

LEADERSHIP AND SUPERVISION

Human Resources Specialists perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

DUTIES

A person in this career:

- Interprets and explains human resources policies, procedures, laws, standards, or regulations.
- Hires employees and processes hiring-related paperwork.
- Maintains current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Prepares or maintains employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Addresses employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Informs job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Reviews employment applications and job orders to match applicants with job requirements.
- Selects qualified job applicants or refers them to managers, making hiring recommendations when appropriate.
- Schedules or conducts new employee orientations.
- Maintains and updates human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.

Human resources specialists are called HR specialists for short. They hire, fire, and train their company's employees. They also make sure current employees are happy with their jobs.

HR specialists deal with all sorts of issues inside a company. They help settle employee disputes or complaints. They help plan work schedules. They also manage employee benefits. They provide pension information to workers who are retiring. They also explain their company's HR policies to new recruits.

The goal of the HR department is to maintain a good work environment for all employees. This means keeping everyone happy and productive. It also means keeping costs as low as they can without making too many compromises. They make sure employees make money for the company rather than lose it.



SALARY INFORMATION

Location	2018				
	10%	25%	Median	75%	90%
California	\$42,710	\$54,200	\$69,730	\$92,680	\$121,660

*Pay period based on yearly amount.

EMPLOYMENT OUTLOOK

Stable growth rate is estimated to be **11%**

6,440 estimated annual job openings

HR specialists enforce labor laws within the company. For example, they make sure the company accommodates an employee with a disability. They must also follow strict health and safety rules. They need to make sure all laws are followed, or an employee can sue the company.

RELATED OCCUPATIONS

- Human Resources Managers ☀️
- Management Analysts ☀️
- Training and Development Specialists ☀️🌿
- Fraud Examiners, Investigators and Analysts
- Public Relations Specialists 🌿

