The identification and analysis of private approaches and techniques for personnel management and the determination of its size are one of the priorities in the field of personnel management.

Increasing the effectiveness of management decisions taken on the use of the enterprise's labour potential, based on optimization results, makes it possible to improve the psychological climate at the enterprise; eliminate causes contributing to the emergence of conflict situations; increase the efficiency of the work of each specialist and the entire workforce, etc. The quality of management is reflected in the priorities of the management and the peculiarities of the personnel policy.

Assessment of labour potential and optimization of the state of labour potential is aimed at achieving the maximum correspondence between the capabilities of a specialist and the requirements imposed by job descriptions. The higher the individual labour potential corresponds to the requirements for the employee, the higher the degree of a compliance of an employee with the requirements of a job.

Managing the labour potential is focused on achieving the main objectives of the enterprise, the realization of which is carried out on the condition that the values of the components' indicators approach the optimal ones. Since the elements of the labour potential are constantly changing qualitatively and quantitatively, its studies presuppose a rational combination of economic and mathematical methods and experience based on intuition and knowledge of decision-makers.

The article proves that the allocation of labour functions is a part of the procedure for optimizing the state of the labour potential; the relationships reflecting single blocks of actions when optimizing the state of the labour potential are noted, and a block diagram of the algorithm for optimizing the labour potential is proposed. It is determined that the condition for obtaining reliable results of the analysis is a single block of component indicators and exclusion of the indicator replacement in the optimization process.