
Company/Organization Information

- **Company Name:** Prevue HR Systems Inc.
- **Company Website:** www.prevueonline.com

Job Information

- **Job Title:** Human Resources Manager
- **City:** Richmond
- **Country:** Canada
- **State/Province:** British Columbia
- **Zip/Postal Code:** V6X 2W9

Tasks

- Negotiate bargaining agreements and help interpret labor contracts.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Investigate and report on industrial accidents for insurance carriers.
- Prepare and follow budgets for personnel operations.

Work Activities

- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Resolving Conflicts and Negotiating with Others** - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Judging the Qualities of Things, Services, or People** - Assessing the value, importance, or quality of things or people.

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- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
 - Developing and Building Teams - Encouraging and building mutual trust, respect, and cooperation among team members.
 - Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
 - Staffing Organizational Units - Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
 - Provide Consultation and Advice to Others - Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
 - Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
 - Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
 - Coaching and Developing Others - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
 - Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

Skills

- Service Orientation - Actively looking for ways to help people.
- Coordination - Adjusting actions in relation to others' actions.
- Speaking - Talking to others to convey information effectively.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.
- Time Management - Managing one's own time and the time of others.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Instructing - Teaching others how to do something.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operations Analysis - Analyzing needs and product requirements to create a design.
- Persuasion - Persuading others to change their minds or behavior.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions

(includes finding a relationship among seemingly unrelated events).

- Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality - The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Selective Attention - The ability to concentrate on a task over a period of time without being distracted.

Work Styles

- Integrity - Job requires being honest and ethical.
- Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Initiative - Job requires a willingness to take on responsibilities and challenges.
- Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Persistence - Job requires persistence in the face of obstacles.
- Analytical Thinking - Job requires analyzing information and using logic to address work-related issues and problems.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Tools & Technology

Tools used in this occupation:

- Personal computers

Technology used in this occupation:

- Accounting software
- Charting software
- Compliance software
- Computer based training software
- Data base reporting software
- Data base user interface and query software

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- Document management software
 - Enterprise resource planning ERP software
 - Human resources software
 - Time accounting software

Knowledge

- Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Therapy and Counseling - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.