A Comparative Study of the Management of Human Resources and Administration Activities of Various Groups of Workers

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Abstract

HRM is the study of activities involving people who work in a company. It is a managerial function that attempts to match an organization's needs with its personnel' talents and competencies. The study's major goal is to compare the HRM and administrative operations of various groups of workers. This research will look at how HRM planning and practises are implemented, what divisions and work distribution are possible in an HRD, the recruitment process, training and development initiatives, how to keep employees motivated and control insubordinations, compensation and benefits planning, how to lead, and so on. To attain the goals, a quantitative method was taken.

Keywords: *Workers; Human Resource Management; Activities; Organisation.*

I. INTRODUCTION

HRM is concerned with an organization's human resources. Because of the dynamic nature of people, "man management" is a very essential and demanding profession. No two persons are same in terms of mental talents, tacticians, attitudes, and behaviours; they also differ greatly as a group and are influenced by a wide range of factors. People are responsive; they feel, think, and act, thus they can't be run like a machine or relocated and changed like a room layout template. As a result, management employees must handle them with care."

HRM is concerned with ensuring that employees are treated with dignity, taking into consideration their abilities, potential, talents, accomplishments, motivation, skill, dedication, and other factors. So that their identities as important human beings are respected. If a company can trust, rely on, and draw from the strength of its capital assets, it can trust, rely on, and draw more from its committed, talented, devoted, and skilled employees. This is the role of HRM in every commercial and managerial activity.

II. HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION ACTIVITIES

Human resource management plays a critical role in preparing businesses to handle the difficulties of a growing and increasingly competitive industry. Increased employee numbers, contract diversity, and changes in the demographic profile force HR managers to rethink the function and importance of human resources management. The actions are reactive to present personnel requirements, but they have the potential to be proactive in altering corporate goals.

HR Management on a Strategic Level

Strategic planning for HR effectiveness may be improved via the use of HR measurements and HR technology as part of sustaining organisational competitiveness. The HRP function determines the quantity and kind of personnel required to achieve corporate objectives. HRP entails forming venture teams with a well-balanced skill set, finding the proper individuals, and assigning volunteers to teams. In order to develop effective innovation teams, this function examines and defines people requirements. Staffing and employee development are the cornerstones of HRP.

Equal Opportunity in the Workplace

All other HR tasks are influenced by compliance with equal employment opportunity (EEO) rules and regulations.

Staffing

The goal of staffing is to ensure that an organisation has an adequate supply of skilled people to fill open positions. The key duties of staffing include job analysis, recruiting, and selection. By defining what different individuals do in their occupations and how they are influenced by them, workers job design and job analysis lay the groundwork for staffing.

Work analysis is the process of characterising the nature of a job and specifying the human needs needed to do the job, such as knowledge, skills, and experience. The job description is the ultimate product of the job analysis. Employees' employment responsibilities and activities are spelled out in their job descriptions.

Talent Management and Development

Talent management and development begins with new employee onboarding and involves several sorts of training. Orientation is the initial stage in assisting a new employee in acclimating to his or her new work and company. It is a means for new workers to become acquainted with certain aspects of their new employment, such as salary and benefit programmes, working hours, and business norms and expectations. Training and development programmes are an effective way to ensure that personnel are capable of executing their tasks to an acceptable level and beyond. Training is provided by all firms for both new and seasoned employees. Furthermore, organisations frequently provide both on-the-job and off-the-job training programmes for employees whose positions are changing.

Total Benefits

Employees are rewarded for accomplishing organisational tasks with compensation in the form of wages, incentives, and perks. Compensation management refers to the process of establishing how much employees should be paid for specific tasks. People are often drawn to companies that offer a better level of remuneration in exchange for the work accomplished, which has an impact on staffing. Employers build and modify their fundamental compensation systems to stay competitive, and they may use variable pay programmes such as incentive awards, internal promotion, recognition incentives, balancing team and individual prizes, and so on. This role employs incentives to drive employees to meet the organization's productivity, innovation, and profitability goals. Compensation is also linked to employee development in that it serves as a powerful motivator for workers to achieve better levels of job performance and advance to higher-paying positions within the firm.

Worker Safety and Risk Management

HRM handles a variety of workplace hazards to maintain worker safety by complying with regulatory standards and being more responsive to workplace health and safety issues, as well as disaster and recovery preparation.

Employee and Labor Relations

Managerial relationships with their personnel must be handled legally and effectively. The rights of both the employer and the employee must be addressed. HR rules and procedures must be developed, communicated, and updated so that both management and workers are aware of what is expected. Union/management relations must also be handled in some organisations. The engagement with employees who are represented by a trade union is referred to as a labour relation. Employees form unions in order to have a greater say in issues affecting salaries, benefits, working conditions, and other areas of employment. In terms of labour relations, HR employees are responsible for negotiating with unions over pay, working conditions, and settling disputes and grievances.

III. METHODOLOGY

This is essentially an observational study of HRM and administrative operations in an organisation: A Comparative Study of Workers at the Low and Middle Levels. In addition, the author conducted interviews with important employees in order to acquire significant insight into other departments.

3.1 Sampling Techniques

The employees in this article were given an easy sample technique to utilise while receiving services from the organisation.

