## ***Human Resources Specialist***

## Student’s Name

## Management 3620: Human Resource Management

## Dr. Villanova

## Job Study Assignment Utilizing O\*Net

# Contents

1. Job Narrative
2. Job Description
3. Worker Specifications
4. Occupation Report

## **Job Narrative**

## Human resources specialists recruit, screen, interview, and place workers. They also may handle human resources work in a variety of other areas, such as employee relations, payroll and benefits, and training.

## Human resources specialists typically do the following:

## Consult with employers to identify employment needs and preferred qualifications

## Interview applicants about their experience, education, training, and skills

## Contact references and perform background checks on job applicants

## Inform applicants about job details, such as duties, benefits, and working conditions

## Hire or refer qualified candidates for employers

## Conduct or help with new employee orientation

## Keep employment records and process paperwork

## Many specialists are trained in all human resources disciplines and do tasks throughout all areas of the department. In addition to recruiting and placing workers, these specialists help guide employees through all human resources procedures and answer questions about policies. They often administer benefits, process payroll, and handle any associated questions or problems. They also ensure that all human resources functions comply with federal, state, and local regulations.

## Knowledge of policies and practices of human resources functions and a strong command of the English language and ability to communicate in both written and verbal forms is required. Knowledge of mathematical operations and their appropriate applications, of human behavior and performance, and of the use of computer hardware and software to support job-related activities is often preferred. Most frequently, a Bachelor’s degree in business, psychology, or other related discipline is necessary. There is often a short period of on-the-job training lasting several months.

## Human Resource Specialists are typically employed full-time, eligible for health insurance and other benefits, and have a starting salary of approximately $37,000 per year.

## Employment prospects for suitable candidates are promising and projected to grow in North Carolina at a rate of 9% from 2016-2026.

### **Job Description**

Perform activities in the human resource area which may include screening, recruiting, interviewing, and placing workers.

Tasks include:

* Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
* Interpret and explain human resources policies, procedures, laws, standards, or regulations.
* Hire employees and process hiring-related paperwork.
* Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
* Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
* Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
* Schedule or conduct new employee orientations.
* Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
* Confer with management to develop or implement personnel policies or procedures.
* Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.

### **Job Details**

|  |  |
| --- | --- |
| Job Location:  | Boone, NC 28607  |
| Starting Salary:  | $ 38,500/year  |
| Hours/Week:  | 40  |
| Education:  | Bachelors  |
| Degree or Training:  | BA/BS in business or psychology or related field  |
| Licenses, Certificates, or Registrations:        | none  |
| Years of Experience:  | 1  |
| Position Start Date:  | 01/01/21  |
| Number of Positions:  | 1  |
| Benefits Include:  | 401k, Dental Insurance, Health Insurance, Holidays, Vacation, Sick days (6) |

##### Worker Specifications

The most important knowledge, skills, and abilities (KSAs) are listed for Human Resources Specialists.

|  |
| --- |
| **Knowledge** |
| **Personnel and Human Resources** - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. |
| **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. |
| **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. |
| **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. |
| **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. |
| **Skills** |
| **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| **Speaking** - Talking to others to convey information effectively. |
| **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents. |
| **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. |
| **Writing** - Communicating effectively in writing as appropriate for the needs of the audience. |
| **Abilities** |
| **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences. |
| **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand. |
| **Written Comprehension** - The ability to read and understand information and ideas presented in writing. |
| **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense. |
| **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. |

#### Occupation Report

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

**Local Wages for Human Resources Specialists:**



**North Carolina Employment Trends for Human Resources Specialists:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment(2016)** | **Projected employment(2026)** | **Projected growth(2016-2026)** | **Projected annual job openings(2016-2026)** |
| 15,840 employees | 17,190 employees | 9% | 1,700 |