



# The Health Care Manager's Human Resources Handbook

*Charles R. McConnell*

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## **The Health Care Manager's Human Resources Handbook** Charles R. McConnell

This unique book about human resource (HR) management is written for health care department managers who must relate to and work with their HR departments and manage their personnel. An expert with 18 years of experience in human resources management, author Charles R. McConnell describes what the function of the HR department can do for you, and shows how to get the most value out of an organization's HR department. For each topic addressed, the book provides: background; the HR department's responsibilities; where and how HR interfaces with the line management; the HR responsibilities of the manager; and how the manager can get the best from the HR function. The Second Edition brings the book up to date by addressing the following changes in the field: • Pressure on HR to operate with fewer staff; • Tendency toward decentralization for certain HR activities; • Impact of organizational flattening and mergers and acquisitions. • Newer laws and changes to existing laws that impact recruiting and Interviewing, as well as documentation, termination, legal action, and unions

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