Specification of Competency Standards of the Retail Industry
Unit of Competency

Functional Area: Human Resource Management & Development

Title	Manage the human resources information system
Code	105012L4
Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. It requires analysis and judgement. It covers the abilities to manage the human resources information system of the organization properly and ensure that the system matches the personnel policy and management procedures of the organization.
Level	4
Credit	3 (for reference only)
Competency	Performance Requirements 1. Knowledge of human resources information system • Understand the organization's established personnel management policy and related procedures • Understand the detailed operation of the organization's human resources information system, including: 　• Record of human resources information 　• Duration for keeping and depth of coverage of the information record 　• Functions and information accessible by users 　• Functional limits of the software • Master the ability to draft a detailed proposal of human resources information system • Master the ability to communicate with the information system supplier and executives • Master the ability to organize and plan the information system • Master the ability to handle relevant software and hardware 2. Manage the human resources information system • Confirm the internal information that should be kept in the human resources information system, such as: 　• Staff expertise 　• Different forms of staff remuneration and benefits 　• Staff relations and industrial relations 　• Staff support 　• Legal requirements on human resources 　• Work performance management 　• Ways to recruit and retain competent personnel 　• Staff deployment or arrangement 　• Staff resignation and dismissal 　• Workforce planning • Ensure normal operation of the human resources information system during day-to-day management, including: 　• Paying attention to new/updated requirements on human resources information 　• Choosing a new human resources information system or updating the existing one 　• Using the new or updated human resources information system 　• Monitoring and assessing the performance of the information system • Review the monitoring and assessment results of the human resources information system regularly and put forward suggestions for improvement 3. Exhibit professionalism • Ensure that the information provided by the human resources information system does not violate the privacy ordinance and is in proper use
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Manage the organization's human resources information system properly for support of its personnel policy and management procedures; and • Inspect and maintain the human resources information management system regularly to ensure its normal operation.
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