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Informatization Construction for Personnel Management in Agricultural Research Institutions

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Abstract In view of the existing problems in the informationization construction for personnel management in agricultural research institutions in China, this paper analyzed countermeasures for strengthening the informationization construction for personnel management in agricultural research institutions from transforming concept of personnel information management, enhancing the safety construction of personnel information management, integrating basic data of personnel management information platform, and construction of personnel management team.

Key words Agricultural research institutions, Personnel management, Informationization construction

1 Introduction

Personnel management is intended to make full use of human resources by adjusting the relationship between people, between people and things, and between people and organizations through scientific methods, correct employment principles, and reasonable management systems. With the development of social economy and the progress of science and technology, the administrative affairs of agricultural scientific research institutions are also increasing. The volume of information that each department has to handle is also increasing. How to achieve office automation, improve personnel management, increase the working efficiency of the personnel management, and realize modern management and scientific decision making with the aid of the computer network technology is an essential part of the deepening the personnel system reform in agricultural research institutions.

2 Existing problems

2.1 Backward concepts and weak understanding Frequent flow of personnel causes frequent changes in personnel information data. Since the traditional personnel management work always uses registration or uses simple Excel tables, it is very complex, it is not aware of the simplicity, high efficiency, and resource sharing brought about by the informationization management. The traditional personnel management methods fail to promptly and effectively organize and update the changed data, leading to lags in the data information held by personnel management workers and the insufficient supply of high-quality information for strategic decisions of scientific research institutions. Most of the organizations do not have specialized information development departments, and their investment in the construction of information systems is not sufficient. This has adversely affected the development and maintenance of hardware and software, and has led to the lag in the construction of informationization in some agricultural scientific re-

search institutions and accordingly failing to conform to the demands of information development.

2.2 Insufficient sharing of information resources In the personnel management methods and data processing, there is lack of "big data" thought. Some organizations use database processing in some aspects of personnel management such as file management, salary management, *etc.*, but the function of the database is not perfect. In the process of establishing data, due to the lack of effective communication and promptly reporting of data, all levels have established personnel information databases based on the actual situation of the organizations, but the information of databases is limited. There is no scientific, dynamic, and real-time management of data, separation of data. As a result, the data between research institutions and between business departments, leading to repeated input of information statistics of workers, and increasing the amount of labor.

2.3 Business level of workers to be improved The personnel data is large, sensitive, and inheritable. It imposes strict requirements on the general availability of the system. Therefore, the development, update, maintenance, and upgrade of the management information system are main points and difficulty points of personnel information management, which raises higher requirements for the workers of personnel management. Apart from being familiar with working process of businesses, they should get familiar with computer and network knowledge, so as to promptly communicate with the superior department in case of any variation in the data information. In addition, it is necessary to improve the overall quality of personnel management workers, and to be strict and cautious in their work to ensure the safety and confidentiality of personnel work.

2.4 Low information utilization efficiency The personnel department is an important department of agricultural scientific research institutions. The personnel management is mainly based on the service of scientific and technical personnel and scientific research development as the starting point and finishing point of the work. The personnel department can provide basic information for

the use of human resources, and also provide decision-making for the personnel top-level design of the organization. However, the utilization rate of personnel information in agricultural scientific research institutions is not high enough, and the development awareness of personnel management service is not strong. The publicly accessible part is usually the basic resume, title, political status, *etc.* of personnel, and information on the introduction of talents, performance of work, *etc.* The analysis of the data is insufficient, and effective transformation from the personnel management stage to the human resource management research stage has not yet been achieved. The application value of information is difficult to bring into play, and it is not enough to provide decision-making guidance for the organization.

3 Importance of personnel management work

Personnel management is a complex and systematic project. Personnel policy is strong, the workload is large, personnel information should be accurate and confidential, and the information processing should be promptly. In the traditional management method, the daily affairs work of personnel information, such as information collection, collation, inquiry, statistics and analysis, *etc.* occupy a large amount of time for personnel management worker, and it is also prone to errors in the process of information collation and input, leading to inaccurate information. With the development of computer network technology, the importance of information construction management in all areas of office systems becomes increasingly important. The personnel work of agricultural scientific research institutions must adapt to the development requirements of the information age, advance with the times, and constantly upgrade, and establish a more comprehensive and convenient personnel management information platform. (i) It is helpful for increasing the efficiency of personnel management work and reducing the cost of human resources. Personnel management worker in agricultural scientific research institutions can be freed from tedious business work and devote more time and energy to strategic issues such as research personnel training and discipline construction, and team development. (ii) It is helpful for increasing the resource sharing and utilization efficiency. Business department can share the information related to personnel, increase the personnel information utilization efficiency, avoid several departments or the same scientific research personnel using the related information or data, let scientific research personnel fully devote themselves to scientific research work, and reduce occupation of working time of scientific research personnel. (iii) It is convenient for staff to rapidly and accurately search, classify and analyze various types of personnel data information, and at the same time ensure the accuracy and timeliness of data information, and provide an important basis for all strategic decisions of the institutions in a timely manner.

