STAFFING PLAN FOR A DAYCARE FACILITY:

Wylitta Keel

Professor T.A Swinney

BUS 335, Staffing Organization

February 8, 2019

A pivotal part of any entity is the staff members. This is so since they are tasked with implementing strategies that enable the entity to realize success. In this paper, a staffing plan for a daycare where children aged three to ten years are cared for will be developed. To begin with, staffing models which will be best suited for this case will be discussed. Secondly, legal repercussions that may be encountered as a result of the effort to ensure equal employment opportunities as well as diversity has been achieved. Thirdly, tasks that are of the importance when identifying, & developing formalized job descriptions will be discussed. Lastly, methods for dealing with employee turnover will be determined

 **Staffing models**

For staffing the daycare facility, the staffing quantity model as well as the person/job match model will be best suited. The staffing quantity model encompasses considering quantity rather than quality. This is so since under this model the organization as a whole forecasts workforce quantity requirements & then compares it with workforce availability to be able to determine the staffing level position. This model will be used to enable the daycare facility to ensure that it is fully staffed at all times in that workforce quantity end up being equal to workforce availability. This model will be best suited for productivity (Whitchurch, 2013).

Secondly, the person/job match model will be used to determine whether an individual matches the requirement of a given model. This model will be best suited for efficiency, productivity as well as in enabling the daycare facility to achieve its growth objectives. This is so since under this model the knowledge, skills, abilities, as well as other characteristics of an individual, are matched to the requirements that are necessary to be able to handle a particular job. Additionally, motivational measures are sought out and then tied to the rewards which are in turn used to determine the benefits and compensation that the person will get from performing their duties. The impact of this model is that it results in HR outcomes such as retention, high satisfaction levels, attendance as well as good performances (Whitchurch & Gordon, 2013).

The effect of the staffing quantity model on the organizational process that it will enable the daycare facility to know the exact number of contingent workers to hire whenever workforce quantity is greater than workforce availability i.e. when the facility is understaffed. On the other hand, the person/job model will be of the essence when outsourcing certain duties since it will ensure that the right individual will end up being matched to the requirements that are necessary to be able to handle a particular job.

**Legal issues that as a result of the effort to realize equal employment opportunities & diversity are realized,**

 The first potential legal issue is with regard to being accused of discrimination. This may arise when two individuals who are either from different genders or race or from different religious backgrounds end up having the same qualification levels thereby making it difficult to choose one over the other (Dobbin, 2009). A second potential legal issue that may be encountered based on the equal employment opportunity act is with regard to having to let go a certain employee go in order to be able to bring in another employee who will enable the daycare facility to realize its objectives and long term goals. This is so since some may perceive it as a discriminatory gesture resulting in legal issues.

Transparency within the staffing model will be achieved by adhering to the state licensing requirements. Secondly, federal laws will be incorporated in the staffing model so as ensure that all regulations are adhered to thereby reducing the chances of facing legal issues when establishing equal employment opportunities & diversity while still getting the right person for the job.

**Tasks for identifying, developing formalized Job descriptions**

Job descriptions are of great importance in enabling a given organization to be able to get the right individual for a given position. This is so since they contain job requirements as well as task statements that are of the essence for one to be able to execute the duties associated with a given job position.

The first task that will be formed so as to be able to identify, analyze, and develop job requirements and task statements will be extensive research. Research facilitate the identification of requirements of a given job position thereby ensuring that formalized job descriptions will end up containing accurate information. Additionally, daycare facilities will be visited so as to be able to identify and analyze the job requirements for a given position (Smith, 2015).

The second task that will be carried out to be able to develop task statements associated with a given job position will be job analysis. Job analysis, in this case, refers to the process of determining and identifying in detail duties associated with a given job position as well as the relative importance of these duties for a given job. This is usually analyzing extensive information about a given job position thereby resulting in task statements being developed.

The third tasks to be performed so as to be able to identify, analyze & develop job requirements and task statements will be the identification of skills and qualifications for a given job position. This task will be accomplished by relating job duties to educational backgrounds as well as different skill levels (Smith, 2015).

The job descriptions identified after the performance of several tasks will be reviewed and adjusted on an annual basis as the daycare facility realizes its growth objectives. This is meant to ensure that staff members will always have up to date skills and qualifications that are necessary to enable the facility to keep on realizing its goals and objectives. This attributed to the fact that as time goes by some skills become outdated. For instance, advancement in technology that keeps occurring at a rapid pace will result in staff members being required to be knowledgeable about how to use the latest technology to enable the facility to grow.

**Methods for dealing with employee turnover as well as with ensuring that the facility gets employees who have the required knowledge, skills**

The three methods that will be utilized to be able to deal with high employee turnover & the availability of employees with the required knowledge, skills will include; rewarding employees, maintenance of good relationships with employees as well as respecting of employees claims and input.

Good relationships will result in a sense of belonging being developed among employees. This, in turn, will enable the daycare facility to be able to retain its top-performing employees as well as to be able to attract employees with the required knowledge, skills, and abilities in the event that a vacant position arises. Secondly, employee rewarding in the form of promotions result in employees finding a reason to plan for a long term stay with the company rather than seeking out greener pastures after only working for the company for a short while. Lastly, an employee feels appreciated when their claims and input is respected by those higher up the management chain thereby resulting in low turnover rates (Peterson, 2015).

The succession-plan of ensuring that employees get a reward by being promoted to a higher management position will be very beneficial to the company. This is so since employees will be fully motivated to be the best at their job in an effort to move up the management chain thereby enabling the company to realize its objectives as well as long term goals.

References

Dobbin, F. (2009). *Inventing equal opportunity*. Princeton, N.J.: Princeton University Press.

Peterson, J. (2015). Employee Bonding and Turnover Efficiency. *SSRN Electronic Journal*. doi: 10.2139/ssrn.2630497

Smith, K. (2015). Conducting Thorough Job Analyses and Drafting Lawful Job Descriptions. *Employment Relations Today*, *41*(4), 95-99. doi: 10.1002/ert.21479

Whitchurch, C. (2013). *Staffing models and institutional flexibility*. Leadership Foundation for Higher Education.

Whitchurch, C., & Gordon, G. (2013). Reconciling Flexible Staffing Models with Inclusive Governance and Management. *Higher Education Quarterly*, *67*(3), 234-255. doi: 10.1111/hequ.12013