3.2 Data Collection and Sampling

The target population is the employees of the chosen company. For this study, I used a sample size of 100 respondents from both the low level and medium level groups of workers. The data for this study was gathered from both primary and secondary sources. Personal interviews with workers of the organisations and discussions with acquainted individuals who work in these organisations are the "primary sources." Secondary sources are documents that have been released by low- and middle-level workers.

3.3 Data Interpretation

Microsoft Word, Microsoft Excel, and Microsoft Power Point are some of the computer programmes that are used to report the results of the analysis. My personal judgement is used to examine the data.

IV. DISCUSSION AND RESULTS

4.1 The Right Person in the Right Job is Placed by the Organization

The majority of respondents in the low-level group of workers agree that the organisation hires the correct individual. As a result, the majority of respondents are content with their jobs. The majority of respondents in the intermediate level group moderately believe that the organisation places the appropriate individual in the correct position.

Table 1: Comparative position of organization places right person in the right job.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	20	20.0	20	20.0
Moderately Disagree	20	20.0	10	10.0
Neutral	10	10.0	0	0.0
Moderately Agree	40	40.0	50	50.0
Strongly Agree	10	10.0	20	20.0
Total	100	100.0	100	100.0

4.2 Salary Structure Justification

The Salary Structure is strongly agreed upon by the majority of respondents in the low-level group of workers. The majority of middle-level respondents strongly feel that the salary system is unfair.

Table 2: Comparative position of salary structure justification.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	0	0.0	10	10.0
Moderately Disagree	10	10.0	10	10.0
Neutral	20	20.0	0	0.0
Moderately Agree	20	20.0	20	20.0
Strongly Agree	50	50.0	60	60.0
Total	100	100.0	100	100.0

4.3 Working Environment

The majority of respondents in the low-level category of workers Moderately disagree that the work climate isn't conducive to success. Respondents in the intermediate level category make up the majority of the workforce. I completely agree that the working atmosphere is encouraging.

Table 3: Comparative position of salary structure justification.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	10	10.0	10	10.0
Moderately Disagree	50	50.0	20	20.0
Neutral	0	0.0	10	10.0
Moderately Agree	20	20.0	10	10.0
Strongly Agree	20	20.0	50	50.0
Total	100	100.0	100	100.0

4.4 There Is Enough Scope of Growth and Employment in My Position

The majority of respondents in the low-level category of workers disagree that there isn't enough room for advancement. The majority of respondents in the intermediate level category of workers agree that there is sufficient room for progress.

Table 4: Comparative position of salary structure justification

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	10	10.0	10	10.0
Moderately Disagree	40	40.0	20	20.0
Neutral	20	20.0	0	0.0
Moderately Agree	20	20.0	60	60.0
Strongly Agree	10	10.0	10	10.0
Total	100	100.0	100	100.0

4.5 The Pension Plan/Gratuity/Provident Fund Is Satisfactory

The graph demonstrates that the majority of respondents in the low-level group are women. Moderately agree that the pension/gratuity/provident fund scheme is adequate. Respondents in the intermediate level category make up the majority of the workforce.

Table 5: Comparative position of salary structure justification.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	10	10.0	10	10.0
Moderately Disagree	00	0.0	10	10.0
Neutral	10	10.0	00	0.0
Moderately Agree	70	70.0	20	20.0
Strongly Agree	20	20.0	60	60.0
Total	100	100.0	100	100.0

4.6 Supervisors/Bosses Behave Properly

The majority of respondents in the low-level category of workers feel that their supervisors/bosses behave in a professional manner. The majority of respondents in the intermediate level group of workers feel that their supervisors/bosses behave in a professional manner.

Table 6: Comparative position of salary structure justification.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	20	20.0	20	20.0
Moderately Disagree	0	0.0	10	10.0
Neutral	20	20.0	0	0.0
Moderately Agree	50	50.0	40	40.0
Strongly Agree	10	10.0	30	30.0
Total	100	100.0	100	100.0

4.7 Developed Stress Management Skills

According to the graph, the majority of respondents in the low-level group of workers think that their developed stress management abilities are sufficient. The majority of respondents in the intermediate level group of workers think that their stress management abilities are enough.

Table 7: Comparative position of salary structure justification.

Criteria of measurement	Low-level group of workers		Middle level group of workers	
	Frequency	Percent	Frequency	Percent
Strongly Disagree	00	0.0	00	0.0
Moderately Disagree	10	10.0	10	10.0
Neutral	20	20.0	20	20.0
Moderately Agree	50	50.0	50	50.0
Strongly Agree	20	20.0	20	20.0
Total	10	100.0	100	100.0

V. CONCLUSION

HRM and administration activities must be seen through the lens of the organization's broader strategic goals, rather than as a stand-alone department with a unit-based or micro approach. The objective is to take a holistic approach to HRM, ensuring that there are no fragmented tactics and that HRM policy is properly integrated with the organization's goals. For example, if employees' training needs are merely fulfilled with haphazard trainings on a variety of topics, the company risks losing not just the time spent in training but also the employees' sense of direction. As a result, a company that takes its HR regulations seriously will guarantee that training is targeted and current. The purpose of this study was to find out how low-level and middle-level workers felt about the HRM Planning system. The majority of workers are pleased with their HRM procedure.

VI. REFERENCES

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