Human Resource Payroll Specialist

[Author Name(s), First M. Last, Omit Titles and Degrees]

[Institutional Affiliation(s)]

Author Note

[Include any grant/funding information and a complete correspondence address.]

Human Resource Payroll Specialist

**Introduction**

Managing a business is not an easy task; it requires a great level of effort and hard work to run a business. A good businessman needs to have a clear vision and great insight in order to run the business efficiently and effectively. One of the most basic and major functions of any business is the selection of the right person at the right place. This includes the inculcation of the appropriately qualified and experienced people in the company who are a perfect fit for the job. In the current times of tough competition and increasing inflation, it is becoming tougher day by day to find a suitable employee for any position. Companies, especially large organisations cannot afford to replace employees every other day, as it takes a lot of time and money to train and prepare an employee for a post. And if the job is of technical nature, the task becomes even harder. Companies work hard to develop appropriate job descriptions according to the skills and qualifications required for the job. They also work on the training and development of their employees, so that the employees may learn new skills and prove to be fruitful for the organisation.

One of the examples can be seen in the induction of an employee for the post of a Software Developer in a well-known technological company, ABC Technologies. ABC Technologies currently requires the services of a Software Developer on a permanent basis. For this purpose, it has provides a complete and detailed job description regarding the post and what kind of development plans it has for the employee. Moreover, the following documents also contain details about the leadership development plans of ABC Technologies both in short and long-terms.

**Discussion**

**Professional Job Description**

A job description is the internal document of an organisation that carries all the important information regarding the job. This information includes the requirements of the job (qualifications, skills, and expertise), job responsibilities and job duties, that and employee is required to perform during his or her stay at the mentioned position (Pató, 2015). Some companies provide a little more detailed job description that also describes what should be criteria for performance evaluation or performance management. It is done in order to make it clear to the candidate that what is required from the employee for the job position.

The following section will discuss the complete job description for the post of the Software Developer at ABC technologies. It includes all the details of the qualifications, skills and personality traits that are required by ABC Technologies for this post. In addition to this, it also describes the job responsibilities and duties that the candidate will be required for the said post.

**Qualifications Required For the Post (Software Developer)**

As Software Development is quite a technical field, it also requires a professional degree with technical qualifications. Any person having the following or one of the following academic degrees can apply for this post:

* Software programming and development
* Computer Software Engineering
* Computer Sciences
* Engineers
* Mathematics
* Electronics
* Physics

A degree in business management will be considered an added benefit.

**Duties and Responsibilities for the Post (Software Developer)**

A Software Developer will be required to perform a number of responsibilities and duties at his or her job. A brief description of them has been given below:

* Developing various kinds of software.
* Researching, designing, implementing and managing software programs.
* Reviewing currently installed systems.
* Making sure that all the systems are running accurately and are up to the mark.
* Providing ideas for the bringing improvements in the systems
* Devising budgets for the designing, installation, implementation, and maintenance of the new softwares.
* Cost allocation for various projects.
* Working closely with the design team.
* Working in collaboration with the analysts and designers (UI and UX designers)
* Preparing training manuals for the users.
* Running tests on the software and making sure that they are working correctly.

**Skills required for the Post (Software Developer)**

The post of Software Developer at ABC Technologies requires the individual to have to following skill set with them:

* Complete knowledge of computer hardware and softwares (Mohaghegh, & McCauley, 2016)
* Understanding of various computer softwares
* Experienced in development of machine codes and languages
* Practical experience of ones or more than one of the following languages
  + - * + Java
        + JavaScript
        + C
        + C++
        + SmallTalk
        + Visual Basic
        + Oracle
        + Linux
        + .Net
        + .PHP
        + Sybase
        + Joomla
        + MATLAB
        + Python
        + GO
        + PERL

**Personality Traits required for the Post (Software Developer)**

In addition to all the above-mentioned qualifications and skills, the person should have the following qualities or traits in his or her personality:

* Keen interest in the latest technologies, especially computer systems.
* An analytical mind
* Passion for growth and learning
* Ability and thirst to learn new technologies at a fast pace
* An ability to communicate complex procedures to users and other colleagues.
* Attention to detail and desire to probe further into the data
* Good communication skills – both written and verbal.
* Awareness of business and advertising

**Orientation Plan**

An orientation plan is the first introduction of an employee or a candidate with the company. This plan provides information about a number of things: first of all, it provides information about the company (history, how it started and what does it do), the operations of the company, and the milestones achieved till now. It also contains information about the vision and mission statements of the company and how the organisation plans to achieve these goals in short and long terms. In addition to all this, an orientation plan also contains the details of the activities that are planned to be conducted for the newly selected employees of the organisation.

ABC Technologies also has a plan for its newly inducted employees. The plan starts with the details about the organisational culture and the training programs that have been planned for the new employees. The plan further moves on to providing information about the developmental plans that have been tailored by the company for the improvement and enhancement of the employees including the resources, support and the time that will be invested by the company for the training and development of the employees. In the end, the orientation plan will explain the employee development plans and what role does a manager plays in the development of his or her employees.

**Organisational Culture**

Organisational culture refers to a system of shared assumptions, values, norms and beliefs that governs the behaviour of the people in an organisation. Organisational culture defines what practices and attitudes will be adopted by the employees apart from work. These values have a strong influence on the behaviour and moods of other people working in organisations. The organisational culture at ABC Technologies is very warm and friendly. There is not a specific culture that is being followed by the employees and the management of the organisation, however, it is an amalgamation of various values from all the types of culture. We work and play like a family, managers are more of mentors than just bosses and people love to stay here for a long time.

**Training**

ABC Technologies plans to provide a complete set of training to its newly inducted employee. There would be proper time allocated after the orientation or the induction of the employee formally in the organisation. This training period will span from 5 to 7 days depending upon the learning capability of the employee. It may be minimized or elongated if the employee takes a little more time to settle in the new environment but not more than 14 days.

