Assignment 1: Staffing Plan for a Growing Business

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Introduction

A staffing plan in a growing organization is an essential consideration in every organization. It involves a thoroughly well thought and strategized approach for ensuring consistent maintenance of the required workforce both in the short term and long term situations. This article evaluates and studies a technology company scenario to discuss staffing models, staffing legal concerns, job descriptions, and methods for reducing employees' turnover.

The best staffing model for the technology company in the first scenario

Lin et al. (2018) suggest that for an organization can maintain stable productivity, operate efficiently, and still be capable of meeting future requirements as the business grows, it is paramount for a human resource manager to consider several factors before implementing a staffing model. First, the manager must understand the level of flexibility that matches the firm's current, short-term, and long-term objectives. In other words, the flexibility level must meet the requirement that may occur due to operation fluctuation. Secondly, it is essential to identify the number of workers, the time they need, and whether they will operate for a long or short term. Lin et al. (2018) state that it is a crucial consideration because different staffing models have different potential that helps to deal with particular situations, and only by understanding the need and the limitation can an individual identify which model fits a specific organization. Thirdly, it is vital to determine the degree of staffing partner that meets the unique needs. For instance, a particular organization a project may need a short term solution to match the increase in labor, which implies that additional staff will only be required to fulfill that project. In this sense, the manager will only need to concentrate on how the surplus human resources will meet the project's objective.

Conversely, the organization may need a completely new pool of workers to meet the objective of a given project. In this sense, the manager will need a solution that helps to focus on the entire workforce, and closer supervision may be required more than in the previous case of partial new and partial old employees. From here, an HR manager knows the fundamental bottom line, which would help select the best staffing model.

Using this concept as an HR manager in the first case scenario, one can identify that the company needs a staffing model that meets its fluctuating staffing needs, allows a new pool of employees, and maintains consistency in the future potential growth. Considering these needs, the best staffing model for this organization should, therefore, integrate both short-term staffing and strategic staffing. Lin et al. (2018) explain that short staffing helps an organization meet its immediate needs in case of new projects requiring additional workforce. Most companies use this model to meet their need for staffing in short notice. It is essential to note that when an organization requires short-term hiring that demands a high level of experience and skills such as office support professional, certified quality control engineers and contract administrator outsource may become an integral part of this approach (Lin et al., 2018). Therefore using this approach in the technology company discussed in the first scenario will help to the needs that have emerged from the new contract to build remote surveillance cameras.

Nevertheless, there is a potential future long term need if the company succeeds in the first contract. Fortunately, with strategic staffing, the company should not worry about how it will term these long term needs. Uzzal (2018) suggests that strategic staffing is models that include a combination of short-term, succession, and long-term planning. By incorporating different approaches that have different potential, this model will enable the company to sufficiently meet its need in the future regardless of the situation. Uzzal (2018) explains that through this model, an organization can adequately evaluate its workforce and identify whether it needs a surplus or a reduction of its employees. This means that if the company was either successful or not in the first contract, this approach will help it strategically plan how to address it needs in whichever would be the case. Hence, a perfect approach forms the potential fluctuation in the technology company.

Legal concerns in the technology company

Generally, at the local, federal, and state governments, every organization HR, such as staffing, is consistently regulated. For example, discrimination in the hiring process must follow the regulation set by the government through principles such as the 1964 Civil Rights Act of Title VII. According to Hennekam, Peterson, Tahssain-Gay & Dumazert (2019), this Act mandates every HR manager to ensure that they comply with equal opportunity, sexual harassment, and affirmative action guidelines while conducting their staffing processes. Under equal opportunity guidelines/laws, the government fights against discrimination due to differences in personal characteristics such as race, ethnicity, age, and gender. As a law in the US, this Act requires that individuals such as people of color, women, physically/mentally disabled, and veterans are among the protected classes. This then implies that if the technology firm operates in the US, all these factors can lead to legal issues during the staffing process. For instance, if the company fails to recognize any of these groups in the staffing process, it will likely violate the civil rights Act initiated by the US government to eliminate discrimination, promote equal employment opportunities and enhance diversity. Kaufman (2019) suggest that the US discrimination laws include laws such as Civil Right Act of 1964 (prohibit color /culture discrimination), Equal Pay Act of 1963 (prohibits payment inequality based on gender) and American with Disability Act (prohibit discrimination of people with disability). Based on these laws and considering that the technology firm operates in the US, this implies that the firm can be faced with legal issues if it fails to comply with all the discrimination prohibits outlined above regardless of what certification or credentials it requires.

