

HUMAN RESOURCES MANAGERS CAREERS

CAREER SERVICES | CAREER PATHS



Candidates typically need a combination of education and several years of related work experience to become a **human resources manager**. Human resources managers usually need a bachelor's degree, although some jobs do require a master's degree in human resources, labor relations, or business administration. To demonstrate abilities in organizing, directing, and leading others, human resources managers must have related work experience. Some managers start out as **human resources specialists** or **labor relations specialists**.

NATURE OF THE WORK

Human resources managers plan, coordinate, and direct 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.

Human resources managers typically plan and coordinate an organization's workforce to best use employees' talents. They plan and oversee employee benefit programs, advise other managers on human resources issues, such as equal employment opportunity and sexual harassment, and coordinate and supervise the work of specialists and support staff. They also oversee an organization's recruitment, interview, selection, and hiring processes, and handle staffing issues, such as mediating disputes and directing disciplinary procedures.

Organizations want to attract, motivate, and keep qualified employees and match them to jobs for which they are well-suited. Human resources managers work involves overseeing employee relations, securing regulatory compliance, and administering employee-related services such as payroll, training, and benefits. They supervise the department's specialists and support staff and make sure that tasks are completed accurately and on time.

Human resources managers identify ways to maximize the value of the organization's employees and ensure that they are used efficiently. For example, they might assess worker productivity and recommend changes to help the organization meet budgetary goals.

Some human resources managers oversee all aspects of an organization's human resources department, including the compensation and benefits program and the training and development program. In many larger organizations, these programs are directed by specialized managers, such as compensation and benefits managers and training and development managers.

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CAREER SERVICES | OUTLOOK AND INCOME

OPPORTUNITIES FOR EMPLOYMENT

Employment of human resources managers is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations.* Employment growth depends largely on the performance and growth of individual companies. As new companies form and organizations expand their operations, they will need more human resources managers to administer and monitor their programs

Human resources managers also will be needed to ensure that firms adhere to changing and complex employment laws regarding topics such as equal employment opportunity, healthcare, and retirement plans.

*Source: US Department of Labor, Bureau of Labor Statistics, OOH

SALARY EXPECTATIONS

The median annual wage for human resources managers was \$121,220 in May 2020. *

*Source: US Department of Labor, Bureau of Labor Statistics, OOH

PROFESSIONAL CERTIFICATIONS

Although certification is voluntary, it shows professional expertise and credibility, and it may enhance job opportunities. Employers may prefer to hire candidates with certification, and some positions may require it. The Society for Human Resource Management (SHRM), HR Certification Institute (HRCI), WorldatWork, and International Foundation of Employee Benefit Plans are among many professional associations that offer certification programs.

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CAREER SERVICES | TITLES AND SKILLS

SOURCES OF ADDITIONAL INFORMATION

- HR Certification Institute - <https://www.hrci.org/>
- International Public Management Association for Human Resources - <https://www.hrci.org/>
- Society for Human Resource Management - <https://www.shrm.org/>

JOB TITLES

- Administrative Services Managers
- Compensation and Benefits Managers
- Compensation, Benefits, and Job Analysis Specialists
- Employee Relations Managers
- Human Resources Specialists
- Labor Relations Directors
- Labor Relations Specialists
- Payroll Managers
- Recruiting Managers
- Staffing Managers
- Top Executives
- Training and Development Managers
- Training and Development Specialists

REQUIRED SKILLS

- Communication
- Decisive
- Interpersonal
- Leadership
- Organization