcomes of decisions they made with a view of identifying the best channel to be undertaken by the company, in case of the problem coming up again in the future (Jackson & Schuler, 2003).

Companies operate under certain standards and specifications given by the government, regulatory bodies or the general labor laws. The human resource managers are in charge of evaluating the information on those standards and requirements and therefore, determine whether the company is complying with the requirements as set out by the government or in the labor laws. Their role also includes making judgment on the quality of services and employees in relation to their job descriptions and assessing the value, importance, and quality of the services at the company. This, therefore, means that human resource managers should possess analytical skills to make the assessment and judgment as related to the assets of their companies with the view of ascertaining the quality. They consequently are engaged in quality control of working systems including employees of their company (Sadler-Smith, 2006). Human resource managers should also possess a vital quality of collecting crucial information through observation and receiving of information from relevant sources. Most companies rely on the relevancy of information gathered and it is on this premise that human resource managers should be able to look out for this information. The information gathered should be up to date and be related to the objectives and mission of the company. Another quality of a human resource manager is the ability to develop and build team work in a company. This can be done through encouraging and fostering mutual trust, cooperation, and respect among the employees in the company (Kraines, 2001).

As a matter of fact, based on the strategic position of the company, human resource managers are required to possess a number of skills and experiences. The educational background is supposed to be formal with training in human resource management. According to Bureau of Labor Statistics, U.S. Department of Labor (2012), majority of human resource managers (68%) in the United States who are employed nationally have bachelor's degree. 27% of the 72000 employees working as human resource managers have Master's degree while 5% have associate degrees in human resource management. Working in human resource department requires that one possess a substantial amount of work-related skill, knowledge, or experience for them to be able to deliver effectively in this area. Having worked in the United States Air Force for 24 years and for 1 year as a quality control inspector, my skills and experiences together with training will enable me to work effectively in a human resource department. I am a reliable and thorough in my work. This is a prerequisite in the essential skills that a human resource manager is supposed to possess in order to work effectively in the field.

Opportunities Available For My Strengths and Background in Human Resource Development

In view of the available fields in human resource, numerous opportunities are available for a person with skills and experiences like mine. As a veteran of the United States Air Force and quality control inspector, I can fit well in the position of a human resource manager or human resource analyst in a medium to a large organization. In this capacity, I will use my experience to negotiate and evaluate the information that is relevant to managing employees in the organization. I will also use my experience as a quality control to assess, determine, and judge on the relevant channels that are required in the running of the organization.

Working in the Air Force and also as a quality controller, I gained experiences, which gave me the ability to put in practice my strength of reliability and thoroughness in delivery of

my work. As a human resource manager, I will use my reliability to negotiate with the employees whenever there is a disagreement with the employer and also help in ensuring that they get the best out of their work. I will also want to employ my thoroughness to ensure that whatever motivational rewards the company gives to the employees is reciprocated back to the company through their meticulous delivery of services and dedication to the company. This is important because most human resource departments have found themselves unable to negotiate for more motivational services for the employees since they have not shown improvement even after the company decided to award with incentives at their work. This is partly because most human resource managers do not emphasize the importance of employees delivering on their work inasmuch as they would want their employers to improve on the working conditions and remunerations. This is important especially considering that the human resource manager is the one mandated to ensure that employees not only deliver on their job description but also get improvement on a continuous basis.

Possible Branching Off Areas

The area of human resource has numerous opportunities for people who want to work as professionals. After I enter in the field as a human resource manager, I can decide whether to work as a human resource analyst or as a human resource specialist where I will be giving expert advice to human resource managers and also analyzing the performance of human resource managers in various companies. This is an interesting area because it will give me an opportunity to interact with people from various backgrounds in the management of human resource. I can also opt to offer training and consultancy services to those companies that are seeking to improve their human resource services. Moreover, I can decide to open a consultancy firm where I will be giving expertise advertise to human resource managers of how to solve conflicts in their organizations and ensure that there is good interrelationship between employees through

effective communication. I can also decide to work with regulatory bodies such as NGOs, government agencies, or international labor organizations as an inspector of human resource practices to confirm that policies and standards of human resource management are adhered to by human resource managers.

These are possible areas of choice in future because of my reliability and thoroughness in the delivery of services. Human resource management as a field requires people who are stable in their attitudes towards management of people and those who can multitask in their roles. The experience from the Air Force and also as a quality controller will enable me to fit into any of these possible areas of human resource management and I hope to use my skills and knowledge to give exemplary services in companies and people I intend to work with. Equally important to me will be my current training in the human resource development, which is equipping me with the necessary skills and knowledge and is enabling me to fit well in any environment involving the management of human resource.

As I conclude, my goal in entering the field of human resource development is to use my experiences in the areas that I have worked previously in order to bring professionalism and expertise in the management of people. I will also seek to ensure that the companies that I am going to work for are able to achieve their objectives while meeting the expectations of their employees. Moreover, I intend to form precedence in the field of human resource development where people from completely different line of profession can bring their accumulated skills and experiences in a different area and still deliver on the expectations of their employer and the fellow employees.

