

Journal of legal and social studies

Issn: 2507-7333

Eissn: 2676-1742

Digitization of Human Resources Management

A case study of the the pentatonic scheme for the management of human resources for municipalities

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Date of send: 05 / 09 / 2023

date of acceptance: 12 / 12 /2023

Date of Publication: 17/12/2023

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Abstract:

The increasing number of organizations in the digital era, human resources are now perceived as a source competitive advantage.

This study sheds light on the theoretical rooting of human resources management, concept and functions, and we also touched upon the digitization of Human Resources Management, which is considered today, one of the most important stakes and challenges for public and private organizations .

In addition, a case study of the predictive management of human resources through the digital application, including the five-year plan for the management of human resources for municipalities. This is one of the goals of digitizing the management of human resources at the local level, which benefits the public benefit of citizens.

Keywords: human resources management, electronic management, electronic management of human resources.

Introduction

The destruction of the Berlin Wall was the final blow to the Communist giant, the world became unipolar , the world preached the idea of globalization, which requires the supremacy of one variables in all countries of the world, in light of these changes that mean a lot, the perception of the individual has changed, organizations or institutions have sought the individual who has knowledge with a different «it considered him a resource of the organization, a view that had not been before. The subject of human resources management has undergone several changes.

The development of Information Technology and the great acceleration of modern technologies in various economic, social, political and administrative fields has affected the way institutions look at how to manage them, in light of the tremendous technological development, institutions and public administrations are moving to take advantage of digitization technology, as the shift towards digitization is considered to provide The public service, its administrative processes and the performance of tasks are a strategic choice for it, Algeria has engaged in the context of reforming the public administration in general and the interior sector in particular, through the introduction of electronic management in local communities and municipalities in particular, and from the answer that the municipality has been digitized the interests of as well as the administrative account, as well as the management of human resources This background, which combines politics, economics and management, we take into its general

framework the following problems: How did digitization contribute to the management of human resources of municipalities This is what we will try to answer in this research paper, so we have touched upon .

The first topic is devoted to the conceptual framework of human resources management, then the digitization of Human Resources Management, and the third and final topic is devoted to the study of the prospective management of human resources through the digital application that includes the The pentatonic scheme for the management of human resources for municipalities.

The research tends to both raise and answer the following questions:

- 1- What is the impact of digitization of management on the performance of human resources?
- 2- To what extent the digital application included in the The pentatonic scheme for the management of human resources for municipalities can contribute to facilitating local management?

The present research aims at testing the following hypotheses:

- 1- Traditional approaches to analyse human resources no longer contribute in the promotion of modern approaches of the administration.
- 2- The use of digital information technology enhances the management of digital human resources.
- 3- The digital application of the five-year plan for the management of human resources of municipalities contributes to the improvement of human resources.

This research paper aims to:

- 1- It aims to provide theoretical rooting of Human Resources Management and electronic management, by addressing the management of electronic human resources.
- 2- Adopt models of the five-year plan for the management of human resources for municipalities ; the objective is to introduce to this application ; uses ; and its importance of digitization human resources management.

The first topic : Theoretical rooting of Human Resources Management

Human Resource Management is the design of a workforce management system to ensure that human talents are used effectively and efficiently to achieve organizational goals, so we will discuss the definition of human resources management.

First section: Definition of Human Resources Management

Human resource management can be defined as the process of recruitment and selection acquisition, training and development. Motivate, evaluate and retain qualified employees to perform activities necessary to achieve organizational goals ; and to develop specific activities and a climate Comprehensive organizational to generate maximum worker satisfaction and employee efficiency.

Louis and David stated that ;while the owner and manager of a small organization is more likely to take responsibility about Human Resource Management, large organizations employ specialists in the company calls them; human resources manager; to perform activities in a systematic manner.

Modern business companies, HR managers bear responsibility home page about forecasting personnel needs , recruiting personnel, assistance in choosing new employees. They also assist in training, assessment, and compensation management and employee benefits, and safety programs that are important components of business management.

Robert and David defined human resource management as the use of resources humanity as the most valuable asset to work on achieving organizational success with the seven main responsibilities are as follows:

- * Workforce planning .
- * Recruitment and selection of qualified personnel .
- * Training and development of knowledge and skills of employees .
- * Payment of compensation and benefits.
- * Provide health and safety for employees .
- * Working relationship
- * Research in human resources.

