

Ohio Association of Public Treasurers LEADERSHIP DEVELOPMENT SERIES

TOPIC: The Non-HR Professional's Guide to Managing HR



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TOPIC: The Non-HR Professional's Guide to Managing HR

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PUBLIC SECTOR EXPERIENCE



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WHAT DO YOU WANT TO GET OUT OF THIS SESSION?



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WHAT CHALLENGES ARE YOU FACING?



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SESSION TOPICS

- Learn what employee advocacy means and the importance of HR as the employee advocate
- Learn about current HR best practices
- Learn how private sector and public sector compensation differ
- Learn about new trends and practices that are making some public sector employers successful at attracting and retaining talent.



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THE ROLE OF HR AS THE 'EMPLOYEE ADVOCATE'

- What it is
- Why it is important
- Your responsibilities



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CURRENT HR BEST PRACTICES

- Current employee handbook and policies and procedures
- Mechanisms to communicate performance expectations and hold people accountable
- Talent review and succession planning processes
- Vendor and outsource service provider strategy and management



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CURRENT HR BEST PRACTICES

- Effective open-door policy
- Education, training and relationship-building
- Continuous process improvement and fostering efficiency and effectiveness
- Cross-functional training



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Position Descriptions

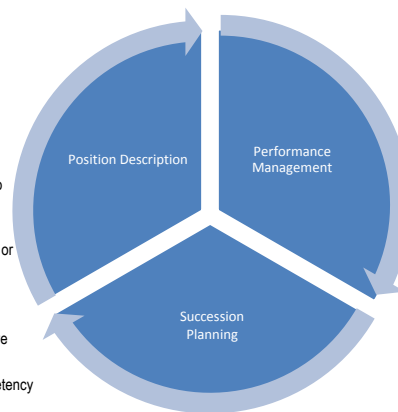
- Set expectations
- Define required skills and experience
- Define competencies

Performance Management

- Measure achievement
- Allows for positive and negative feedback
- Provides for progressive discipline
- Communicates to employee if they are meeting expectations or need to improve
- Prioritizes training activities
- Employees may be removed from organization based on lack of desire or ability to perform job duties

Succession Planning

- Measures competency levels
- Leadership development and promotions are pro-active and not reactive
- Prioritizes developmental activities
- Employees may be removed from organization based on lack of competency or desire or ability to develop



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PRIVATE SECTOR V PUBLIC SECTOR COMPENSATION

- Is it ALL about money?
- The basics of cash and non-cash compensation
- Administering compensation programs
- Employee motivation



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PRIVATE SECTOR V PUBLIC SECTOR COMPENSATION

- Short-term rewards v long-term rewards
- What do you think differentiates private sector v public sector compensation?
- What trends are you seeing?



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ATTRACTING AND RETAINING TALENT

- Base compensation
- Short-term rewards
- Environment
- Management



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CASE STUDIES

- Employee discipline
- Allegations of inappropriate conduct
- Performance management
- Developmental coaching



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WHAT QUESTIONS DO YOU HAVE?



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THANK YOU!



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