It is also essential for an organization to ensure transparency in its staffing model. One way to do this is to integrate the strategic approaches used in the workplace. The processes carried out in a staffing model such as acquiring, retaining and deploying workers are all factors related to the workforces. Okeyo & Juma (n.d) suggest that staffing is an integral part of workforce managerial functions that focus on ensuring the right job position of every employee and enhances efficiency in managing the personnel involved. Therefore to hence transparency in a staffing model, the HR management must include a staffing strategy that promotes hiring and engage transparent-oriented employees. Okeyo & Juma (n.d) suggest that transparency start with the kind of employees and organization has which means that a transparent staffing model has a strategy that promotes the acquisition of employees with transparent attributes. Secondly, the staffing model should have a clear communication channel between the workforce (Okeyo & Juma, n.d). For instance, the company staffing model should allow communication between the HR management and the employee to understand ensure that every individual understands organization value, but uses the same channel to demonstrate that it identifies the value of each employee. In other would, the staffing model should have a tool that allows employees to communicate any complaints and ask any questions that may be unclear to them about the organization. This may include proactive social media channels that will enable interaction between employees and management.

Developing a job requirement and task statement

While developing a job requirement and task statement, the HR resource manager (or as an HR manager) should first perform a job analysis, establish the essential function, and finally organize the data concisely. Vyas (n.d) defines job analysis as a process that involves the collection, evaluation, and interpretation of data for a particular task related to a specific job. The method also involves observing how particular tasks are performed, administering questionnaires and conduction interviews. This helps to identify various factors concerning a specific position. For instance, it helps to determine the level of knowledge and skills required for a particular job.

Additionally, this process also considers the physical attributes, environmental factors, and experience required for a particular job. The second task that is paramount for the HR manager to consider is to establish the essential functions (Vyas, n.d). This ensures that the job standard identified in the first tasks match with the encompassed function of that specific job. For instance, the HR manager can evaluate and determine the frequency to perform a particular task, and the time factor to be considered forms a specific job position. The third task should include concisely organizing the data to develop a job description that meets the designed structure of the company's duties and responsibilities in a particular time (Vyas, n.d). In this case, the technology company in the case scenario, while the need to review and adjust its job description each time there is a new project/contract. In this scenario, it may have two reviews and adjustments for the tasks and jobs involved in the first and second contacts.

Overcoming employee's turnover and benefits of succession planning

One of the best ways the HR manager (as the HR manager) can reduce high employee turnover is to ensure that the HR department hires the right personnel in the first place. Khudyakova (2014) suggests that for an organization to maintain its employees, it must first consider that its hiring process meet has the potential to hire the person that best fits both a particular job and the company's culture. The second approach to reduce high employees' turnover includes recognition and motivation. This makes employees feel appreciated and valued for their services and hence increasing the probability of turning them to loyal employees how they are dedicated to working for the firm. Thirdly the company can integrate and inclusive training programs and promotions, which show a promising career path for employees (Khudyakova, 2014). This breaks the monotony of saying for a long time in one particular job without advancing. It helps fulfill the desire of most employees to improve their skills and experience hence discourages them from leaving in search of the same benefits.

Moreover, implementing a succession plan in the company can also help reduce employee turnover by giving workers more hope and assurance of advancing their careers. Johnson, Pepper, Adkins & Emejom (2018) suggest that one of the objectives of a succession plan is to prepare workers for a possible promotion. By looking on the brighter side, this can be a motivating factor for employees not to leave the firm. Nonetheless, it also allows the firm to maintain consistent productivity even after losing a key member of the workforce. Johnson, Pepper, Adkins & Emejom (2018) *explain that a succession plan helps employees familiarize themselves with the role and responsibility of their superiors through training and, hence, prepares them for this position a vacancy in the future.

Conclusion