

Human Resources Academy Competencies

The **Human Resources Academy** program is designed around seven core competency areas.



Total Rewards

Includes benefits and other related topics.

Public Service Focus

How is the government the same and different from the private sector? What does this mean for us in terms of being public servants? What service does your agency provide? As an HR professional, how do you contribute to this service? What role do you play in helping to remind our co-workers of their public service mission? These questions will be answered in the HRA.

Workforce Planning and Development

What is the vision, mission and goals of the agency? What are its strengths, opportunities, weaknesses and threats? And based on these strategic planning processes, what level of staffing is required? These kinds of questions will be discussed within this competency. Also expect to learn about succession planning and talent management and other best practices found in this competency.

Organizational and Staff Development

Within this competency set you will learn how organizational cultures are created as well as learn about the behaviors found in organizations. From there, you will discover how to lead organizational change; what is involved in developing an organization so that it is better prepared for the challenges of the future. “Get down to brass tacks” so speak as you also learn about classification and compensation, conducting job analysis and writing position descriptions.

Organizational and Staff development also includes assessing and developing the knowledge and skills of our employees at all levels so that they are better prepared for the challenges of their current positions as they consider the opportunities for promotion. How to lead this as an HR professional is covered in this competency as is learning about best practices from the public and private sectors.

Personal and Organizational Integrity

HR professionals model the behaviors that the management of our organizations expect of all staff members. Integrity in this case means walking the HR “talk.” If we expect others to “do what they are supposed to do,” then as HR professionals we must lead the way. This competency explores this issue and provides us with some strategies to walk with integrity.

Performance Management

Includes communication, information flow, goal setting and alignment, barrier removal and HR resourcing (providing resources,) recognition and reward (connection to Total Rewards but focused on performance) coaching to improve work performance, discipline, termination.

Systemic Integration (from an HR perspective)

HR strategic management and managing risk

