

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Operations Management

Title	Set up and maintain of staff salary benchmark and welfare system
Code	106555L5
Range	This unit of competency is applicable to the human resources department of the corporation of Manufacturing Technologies Industries. Practitioners should be capable to implement and continuously improve staff salary benchmark and welfare system in accordance with the environment of labour market
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand relevant knowledge of personnel management <ul style="list-style-type: none"> • Understand of the situation of the corporate mobility, causes and trends • Understand the concept and function of human resource management • Understand the human resource management strategies • Understand the corporate operating culture • Understand the advantages to attract and retain personnel enterprises in the industry • Understand the fundamental factors of good staff salary benchmark and welfare system, including fairness, rationality and competitiveness • Understand the relevant laws and regulations of current salary benchmark and welfare system, such as minimum wages, labor insurance and MPF 2. Set up and maintain of staff salary benchmark and welfare system <ul style="list-style-type: none"> • Set up and continuously improve the salary benchmark, structure and adjustment mechanism, including basic salary, commission, award allowances, bonuses and performance bonuses • Set up and continuously improve the welfare system, including medical benefits, dental benefits, housing allowance, education and training allowances and retirement benefits • According to staff appraisal report, salary benchmark and welfare system, handle the matters of staff salary benchmark and welfare system, including arrangements for payroll, handling all applications of allowances, calculation and payment of bonuses and other benefits, and adjustment of combination of individual staff compensation and benefits • Properly record and save relevant information of staff benefits • According to the human resources market conditions, make recommendations on salary benchmark and welfare system to management, so as to strengthen the staff s sense of belonging of the corporation and enhance working performance 3. Professional handling of set up and maintaining of staff salary benchmark and welfare system <ul style="list-style-type: none"> • When formulating staff salary benchmark and welfare system, the interests of the corporation and staff must be balanced • Ensure that the developed salary benchmark and welfare system comply with the requirements of the relevant labour legislation • Prevent any abuse of power and corruption during implementation of staff salary benchmark and welfare system
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to fairly handle related matters of staff benefits in accordance with the corporate salary benchmark and welfare system, and ensure the compliance with the law

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Operations Management

	<ul style="list-style-type: none">• Capable to make recommendations to the management and appropriate adjustments of salary benchmark and welfare system in accordance with the market changes and actual operational needs, so as to achieve good personnel management
Remark	