Travel is not necessarily required for this job, however, the employee may have to commute to other places, if he or she has meetings with the clients. It depends on whether the employee works in-house or in the field. Company will be responsible for bearing all kinds of commutation and accommodation expenses (if the meeting is far away from the office or home of the employee).

**Developmental Plans**

Developmental plans in any organisation refer to the plans and the strategies that are laid out in order to enhance the learning and skills of an employee working in an organisation. These developmental plans include a number of strategies and practices that come handy while improving the skill set of the employees.

ABC Technologies also believes in the complete development and overall growth of its employees in both personal and professional areas. This way the organisation provides 360-degree training to its employees. ABC Technologies designs such developmental programs that can benefit its employees both in personal and professional spheres. Hence, there are development plans to improve the hard and soft both kinds of skills for the employees.

**Support**

It is the culture and norm of ABC Technologies to provide complete help and support to those who need it, whether they are a new employee or an old one. Whenever you need us, we are here to help.

**Time**

At ABC Technologies, we believe in investing in our employees, so that they can give the best (not better) results to us. Employees, especially new ones are trained before handing over the responsibilities to them so that they can become familiar with the nature of the job and can be completely prepared (both physically and mentally) for the upcoming challenges. The working hours that the employee will be required to work for the company are 37 to 40 hours per week. However the work is deadline-based, if the deadlines are met before time, the employee can take a break, and if there is more workload, then the employee may have to give more time to the company.

**Resources**

ABC Technologies believes in providing complete resources to its employees, whether during orientation and training period or afterward (during the job) so that the employees may never have to face any difficulty regarding the performance of their jobs and they may give their maximum output to the organisation.

**Employee Development Plans**

Employee development is the process in which an employee undergoes an upheaval in his or her skill set and capabilities, after attending various training sessions or programs. The employer also plays a great part in this process as he or she provides the necessary opportunities for an employee to learn and acquire new skills and apply them in their own area of expertise.

**Manager’s Role in the Employee Development**

Managers play a very important and integral role in the development of an employee. A manager identifies the behaviour or skills that need development or enhancement. After that, or she provides and arranges the opportunities for this development so that the employee can perform bets at the workplace. Managers at ABC Technologies contribute a lot to the development of their employees and make sure that their employees are equipped with the latest technologies. They help the employees to identify the shortcomings and provide opportunities to them so that they can learn and grow not only in their specific profession but also in their field.

**Leadership Development Guidelines**

It is said that leaders are not born, they are made; our organisation firmly believes in this. Hence there are a number of programs that are designed and developed just for the purpose of crafting leaders from ordinary employees (Gurdjian, Halbeisen, & Lane, 2014). The positive qualities of an employee, especially the leadership skills are polished and the employee is prepared to climb the ladder of leadership, where he or she can become an example and lead others to follow his or her example.

**Long-Term Development Plans**

Successful organisations do not only look for short-term success; they look at the bigger picture. Hence such organisations tend to train and develop their employees for not only the short term goals of the organisation but also the long term plantings. These organisations prepare their employees for the upcoming challenges in the market as well, beforehand, instead of just focusing on the current challenges.

ABC Technologies is also such a dynamic organisation that wants its employees to be prepared for any kind of situation, which may arise in the near or far future. Hence, it provides training for all the kinds of situations whether they are likely to occur or not. A prominent example of such training is first aid training and fire drill.

**Staff Development Plans**

There are a number of approaches that are adopted by the any organisation to train, develop and prepare its employees for the upcoming challenges that he or she might face at his workplace, regarding his or her job or any other aspect (Choy, & Chua, 2019) ABC Technologies also adopts various approaches, in order to lift up and develop its employees. These methods include coaching, mentoring, Individual Development Plans, Cross-training, 9-box Grid, ‘Stretch” assignments, Job Enrichment, Job Enlargement, Job Shadowing and Sob Rotation (Kumar, & Pansari, 2015). On the job and off the job training is also an important aspect of such plans and the employee may get online training if needed.

**Conclusion**

Hence, in a nutshell, it can be concluded that recruitment and selection of an employee, in any organisation is not an easy task. No matter what the position is, if the right person is not selected for the job, he or she will fail badly and the company may have to bear severe losses due to the incompetence of that person. Moreover, training and development also leave a great impact on the learning and skills of the employees. That being so, the companies remain very careful, while selecting an employee, and further, put a great focus on training and developing these employees.

A similar scenario can be seen in the case of ABC Technologies that intends to hire a Software Developer on an urgent basis. However, the company is also concerned that the best person should join the team, which adds value to the company. Hence it has issued a detailed job description that what qualifications and expertise are exactly required by the company. Moreover, this job description also contains the skills and personality traits that the company is looking for in its potential candidate. There is also a detailed orientation plan and a list of training and developmental plans that the company has planned for its employees, which will help in the enhancement of current knowledge and skills in the employees, which will be beneficial for the employees in professional and personal sectors both.

**References**

Choy, W. K., & Chua, P. M. (2019). Professional development. In *School Leadership and Educational Change in Singapore* (pp. 69-86). Springer, Cham.

Gurdjian, P., Halbeisen, T., & Lane, K. (2014). Why leadership-development programs fail. *McKinsey Quarterly*, *1*(1), 121-126.

Kumar, V., & Pansari, A. (2015). Measuring the benefits of employee engagement. *MIT Sloan Management Review*, *56*(4), 67.

Mohaghegh, D. M., & McCauley, M. (2016). Computational thinking: The skill set of the 21st century.

Pató, B. S. G. (2015). The 3D job description. *Journal of Management Development*, *34*(4), 406-420.