

# HUMAN RESOURCES SPECIALIST

**What do they do?** Compile and keep personnel records, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reasons for terminations. May prepare reports for employment records file employment records, or search employee files. Screen, recruit, interview, and place workers.

**People with these roles and responsibilities are also called:**

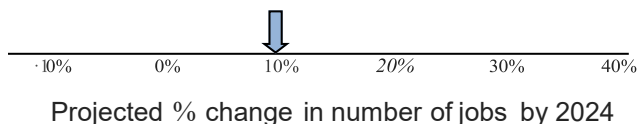
Human Resources (HR) Assistant, HR Specialist, Personnel Assistant, Administrative Assistant, HR Coordinator, HR Technician, HR Associate, HR Administrative Assistant, HR Consultant, HR Representative.

**Some typical job duties:**

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Explain company personnel policies, benefits, and procedures.
- Compile and prepare reports and documentation pertaining to personnel activities.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Hire employees and process hiring-related paperwork.

## Michigan Job Outlook

"Faster than average" (+10.5%)



National Job Outlook through 2024: 26.7%

**National Job Outlook through 2024: 10.5%**

## Most Important Occupational Skills

**BASIC SKILLS**

Speaking  
Active Listening  
Reading Comprehension

**PROBLEM SOLVING SKILLS**

Complex Problem Solving

**SYSTEMS SKILLS**

Judgment/Decision Making  
Systems Analysis  
Systems Evaluation

**SOCIAL SKILLS**

Social Perceptiveness  
Coordination  
Service Orientation

**TECHNICAL SKILLS**

Operations Monitoring  
Operation Analysis

**RESOURCE MANAGEMENT**

Mgmt of Financial Resources  
Time Management  
Mgmt of Personnel

## How much did these jobs pay in 2016?

Average: \$64,780 per year  
(31.14 per hour)

## Career Pathway and Educational Requirements

Specialist (\$30,000- \$75,000)      Managerial (\$50,000- \$100,000)

Associate (\$20,000 - \$35,000)   Specialist (\$30,000 - \$75,000)   Managerial (\$50,000 - \$100,000)   Executive (\$100,000+)

HR Assistant



HR Specialist



HR Manager



Vice President, HR

**REQUIRED FOR ENTRY**

High school degree

**REQUIRED FOR ADVANCEMENT**

Bachelor's degree

**REQUIRED FOR ADVANCEMENT**

Bachelor's degree  
Multiple years related work experience

**REQUIRED FOR ADVANCEMENT**

Post-graduate degree

**SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:**

- Associate in the Society of Actuaries -ASA (Society of Actuaries, available online)
- Human Resources Assistant Certificate (offered by many community colleges)
- Professional in Human Resources (HR Certification Institute, unavailable online)
- Senior Professional in Human Resources (HR Certification Institute, unavailable online)
- Certified Human Resources Specialist (MSU's School of Human Resources & Labor Relations, unavailable online)