

Human Resources Specialists

13-1071.00



Description: Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas.

Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

Sample of Reported Job Titles: Corporate Recruiter, Employment Representative

Job Zone

Title: 4 - Considerable Preparation Needed

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

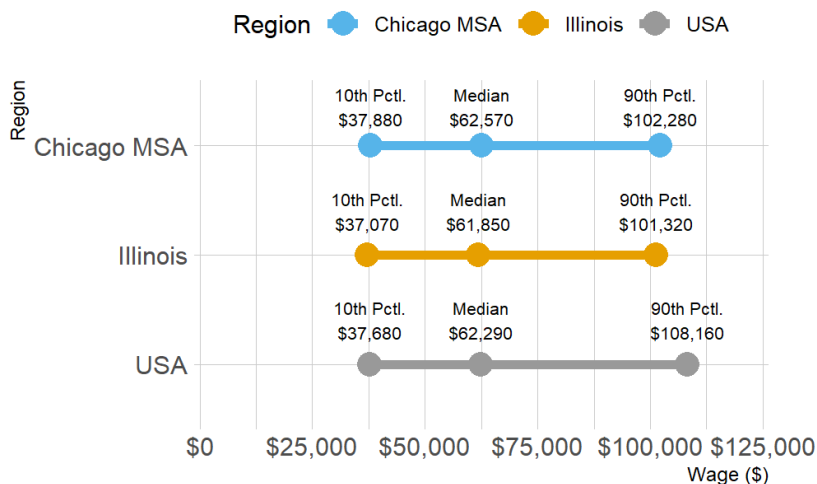
Experience: A considerable amount of work-related skill, knowledge, or experience is needed.

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

Core Certifications: Associate Certified Outsourcing Professional, Certified Professional in Online Job Search and Reputation Management

Hot Technologies: Adobe Systems Adobe Acrobat, Adobe Systems Adobe Creative Cloud, Adobe Systems Adobe Illustrator, Adobe Systems Adobe InDesign

Region	Employment	Location Quotient	Median Wage
Chicago MSA	22,230	1.00	\$62,570
Illinois	29,200	0.99	\$61,850
USA	740,830	—	\$62,290



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Interpret and explain human resources policies, procedures, laws, standards, or regulations.

More than weekly

93

Hire employees and process hiring-related paperwork.

More than monthly

90

Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).

More than yearly

89

Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.

More than monthly

87

Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.

More than monthly

86