

Human Resources Specialists

SOC: 13-1071 • Career Profile Report

■ Key Facts

\$72,910 Median Salary	944,300 Employment	+6.0% Growth Rate
----------------------------------	------------------------------	-----------------------------

■ 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 recruit, screen, and manage employees **to support organizational operations, compliance, and employee well-being**. They handle hiring, benefits, training, and employee relations. Their work is critical in businesses, government agencies, and nonprofit organizations.

This career is well suited for individuals who enjoy working with people, problem-solving, and managing organizational processes.

What Do Human Resources Specialists Do?

HR specialists manage employee-related processes and support organizational policies.

Common responsibilities include:

- Recruiting, interviewing, and hiring candidates
- Administering employee benefits and compensation programs
- Conducting orientation and training programs
- Maintaining personnel records and documentation
- Ensuring compliance with labor laws and company policies
- Addressing employee questions, concerns, and disputes
- Assisting in performance evaluation and employee development

Key Areas of Human Resources

HR specialists may focus on specific functions:

- Recruitment and Staffing: Attracting and hiring qualified employees
- Employee Benefits and Compensation: Managing pay, health, and retirement programs
- Training and Development: Coordinating learning opportunities and skill development
- Compliance and Labor Relations: Ensuring adherence to laws, regulations, and company policies
- Employee Relations: Supporting workplace communication, conflict resolution, and engagement

Skills and Abilities Needed

HR specialists combine interpersonal, administrative, and organizational skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education and experience:

- Bachelor's Degree: Human resources, business administration, or related fields
- On-the-Job Training: Practical experience in HR processes and systems
- Professional Certification (optional): SHRM-CP, PHR, or other HR credentials
- Continuous Learning: Keeping up with labor laws, HR technology, and best practices

Where Do Human Resources Specialists Work?

They are employed across organizations of all types:

- Corporations and Businesses
- Government Agencies
- Nonprofit Organizations
- Educational Institutions
- Healthcare and Service Industries

Work environments may include offices, remote work settings, and various organizational locations.

Is This Career Difficult?

This career requires strong interpersonal, administrative, and organizational skills. HR specialists must manage employee needs, ensure compliance, and support organizational goals.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy working with people and resolving issues
- Are organized and detail-oriented
- Have strong communication and problem-solving skills
- Are interested in labor laws, policies, and employee development
- Want a career that supports organizational efficiency and employee well-being

How to Prepare Early

- Take courses in business, psychology, or human resources
- Gain experience through internships or volunteer work in HR
- Develop communication, organizational, and problem-solving skills
- Learn HR software and recordkeeping systems
- Stay informed on labor laws, HR trends, and best practices

Human resources specialists support organizations by managing personnel processes, fostering a positive work environment, and ensuring compliance with employment laws.

*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>