Donald stated that human resource management is an activity in attracting choose, train, give compensation and retain talents. Skilled staff and people with experience to work in order to increase organizational performance so that the organization can move forward to be excellent. 1

In another definition, human resources management is a general term that describes the development and management of personnel within an organization with the aim of increasing its effectiveness. Human Resource Management is called sometimes Personnel Management or talent management, all of which refer to the process of supervising Human Capital (personnel). The human resources department oversees the management of Human Resources. 2

In addition, Human Resource Management is a strategic approach to managing employees the company, the work culture, the working environment so that people can work as hard as possible efficiency and productivity. The use of metrics to measure the success of forces usually involves worker. 3

Second section: Reasons for the growing interest in human resources as a branch of management

the first labor organizations appeared in the organization, due to the development of industry as problems began to appear between management and workers, these problems necessitated the emergence of management

A specialist who deals with workers problems. In addition to the expansion of areas of recruitment and the spread of Labor culture in front of the workforce It led to the awareness of the labor force of its rights, and the increasing interference of governments in regulating relations between workers; and employers through those laws and legislation that the states have contributed In its issuance, it is actually imperative that a specialized administration issues an application laws so as not to create problems with the government.

* Among these labor legislation and laws are: wages and insurance
Pensions, health of employees.

* The evolution of the size of organizations and the increasing size and branches of the workforce.

Third section: Stages of development of Human Resources Management

1 - the stage of the emergence of the Industrial Revolution: the Industrial Revolution attacked several phenomena Such as:

- The appearance of machines and workshops, a large gathering of workers at the workplace.
- The expansion of the use of machines has replaced individuals, a significant increase in production goods.
- As for the field of Personnel Management, the worker has become a victim of this development because the outlook As a commodity, it is sold and bought, after the dependence on new machines, which It led to the marginalization of the individual and the complexity of human relations.

2 - the stage of the emergence of the scientific movement: this movement gave a new look to the work; and the relationship between management and workers, which was led by Taylor lasted about 20 years; he came up with what he called the principles of management.

1-the real development of management means replacing the path of random practice for management that relies on experience and guesswork to a scientific method.

2-scientific selection of workers Taylor considers this principle to be the most important in the success of human resources management, he says: it is necessary

to choose what suits the projects from individuals ; They are qualified and have the ability to bear the burden and responsibilities of the job.

3-education and development of employees to maintain human resources is essential to get to the desired level of work.

4-cooperation between management and employees, by providing the wishes of employees and the employer, we draw from this stage despite the confirmation of Labor Standards; The improvement of the labor, wage and incentive system by Taylor, however, did not reflect the point of look at the reality of the workshop, it was demanding workers to perform and increase work rates without ;They get a quid pro quo, which means that the scientific management movement neglected the element .Rather, it sought to exploit the worker in the interest of the employer.

5-it took care of the human side, but in a negative way, by exploitation.

3-the stage of the first and Second World War:

After the first World War ‘And the revealed strategies, where many techniques and strategies were employed The new advances made to science at this stage led to the importance of human resources and the emergence of the Human Relations movement led by Elton Mayo, and the emergence of industrial psychology where Psychologists focused on the analysis of Labor; and the development of psychological tests applied for the first time These psychological tests were then applied to the elements of the army; and applied to the workers before their appointment To avoid their failure after their employment, these experiments met with great successes at the beginning of the war; The scientific movement focused on the formal aspects of management and the element.

The scientific management movement came to the rescue of mankind, and as a result of experiments carried out by at the Hawthorne works under Mayo's supervision, it was concluded that the performance which is related to due to social and psychological conditions, not to material conditions and the impact of successes that The facilities have been achieved thanks to the contributions of psychologists, especially the scientific movement School in

management, some specialists in Personnel Management began to appear in some organizations.

*By the end of 1929, the field of Personnel Management had become adequately‘ Large companies have specialized special interests in managing the affairs of individuals, which supported these the stage is the founding of the ILO 1919 (government, owners of money·Workers).

It is no longer just a function of its content in other functions but has expanded to include other elements as a designation and training of personnel.

