
HR.2 Heads of departments, in collaboration with the human resources department, develop, implement, and monitor departmental staffing plans.

HR.2.1 Each department has a written staffing plan, developed in collaboration with the human resources department, to fulfill its part of the hospital's mission.

HR.2.2 The departmental staffing plan defines the number, type, and qualifications of staff required for each department and their job responsibilities.

HR.2.3 The staffing plans are reviewed and updated at least annually and as needed.

HR.2.4 The staffing plans are monitored to identify deficiencies and take improvement actions accordingly.

Standard Intent:

Job analysis consists of determining—often with the help of other hospital areas—the nature and responsibilities of various employment positions. This can encompass determination of the skills and experiences necessary to adequately perform in a position, identification of job and industry trends, and anticipation of future employment levels and skill requirements. Job analysis also provides valid information about jobs that is used to hire and promote people, establish wages, determine training needs, and make other important HRM decisions

Staffing is the actual process of managing the flow of personnel into, within (through transfers and promotions), and out of an organization. Once the recruiting part of the staffing process has been completed, selection is accomplished through job postings, interviews, reference checks, testing, and other tools.

In an organization, there are several issues on which disputes may arise between the employees and the employers. Conflicts are almost inevitable. In such a scenario, it is the human resource department which acts as a consultant and mediator to sort out those issues in an effective manner. They first hear the grievances of the employees. Then they come up with suitable solutions to sort them out. In other words, they take timely action and prevent things from going out of hands.

Human resources functions may also be outlined as follows:

- Payroll & tax administration
- Liability protection
- Legal compliance
- Benefits negotiation
- Benefits administration