

# Human Resources Managers

SOC: 11-3121 • Career Profile Report

## ■ Key Facts

<b>\$140,030</b> Median Salary	<b>221,900</b> Employment	<b>+5.0%</b> Growth Rate
-----------------------------------	------------------------------	-----------------------------

## ■ Requirements & Salary Range

Education: Bachelor's degree

## ■ Automation Risk Assessment

**Low Risk** - 18.0% probability of being automated in the next 10-20 years.  
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

## ■ Work-Life Balance

**8.1/10** - Excellent work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

## ■ Top Skills Required

Communication skills, Decision-making skills, Interpersonal skills, Leadership skills, Organizational skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Human Resources Managers typically perform the following tasks:

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Represent organization at personnel-related hearings and investigations.
- Negotiate bargaining agreements and help interpret labor contracts.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Identify staff vacancies and recruit, interview, and select applicants.
- Investigate and report on industrial accidents for insurance carriers.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Administer compensation, benefits, and performance management systems, and safety and recreation programs.
- Prepare and follow budgets for personnel operations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Plan, organize, direct, control, or coordinate the personnel, training, or labor relations activities of an organization.
- Conduct exit interviews to identify reasons for employee termination.
- Oversee the evaluation, classification, and rating of occupations and job positions.
- Analyze training needs to design employee development, language training, and health and safety programs.
- Allocate human resources, ensuring appropriate matches between personnel.

---

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O\*NET*

Source: <https://www.bls.gov/ooh/management/human-resources-managers.htm>