And the development of motivational programs and all that from the contributions and results of research in various science will become a fundamental pillar in institutions under the supervision of specialists in their management. His contribution to the profitability of enterprises and their competitive position was characterized by the term special and prominent since the beginning of Personnel Management Policies, this designation has settled intoThe eighties, where the term people management was replaced by human resources management, it is a substitution. This reflects the expression that has been defined in the content of

modern management that has extended to training planning and implementation.
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Fourth section: Human resources functions

The types of jobs in human resources range from administrative support roles and general human resources positions to administrative and specialized positions such as coordinator benefits and Labor Relations Specialist. Here are some typical functions that you can find them in human resources:

- * Help new employees as they choose benefits and existing employees when update their selection.
- * Help leaders build relationships with employees and address concerns Personnel, resolving conflicts between employees and the company's leadership
- * Support human resources management with administrative tasks such as recording information Processing of documents and communication with applicant.
- * Human resources manager: supervision of human resources management, supervision on orientation and training programs, monitoring compliance with labor laws.
- * Human resources specialist: managing or supervising human resources operations in small companies, including the recruitment and preparation of new employees , supervision on compensation and benefits, and to maintain compliance.
- * HR Information System Analyst: technology management and control used in the human resources department.
- * Labor relations specialist: assistance in the collective bargaining process reviewing data on employee contracts, supervising the grievance process, researching about qualified candidates to fill open positions, develop and implement training programs for employees.

The second topic: Digitization of Human Resources Management

The electronic future of human resources management has emerged after the big steps that the digitization of Public Administration is often associated with the digitization of management. So we will first touch on the definition of electronic management, and then touch on it digitization of Human Resource Management.

First section: Definition of electronic management

1*The electronic administration has defined several definitions, including :
Using digital information technology to complete administrative transactions, provide utility services, and communicate with citizens more democratically . 6

2*Completion of administrative transactions and provision of public services via the internet without customers having to move personally to complete their transactions, which causes waste of time, effort and energies using. 7

3*It is that department that relies in providing all its services to citizens on a pre-registered database on electronic circuits and Information Network on Computer.8

4* E-management is defined as the completion of administrative transactions and the provision of public services through the internet without customers having to move to admins personally to complete their transactions without wasting time or effort. 9

Second section: Definition of electronic management of human resources

We will discuss the definition of electronic management of human resources and development strategy Human resources in the digital environment are as follows:

2-1-Definition of electronic management of human resources: define the management Electronic human resources as an administrative methodology based on the use of awareness of Information Technology in the exercise of human resource functions ; It relies on computer systems and communication networks to implement strategies and human resources policies. 10

Electronic management of human resources can be applied in all activities of the Department human resources, for example, electronic recruitment in advertising vacancies and trying to attract the best human elements.

2-2-Human Resources Development Strategy in the digital environment:

Human resources are the most important assets are in the organization because they are the resources that control the business organization maintaining and developing the organization in the face of the requirements of the Times. So it should be human resources were considered, maintained and developed. Similarly, institutions should education should take care of its human being, preserve and develop resources.

Human resources need to be constantly developed in order to obtain resources a good human being in the true sense; The development objectives are as follows: 11

- *Increase labor productivity
- * Improve the quality of work
- * More specific human resources planning
- * Improve morale and morale
- * Improving occupational health and safety

The third topic: Predictive management of human resources through digital application the pentatonic scheme for the management of human resources for municipalities

The digital application has started working in the municipality based on the correspondence of the minister of Interior and local groups No. 7875 dated September 26, 2018, as well as Instruction No. 03 dated February 08, 2018, 12 within the framework of strengthening and improving human resources mechanisms and adopting an effective policy for the predictable management of human resources by introducing a new mechanism, the five-year plan for the management of human resources, where this strategy is defined the field of management for the total control of the census and the rationalization of budgetary expenditures in public administrations.

The First section: The content of the digital application included the pentatonic scheme of resource management humanity of municipalities.

This system is accessed by Web technology via the link specified by the Ministry of interior using the username and password 13, and after logging in from the user through the account of the administrator of the system for the municipality, he selects the municipality, first creates the organizational structure of the municipality under the deliberation of the municipal People's Council, through which the organization of the interests of the municipality is determined, he also creates the real estate family by choosing the nature of real estate and determining the real estate organization, the process of confirming the organizational structure of the municipality of the powers of the general administrator. 14

This system also contains the budget blog, which includes the blog of positions, which is prepared every year in the platform based on the deliberation of the municipal People's Council, and this blog contains the following icons : **actual positions, occupied positions, vacant positions.**

***Actual position:** which are expected to be filled during the next financial year.

***Positions occupied:** which are the positions actually occupied in the current financial year.

***Vacant positions:** result from the product of the difference between the occupied positions and the actual positions.

The code also contains senior positions, these are structural positions or functional positions, such as the head of an interest, in addition, it contains specialized positions, and we mean the position of civil status commissioner and the position of civil Status window assistant.

The processes on the blog divide the budget into three stages:

1-the beginning of the financial year: the budget blog is prepared at the beginning of the financial year by including the number of budget posts or the budget census

for posts senior positions or specialized positions for the management of positions ; and the budget census or making amendments by adding or deleting the number of positions finance is at every level.

