## TSC Category
General Human Resource Management

## TSC Description
Establish and manage effective and efficient human resource (HR) management systems

### TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
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<th>Level 4</th>
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<td>HRS-HRM-2033-1.1</td>
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<tr>
<td>Operate human resource (HR) management systems</td>
<td>Implement human resource (HR) management systems</td>
<td>Evaluate human resource (HR) management systems</td>
<td>Establish business needs and guidelines for human resource (HR) management systems</td>
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### Knowledge

- Legal and ethical considerations related to HR information services
- Range of services offered by HR departments
- Features and characteristics of software-based HR management systems
- Privacy and confidentiality considerations that govern all HR transactions
- Systems used in processing HR documentation
- Policies, procedures and processes related to organisational HR function
- Privacy and confidentiality considerations that govern all HR transactions
- Steps to implement HR management systems
- Elements of software-based HR management systems
- Application of software-based HR management systems
- Impact of HR information services on employees and operational areas of the organisation
- Organisational HR management system requirements
- Measures of effectiveness and efficiency of HR management systems
- Industry practices on HR management systems
- Market trends related to HR management systems
- Elements of software evaluation
- Impact analysis of the HR management systems
- Cost analysis of the HR management systems
- Models and methods used in evaluating HR management software systems
- Emerging trends related to HR management systems

### Abilities

- Access HR systems to input required information
- Verify accuracy of information to be entered into HR management systems
- Input data into HR management systems according to policies and procedures
- Access systems to retrieve required information for report
- Challenge current processes and identify opportunities to enhance HR processes and practices by leveraging on technology solutions
- Gather user requirements to support the development and implementation of HR systems
- Manage HR systems implementation to
- Evaluate existing HR management systems to identify areas for improvement
- Analyse market trends related to HR management systems
- Evaluate software system options and vendors that cater to the identified HR management systems requirements
- Recommend HR
- Analyse the impact of HR management systems on the organisation
- Determine the uses of the HR management systems to support HR initiatives and programmes
- Project future needs of the HR management systems
- Establish guidelines and criteria for evaluating
<table>
<thead>
<tr>
<th>generation</th>
<th>ensure project requirements are met</th>
<th>manage systems solutions aligned to organisational needs and objectives</th>
<th>HR management systems solutions</th>
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<tbody>
<tr>
<td>• Review information to ensure accuracy, reliability and sufficiency of information relevant to its intended use</td>
<td>• Engage stakeholders to gain buy-in and support for the rollout of the HR management systems</td>
<td>• Manage rollout plans to ensure organisational readiness for implementation</td>
<td>• Review recommendations on HR management systems</td>
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<td>• Identify errors in the HR systems</td>
<td>• Evaluate implementation efforts to identify areas for improvement</td>
<td>• Endorse HR management systems solutions that align to the organisational needs, objectives and budgets</td>
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<td>• Recommend improvements for increasing effectiveness of the systems</td>
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