

Human Resources Specialists

SOC: 13-1071 • Career Profile Report

■ Key Facts

\$72,910 Median Salary	944,300 Employment	+6.0% Growth Rate
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■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Medium Risk - 38.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

9.5/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

■ Top Skills Required

Communication skills, Decision-making skills, Detail oriented, Interpersonal skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Human Resources Specialists typically perform the following tasks:

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Review employment applications and job orders to match applicants with job requirements.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Schedule or conduct new employee orientations.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Confer with management to develop or implement personnel policies or procedures.
- Contact job applicants to inform them of the status of their applications.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Analyze employment-related data and prepare required reports.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Administer employee benefit plans.

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

Source: <https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm>