DESCRIPTION OF THE FIELD

Human Resources Specialist is the starting position in this field and requires a bachelor’s degree. They are often trained in all human resources disciplines and perform tasks throughout all areas of the department. In addition to recruiting and placing workers, human resources specialists help guide employees through all human resources procedures and answer questions about policies. They sometimes administer benefits, process payroll, and handle any associated questions or problems, although many specialists may focus more on strategic planning and hiring instead of administrative duties. They also ensure that all human resources functions comply with federal, state, and local regulations.

Human resources managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization’s management and its employees. Candidates need a combination of education and several years of related work experience to become a human resources manager. Although a bachelor’s degree is sufficient for most positions, some jobs require a master’s degree.

Although certification is usually voluntary, some employers may prefer or require it. Human resources generalists, in particular, can benefit from certification because it shows knowledge and professional competence across all human resources areas. One popular certification is through the Society for Human Resources Management (SHRM), which offers the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). (Provided by the Occupational Outlook Handbook)

CAREERS

Human Resources can work in a variety of settings including:
- Management of companies and enterprises
- Manufacturing
- Professional, scientific, and technical services
- Government
- Healthcare and social assistance

RESOURCES

For more information, please visit the following websites:

Occupational Outlook Handbook
http://www.bls.gov/ooh/management/human-resources-managers.htm#tab-1

Society for Human Resource Management
https://www.shrm.org/pages/default.aspx

Human Resource Certification Institute
https://www.hrci.org/