How Does Human Resources: An Online Course for Governmental Officials Work?

*Human Resources: An Online Course for Governmental Officials* will familiarize you with fundamentals of the basic roles of the HR department (and supervisors), such as how to recruit and hire, provide employee benefits, and manage a compensation program. The course also includes overview sections on how to comply with the various benefit, labor, and anti-discrimination laws; how to keep and maintain personnel files accurately; and how to discipline and discharge employees effectively and legally.

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