

**การบริหารงานบุคคลของผู้บริหารสถานศึกษา
โรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน**
**PERSONNEL ADMINISTRATION OF SCHOOL ADMINISTRATORS
AT HUAIYANG VOCATIONAL SCHOOL IN HENAN PROVINCE**

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บทคัดย่อ

การวิจัยครั้งนี้มีวัตถุประสงค์เพื่อ (1) ศึกษาระดับการบริหารงานบุคคลของผู้บริหารสถานศึกษาโรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน สาธารณรัฐประชาชนจีน และ (2) เพื่อเปรียบเทียบการบริหารงานบุคคลของผู้บริหารสถานศึกษาโรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน สาธารณรัฐประชาชนจีน จำแนกตามระดับการศึกษาและประสบการณ์การทำงาน

การวิจัยเป็นการวิจัยเชิงสำรวจ ประชากรเป็นครูที่ปฏิบัติงานในปีการศึกษา 2565 ได้แก่ ครูโรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน สาธารณรัฐประชาชนจีน จำนวน 220 คน กลุ่มตัวอย่างจำนวนครู 140 คน ได้มาโดยวิธีการสุ่มตัวอย่างอย่างง่าย ขั้นตอนการวิจัยประกอบด้วย 4 ขั้นตอน คือ (1) การศึกษาวรรณกรรมและงานวิจัยที่เกี่ยวข้อง (2) การสร้างเครื่องมือวิจัย (3) การรวบรวมข้อมูล และ (4) การวิเคราะห์ข้อมูล เครื่องมือที่ใช้ในการเก็บรวบรวมข้อมูลเป็นแบบสอบถามมาตราส่วนประมาณค่าห้าจุด สถิติที่ใช้ในการวิเคราะห์ข้อมูล ได้แก่ ความถี่ ร้อยละ ค่าเฉลี่ย ส่วนเบี่ยงเบนมาตรฐาน และการทดสอบค่า t

จากการค้นคว้าวิจัยพบว่า (1) การบริหารงานบุคคลของผู้บริหารสถานศึกษาโรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน สาธารณรัฐประชาชนจีน โดยภาพรวม และรายด้านอยู่ในระดับมาก และ (2) การเปรียบเทียบการบริหารงานบุคคลของผู้บริหารสถานศึกษาโรงเรียนอาชีวศึกษาห้วยยาง มณฑลเหอหนาน สาธารณรัฐประชาชนจีน จำแนกตามระดับการศึกษาและประสบการณ์การทำงานไม่แตกต่างกัน

คำสำคัญ: งานธุรการบุคคล, ผู้บริหารสถานศึกษา, โรงเรียนอาชีวศึกษาห้วยยาง, มณฑลเหอหนาน

ABSTRACT

The objectives of this research were: (1) to study the level of personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China; and (2) to compare the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China. classified by educational level, and work experience.

The research was survey research. The population is the teachers who work in the academic year 2022 including 220 teachers at Huaiyang Vocational School, Henan Province, the People's Republic of China, Sample, totaling 140 teachers, was obtained by simple random sampling method. The research procedure consisted of 4 steps; (1) study of literature and related research; (2) creation of research instrument; (3) data collection; and (4) data analysis. The instrument used for data collection was a five-

point rating scale questionnaire. The statistics used for data analysis were frequency, percentage, mean, Standard Deviation, and t-test.

The research of research found that; (1) the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China overall and in each aspect was at a high level; and (2) a comparison of the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China, classified by educational level and work experience were not different.

Keywords: Personnel Administration, School Administrators, Huaiyang Vocational School, Henan Province

INTRODUCTION

The rapid changes in today's global society have made each country compete with each other in every aspect for survival and people are important human resources in driving development the successful functioning of an organization depends on the manpower and quality of leadership. Personnel does not contribute to the development of the organization but must be converted to human resources through systematic planning adequate training, and proper education without the growth of human resources called human capital. The goals and objectives of the organization cannot be achieved. Human capital can be defined as the sum of the knowledge, skills, and aptitudes of people in society. Human resource development is a major challenge for many developing countries, as an important tool for human resource development and investment, although financial resources physical resources (workplace, machinery, etc.), and technological resources are also important to the development. But it is the most important human resource to create other resources. Adequate use of human resources will automatically lead to the best use of financial, physical, and technological resources. No organization can achieve the desired goals without effective management of all resources. But human capital is the most important element of an organization. And what will develop the potential of human resources effectively is education. China as well awareness and importance of human resources Aim to develop every organization in the country to be an efficient organization by developing people to have the knowledge and abilities to establish a vocational college. The Vocational school is one of many organizations that aims to develop youth through quality education. But at present, it is still a problem in vocational education management. People still do not pay much attention to vocational education, and rarely encourage children to enroll in vocational education. Although the Chinese government has emphasized the importance of vocational education for many years, many people still feel that getting into a vocational education means there is no future. For the first time since the Vocational Education Law was first promulgated in 1996, means the Vocational Education Law has been made big changes in this year, 2022. There has been a big change. This Vocational Education Law emphasizes the equal importance of vocational and general education. The positioning of vocational education and general education, two different types of education, forms the basis for the creation of the vocational legal

system. Personnel administration (also called human resources management and human capital management) encompasses all activities related to people in organizations. It entails the use of human resources to accomplish an organization's objectives as efficiently and effectively as possible. Personnel Administration is also a Universal Management Activity. All supervisors are personnel managers, while the Personnel office develops and monitors personnel policies. The supervisor is responsible for doing so. The supervisor is an important link in the personnel process. Because they deal with employees every day, on the other hand, the effectiveness of the organization depends on how well the supervisors perform the work of the personnel. And the concept of theory and principles of personnel management to be used to manage the organization effectively, such as the principle and theory "POSDCORB", which Gulick & Urwick (1937) presented in 7 aspects, consisting of 1) planning 2) organizing 3) personnel 4) supervision 5) coordination Task 6) Reporting 7) Budgeting. There are also many scholars who have given ideas and theories on management, such as Taylor mentioned in The Principles Of Management as well, and Flippo (1984) mentioned the process of personnel management at 6 factors as well: 1) Recruiting Personnel; 2) Personnel Development; 3) Compensation; 4) Joining Forces; 5) Maintenance and 6) Dismissal.

From such importance, the researcher was interested in studying the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, People's Republic of China. To be used in planning for Huaiyang Vocational School administrators to improve the management process and self-development to be more efficient and effective.

Research Objectives

1. To study the level of personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China.
2. To compare the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China. classified by educational level, and work experience.

Research Framework

In this research, the researcher applied the same concept of Flippo (1984) in personnel management. To define the conceptual framework of human resource management for administrators of Huaiyang Vocational School in Henan Province in the People's Republic of China, in 6 aspects as shown in Figure 1

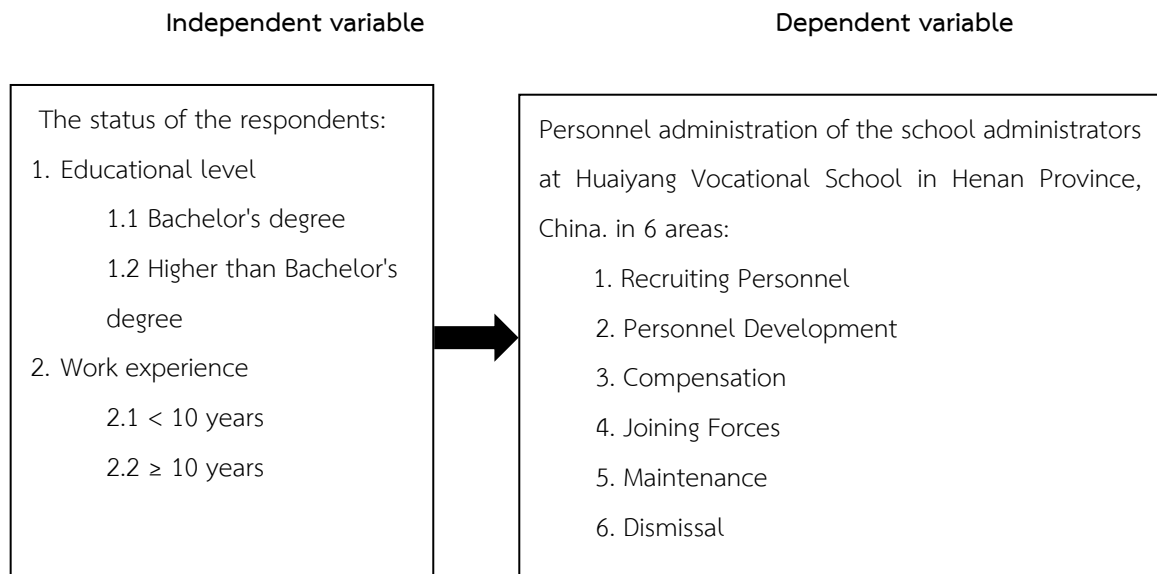


Figure 1. Research Framework กรอบแนวคิดการวิจัย

Methods of conducting research

Population: The population is the teachers who work in the academic year 2022 at Huaiyang Vocational School in Henan province, the People's Republic of China. The number of 220 teachers.

