

## Human Resources Managers

11-3121.00



**Description:** Plan, direct, or coordinate human resources activities and staff of an organization.

### Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

**Sample of Reported Job Titles:** Employee Relations Manager

### Job Zone

**Title:** 4 - Considerable Preparation Needed

**Education:** Require a four-year bachelor's degree.

**Experience:** A considerable amount of work-related skill, knowledge, or experience is needed.

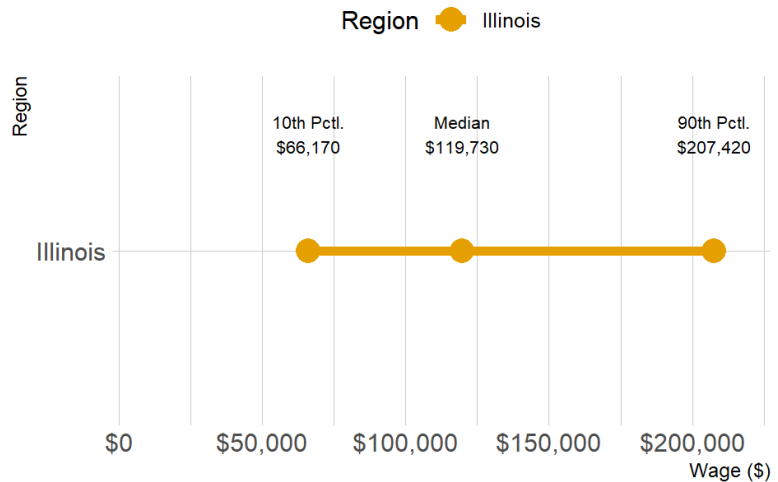
**Training:** Several years of work-related experience, on-the-job training, and/or vocational training needed.

**Core Certifications:** Certified Compensation Professional, Certified Executive Compensation Professional, Society for Human Resource Management Certified Professional

**Hot Technologies:** ADP Workforce Now, Deltek Vision, Facebook, IBM Cognos Impromptu, IBM Notes, IBM SPSS Statistics, Infor ERP SyteLine, Intuit QuickBooks

Region	Employment	Location Quotient	Median Wage
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Illinois	12,210	1.84	\$119,730
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### Top 5 Core Tasks According to Current Job Holders

	Frequency	Importance (out of 100)
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Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.	Several times daily	96
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Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.	More than monthly	93
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Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.	More than yearly	92
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Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.	More than monthly	88
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Represent organization at personnel-related hearings and investigations.	More than yearly	86
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