The theoretical establishment of the ranks in each rank is done by clicking on the establishment of consideration for budget positions, then the Basic Law for employees belonging to the intended Rank is selected, then the budget positions are determined by choosing the rank at which you want to create a position budget establishment of positions budget position budget position year budget position budget number of ranks.

2-During the budget year: are the operations performed by a manager during the year budget through an increase or deletion in the number of open budget positions compared to the beginning of the year, three columns are opened representing the deleted additional positions.during the budget year, the status of the added position becomes an additional position, and it is not open to determine the number of positions to be added.

3-budget transition: it is the creation of the next budget year automatically, where the audit positions in the operations during the budget year become the open positions, for example, the transition from the budget year 2018 to the budget year 2019 .

The application also contains the census and nominal lists, the user enters the user census, and the following main window appears:

1-Budget effect: managing users by the nature of the budget positions and printing the main nominal lists, the reservation of employees appeared and after clicking on the nominal list icon an icon appears to create a new employee after clicking on the icon a window appears, the employee's information is reserved the following icons show the nature of the budget position on the work Budget reference basic position budget position.

After clicking on the administrative file icon, you can edit or add personal information, specify the original administration in case of assignment and the situation under leakage in case of non-appointment to a high position, where all the information about the employee is reserved address, reservation of information about the mother, information about couples, number of children for each employee upload the employee's photo .

2-Without budgetary effect: managing employees according to a special legal status and printing the attached name lists, accessing the positions without

budgetary effect so that it shows the number of employees assigned without budgetary effect in each basic position, and another employee can be added, For example, an employee in Call mode. As for the movement of employees, the management of the movement of employees according to the nature of the positions, senior positions, and the different ranks of wires, whether they are in a position of assignment or put at disposal, as for the movement in senior positions, the application receives new appointments in senior positions pending their sponsorship.

When you click on the icon, end the relationship for the ranks and end the tasks for the higher positions.

When clicking on the icon of appointing an employee to a commission, a window appears shown in the picture, the nature of the organization, the position, the designation of the commission, and then selecting the structural position, when clicking on the icon of the appointment reference, a window appears that allows booking the controller's visa by the nature of the position visa number visa date visa reference number appointment reference date appointment reference.

After accessing the movements, the employee can be transferred in rank or assigned to a higher position under each movement.

The second section: The importance of application

It is considered a comprehensive and Integrated Information System for the management of human resources; for the sector Internal and local groups are a permanent working ground for the Daily interpretation of human resources. All municipalities, states and the central administration participate in it, in addition to linking them; Central and local interests of financial control and public function.

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the importance of this application in the management of human resources is as follows :

The task of the first version of the program is to focus on meeting the basic needs in the field of Human Resources Management, similar to the management of codes and processes, budget, organizational structures and nominal lists as the main outputs of the annual course of management and one of the main things that underpin financial and public function control processes.

- Linking positions to the organizational structure for senior positions and senior positions, the process of linking positions to the organizational structure is done

with the budget code, the rest of the branches are done at the level of the number of users.

- Linking senior positions with evidentiary increase, for example, linking a high position of the head of an interest to a body in the organizational structure in the interests of users.
- Assignment status notifying the original management of employees assigned to other departments within the sector.
- Transfer status notifying the future administration of employees who are in a state of transfer by the original administration pending their sponsorship.
- Put at disposal the notification of the future management of employees at the disposal of the media.

Conclusion

The concept of Human Resources Management acquires a high importance in the scientific discussion, we have sought to address the conceptual approach to human resources management, the reasons that led to the increased interest in it, and the historical development of this concept, so the main progress of this study lies in presenting the idea of the strategy of digitization of human resources and in this additional development corresponding to the concept of Human Resources Management, the integration of the digitization of human resources management with the digitization of organizations represents an important conceptual step and a fundamental pillar of creativity and competition between organizations.

Digital human resource management thus constitutes another evolutionary step in the conceptualization of technology-based Human Resource Management. We have focused on the predictive management of human resources through a digital application that includes the five-year plan for the management of human resources for municipalities .

It is considered a comprehensive and Integrated Information System for the management of human resources for the interior sector and local groups a permanent working ground for the daily interpretation of human resources municipalities, states and the central administration; in addition to linking the central and local interests of financial control and public function.

This is one of the goals of the state, through which it seeks to develop and digitize the administration, and reduce the burden on citizens.

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