



Organization and Job Catalogue Management

Organization and job catalogue management is one of the base HR.net modules. The main purpose of this module is to provide a solution for the management and development of the company's organization, and to define a catalogue of jobs necessary for the functioning of the business system and to achieve planned goals and results.

Typical Situation

The information about the organizational structure is dispersed throughout the company. The complete and up-to-date overview of the organizational structure does not exist, and most of the organizational units have "their own" micro organization, which is not standardized throughout the company.

The job catalogue is not structured, and often does not even exist. Job descriptions are on paper and do not follow the technological advances.

The promotion strategy for job positions is not defined. Management levels have not been formally specified. Advanced reporting like analysis based on the type of job the employee is performing is not possible and neither is management workforce analysis (based on the management level).

Keeping track of the time dimension of the organizational structure, both historical data and future organizational changes, is a big challenge. Most often it is not simple to get the organizational structure dating two months ago or two years ago. It is not possible to analyze effects of a reorganization taking effect in the future.

Solution

The Organization and Job Catalogue management module provides both an easy to use and transparent solution for managing and keeping track of changes in the organizational structure and the job catalogue.

The organizational charts are available in every moment reflecting up-to-date information, and by the use of "self service" modules or connecting it to the company intranet, they are easily accessible to every employee.

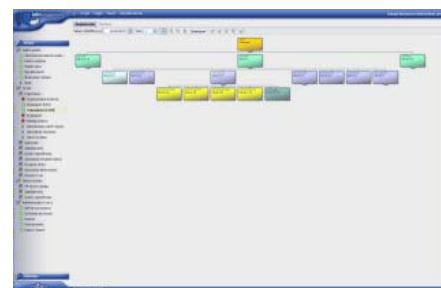
The complexity of performing the big organizational changes is reduced to a simple procedure of drag-and-drop of the organizational unit within the organizational structure. Even the most complex management requirements are easy to handle. All historical changes are permanently preserved, and the available at any moment.

The job catalogue is structured, and each job can be described in detail with compliance to the demands of the job (according to company standards). The complete job description document can be attached to each job.

The ability to define multiple levels (or categories) for the job level provides the foundation for career planning from the apprentice to the expert.

The process of job position definition (and systematization) enables performing effective resource planning on the job position level.

This module is also the entry point for the recruitment process and job tender management for vacant job positions.



HR.net – Organizational chart

Main advantages

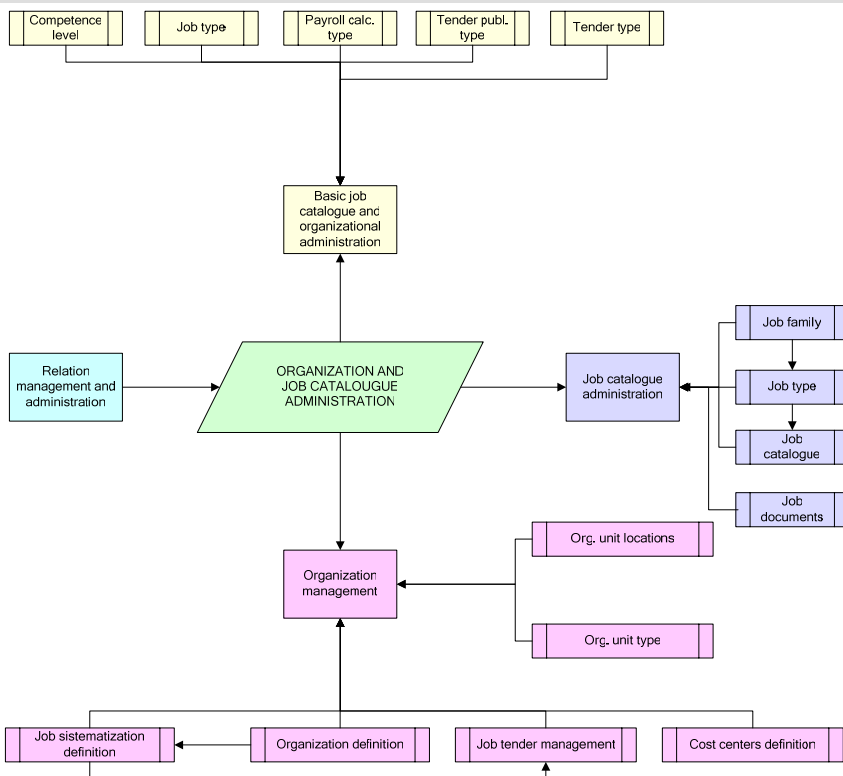
- Ability to perform even the most complex organizational changes very easy
- Detailed job and job position descriptions
- Simple distribution of all organizational information throughout the company

Supported processes

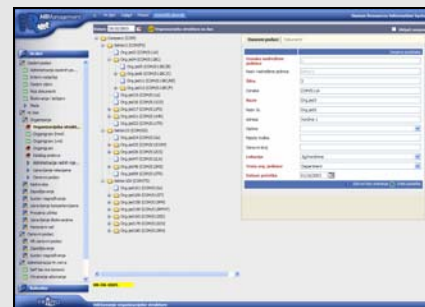
- Organizational management and planning
- Job Catalogue management
- Competence level management
- Job position management
- Job tender management



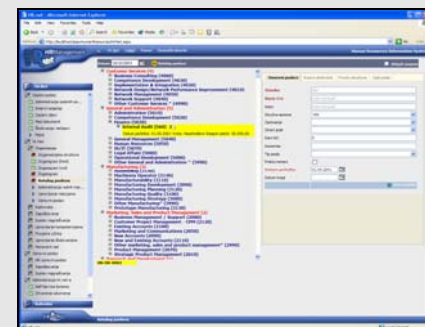
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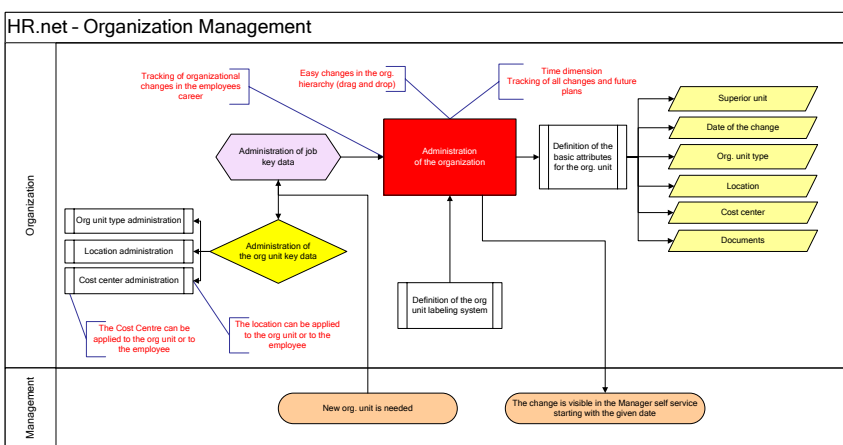
HR.net – Organization and job catalogue management



HR.net – Organizational structure administration



HR.net – Job catalogue



HR.net – Organization management process



HR.net – Job position administration

Advantages

Simple and effective organizational structure and job catalogue management and the time dimension of every key event in organizational change, are the foundations for budgeting and cost tracking, and overall development of the company organizational structure.