4 Conclusions and discussions

4.1 Changing the concept Personnel management information

construction is not simply the recording and processing of personnel information data. The agricultural scientific research institutions can provide effective data analysis for the development of the unit based on the data of the personnel department and provide high-quality information for the organization's strategic decision-making. Therefore, agricultural scientific research institutions should attach great importance to the personnel management informationization work, place the informationization work on an important agenda, effectively strengthen leadership, provide fund guarantee, strengthen the construction of information system, use advanced information technologies, and use media and other means to achieve sharing of information resources, and truly increasing the efficiency of personnel work.

4.2 Integrating the platform basic data In accordance with the principle of the personnel management mechanism of agricultural research institutions, it is recommended to gradually establish a personnel management mechanism that meets the characteristics of agricultural scientific research institutions, gradually adapt to the market, and flexibly adjust the direction of scientific research. The personnel management mechanism is based on the autonomy of individual employees, the autonomy in career selection, scientific classification management, and complete supporting measures^[1]. It is required to comprehensively and effectively collect and integrate personnel information, and arrange data on personnel wages over the years in order to increase work efficiency, and reduce work errors, and explore "big data". Besides, it is recommended to pay attention to the processing capability construction. Addition, based on characteristics of the institutions, it is recommended to design the human resource management platform suitable for agricultural scientific research institutions, improve personnel recruitment system, personnel information management system, attendance system, and target performance assessment system. Also, it is recommended to accelerate information integration, strengthen and improve the access, integration, rewards and punishments, regulation and development of personnel management for human resources, to realize scientific and dynamic real-time management, and lay a certain foundation for the construction of personnel management information platform.

4.3 Strengthening the database construction The purpose of personnel management informatization is to strengthen and upgrade personnel management. It is expected to implement the information-based, digital, and automatic operation through the collection, classification, identification, and storage and transfer of the personnel information, so as to promote convenient use of the personnel information. Research institutions should increase the construction of information databases and gradually establish human resources development and management platform, to achieve unified, real-time, accurate, complete, and systematic transmission of the personnel management information, to realize construction of intelligent personnel decision making, scientific performance evaluation, automatic data integration, and paperless network office for the personnel management process^[2]. Before the informa-

tion is put into storage, it is required to carry out strict personnel identification, and properly handle the relationship between the convenience of resource utilization and the cost for putting into storage. When establishing the database, it is required to strictly comply with the relevant regulations of personnel management and make the database as scientific and standardized as possible. After the data is put into storage, it is necessary to strengthen the research on personnel management work data, analyze the existing problems in personnel management work, and provide guidance and recommendations for the development of research institutions.

4.4 Strengthening the safety construction With the development of agricultural scientific research institutions and the deepening reform of institutions, the current management mode of personnel work has also been decentralized to various secondary organizations from the previous relatively centralized management. Therefore, it is recommended to provide effective connection between two levels systems of research institutions, reflect the thought of "a game of chess", establish the personnel management information system network oriented towards secondary organizations, and establish a unified, complete, multi-level, intelligent, safe and confidential personnel management information network system. All secondary organizations should set up sub-libraries and multi-applications to prevent and avoid duplicate collections and repeated database construction, promote information sharing, and build, use, and make improvement according to the needs of the work. It is recommended to strengthen the system construction, establish a safety system, establish user rights according to business scope, set up data search and modification according to the powers, and ensure the safety of network systems and information using strict management and reliable technology.

4.5 Strengthening the team construction The personnel information is complex and staff attitude and quality of work play an

important role. The ability and level of the managers are related to the success or failure of the personnel development strategy of the organization. The success of personnel management information construction is closely associated with the staff^[3]. The personnel departments of agricultural scientific research institutions should match the comrades with good political qualities and high technical skills to engage in personnel management work and build an excellent team of information talents with strong political stature, excellent technology, excellent service, and strong guarantees. It is expected to change from the one-way and experienced direction to the comprehensive and professional direction, to adapt to the demands of modern personnel management work.

In summary, agricultural research institutions should strengthen the training of personnel management personnel in information technology and related business knowledge, learn technical knowledge in file management, digital technology knowledge, and network technology knowledge, *etc.* Through training, it is recommended to continuously improve the political quality and professional level. In practice, it is recommended to summarize experience methods, grasp rules, improve business skills, make innovation in work ideas and methods, and increase the effectiveness of personnel management work.

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part of farmers can expand the scale of land management, realize the transformation of traditional suburban agriculture to modern agriculture, and build a group of urban pastoral complexes with reasonable layouts, distinctive features, complete chains, ecological environmental protection, and integration of functions.

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