Sample: The sample consisted of 140 teachers at Huaiyang Vocational School in Henan province, the People's Republic of China. The sample size is determined by the Krejcie and Morgan tables (1970) and was obtained by simple random sampling.

Research instruments

The instrument used in this research the questionnaire is divided into 2 parts as follows:

Part 1: The questionnaire about the general information of the respondents.

Part 2: The questionnaire on personnel administration of the school administrators at Huaiyang Vocational School in Henan province consists of 6 areas: 1) Recruiting Personnel 2) Personnel Development 3) Compensation 4) Joining Forces 5) Maintenance and 6) Dismissal

Creating Data Collection instruments

1. Study the concepts, principles, and related research papers. About personnel administration of school administrators at Huaiyang Vocational School, Henan Province, the People's Republic of China to use as a guideline for questionnaire construction.

2. Create a questionnaire on the personnel administration of school administrators at Huaiyang Vocational School, Henan Province, the People's Republic of China, and present the questionnaire to the advisors with suggestions. and then completely revised it.

3. The questionnaire was created and presented to 3 experts to find content validity or consistency between questionnaire-written questions and definitions of operational terms. Using the Index of Item-Objective Congruence: IOC method for each questionnaire that ranges between 0.67 – 1.00.

4. The instrument was a non-sample by 30 teachers to find reliability using Cronbach's alpha coefficient formula, (Cronbach,1990) using a software package. There is a confidence value of .85

5. Editable queries were used to create complete instruments used in research to collect data from the sample group.

Data analysis

1. The data were analyzed by statistical software packages:

1) Analysis of the general data of the respondents classified by educational level and work experience using frequency distribution statistics, and percentage.

2) Personnel administration data of the school administrators at Huaiyang Vocational School, Henan Province, the People's Republic of China were analyzed by averages, and standard deviations, and set the criteria for interpreting of results as follows:

3) Comparison of Personnel administration of School Administrators at Huaiyang Vocational School, Henan Province, the People's Republic of China, classified by educational level and work experience by t-test.

Data analysis result

Results of the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China as shown in Table 1

Table 1 shows the Mean, standard deviation, and level of personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China.

Overall and in each aspect.

(n=140)

No.	Personnel Administration	\bar{X}	S.D.	Level
1	Recruiting Personnel	4.12	.346	high
2	Personnel Development	4.15	.394	high
3	Compensation	4.01	.402	high
4	Joining Forces	4.17	.375	high
5	Maintenance	4.15	.456	high
6	Dismissal	4.35	.332	high
	Total	4.16	.174	high

From Table 1 was found that the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China overall a high level ($\bar{X} = 4.16$). Considering each aspect, it was found that all aspects were at a high level. Dismissal had the highest mean ($\bar{X} = 4.35$), followed by Joining Forces ($\bar{X} = 4.17$), and Compensation had the lowest mean. ($\bar{X} = 4.01$)

Result of a comparative analysis of personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China, classified by educational level and work experience as shown in Table 2-3

Table 2 Compare the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China, classified by Educational Level. (n=140)

	Educational Level				t	p
	Bachelor's degree		High Bachelor's degree			
	\bar{X}	S.D.	\bar{X}	S.D.		
1. Recruiting Personnel	4.14	.337	4.03	.367	1.571	.118
2. Personnel Development	4.17	.385	4.06	.413	1.521	.139
3. Compensation	4.04	.416	3.93	.347	1.284	.201
4. Joining Forces	4.18	.372	4.13	.387	.689	.492
5. Maintenance	4.15	.443	4.15	.504	.059	.953
6. Dismissal	4.32	.332	4.44	.321	-1.902	.059
Total	4.17	.178	4.12	.159	1.255	.212

From Table 2 teachers with different educational levels come to recognize the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, The Republic of China was not different.

Table 3 Compare the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the Republic of China, classified by Work Experience. (n=140)

	Work Experience				t	p
	< 10 years		≥ 10 years			
	\bar{X}	S.D.	\bar{X}	S.D.		
1. Recruiting Personnel	4.09	.358	4.12	.341	-.501	.617
2. Personnel Development	4.20	.428	4.11	.370	1.229	.221
3. Compensation	4.00	.435	4.02	.383	-.195	.846
4. Joining Forces	4.24	.344	4.12	.389	1.790	.076
5. Maintenance	4.15	.440	4.15	.469	.092	.927
6. Dismissal	4.36	.338	4.34	.330	.240	.811
Total	4.17	.183	4.15	.169	.972	.333

From Table 3, teachers with different work experiences come to recognize the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, The Republic of China was not different.

Discussion

1. to study the level of creative leadership of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China.

The personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China overall a high level. Because school administrators have a good relationship with teachers. High trust and negotiation resulted in teachers' perceptions of the personnel administration of school administrators at the school. Good administrators must have morals, ethics, honesty, fairness, discipline, and patience, which are important principles of management. In addition, administrators should have the knowledge and the ability to use modern technology. Encourage teachers within the school to manage the school efficiently and effectively. This research finding was in accordance with the research of Kittisak Ungkanawin. (2019) which was found that studied about guidelines for studying the problems and solving problems of personnel administration of school administrators under the Office of Chonburi Primary Educational Service Area 2 to compare personnel management problems of administrators Educational institutions under the Office of Chonburi Primary Educational Service Area Zone 2 classified by school size, administrative experience, And the educational level and to find solutions to personnel management problems of personnel administrators of school administrators under the Office of Chonburi Primary Educational Service Area 2. Also, the findings were in the same direction as Researcher Xiong Min. (2004) was found that Human resource management refers to the management of people and things, to deal with the relationship between people and the cooperation of people and things to give full play to people's potential, and to plan, organize, command, and control people and various activities. The findings were in the same direction as those of the researcher Yuttana Isarangkun Na Ayutthaya. (2014) This research aims to investigate and compare the personnel administration that adheres to the principles of good governance in educational institutions classified by experiences and sizes of institutions under Pathumthani Primary Educational Service Area office 1. The overall opinions of teachers towards personnel administration according to good governance were found at a high level.

2. to compare the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China. The teachers in the school management perception is classified by educational level, and work experience.

2.1 Teachers with different educational levels come to recognize the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China was not different. Because Administrators focus on teachers at all educational levels. Each teacher shares the responsibility of helping each other improve and change is easy. Teachers embrace a good personnel administration for the benefit of the School. The key role of leaders at school is to help teachers feel comfortable with a good personnel administration. And able to plan operations and apply concepts and theories in performing duties. It is also used in the personnel administration process to work efficiently and effectively. This research finding was in accordance with the research of

Kanyanan Sirakuptharanon. (2020) Personnel management of teachers at Wat Thian Tawai School Mueang Pathum Thani District Pathum Thani Province, which found that the personnel management of school administrators in Wat Thian Tawai School teachers with different educational levels had no statistical differences. Also, the findings were Sirinapawan Thumkham. (2016) Study A Study of State and Problems of Personnel Administration of School under Phranakhon Si Ayutthaya Primary Educational Service Area Office 1 which found teachers with different educational levels. Opinions on the personnel administration of school administrators as a whole were not different.

2.2 Teachers with different work experience levels come to recognize the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China was not different. Because teachers who have different working experiences give importance to personnel administration. while most leaders use a good personnel administration in school administration which makes all personnel receive equality. Relationships between a teacher with different levels of practical experience were discussed. Understand the various processes until they work efficiently. This research finding was in accordance with the research of Phichamol Loachai. (2021) Researchers studied The Administrator Competencies and Personnel Administration in Schools under Samutsongkhram Primary Educational Service Area Office. The purposes of this research were to determine the administrator competencies in school, the personnel administration in school, and the relationship between the administrator competencies and personnel administration in school under Samutsongkhram primary educational service area office. This research finding was in accordance with the research of Wipada Saram. (2020) The Personnel Administration of School Administration in Pathum Thani Educational Service Area, the research findings were as follows classified by work experiences revealed that there were no differences.

Recommendations

Recommendations of research

1. Recruiting Personnel: School Administrators should be fair and open in recruiting talented and capable employees. Don't cheat to face the new staff. There should be good moral character and the ability to recognize people who are capable of doing a suitable job.

2. Personnel Development: School Administrators should appoint and assign tasks to the right people, have concrete clarity, and Know the potential and abilities of each teacher, for the best interests of the organization. Pay attention to personal development and balanced development. Can often organize online or offline learning and training.

3. Compensation: School Administrators should pay compensation appropriate to the job and have sufficient welfare and give fair remuneration to personnel everyone in the school on time. Don't forget to distribute gifts during the festival.

4. **Joining Forces:** School Administrators are expected to maintain a balanced development of the overall environment and promote a more positive atmosphere. Encourage employees to get along as a team and promote friendly communication.

5. **Maintenance:** School Administrators are expected to maintain a friendly environment for development. There are clear performance evaluation criteria to consider goodness and liking.

6. **Dismissal:** School Administrators must fire for making big mistakes at work and who are morally corrupt must be fired. Also, the act of dismissal should be treated with caution.

Recommendations for the next research

1. Study the reform of the personnel administration of school administrators at Huaiyang Vocational School in Henan Province, the People's Republic of China.

2. Qualitative research should be conducted to gain insights into the personnel administration of school administrators to expand educational opportunities in other theoretical frameworks.

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