

# Human Resources

## Management

- Hiring, motivating, and maintaining people in an organization.
- Decision-making that affect different of employees lives (not only in the organization but their overall lives).
- Plan and coordinate an organization's workforce to best use employees' talents
- Link an organization's management with its employees
- Plan and oversee employee benefit programs
- Serve as a consultant with other managers advising them on human resources issues, such as equal employment opportunity and sexual harassment
- Coordinate and supervise the work of specialists and support staff
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures
- Workforce development and training
- **Labor relations directors**
- **Payroll managers**
- **Recruiting managers**

HR Managers \$70,000-\$130,000 (median \$106,000)

According to Monster.com these are the most in-demand **specialist** human resources jobs.

### *Compensation and Benefits Managers*

Administer a company's rewards and benefits policies, including salaries, bonuses, pensions, life insurance and sometimes medical insurance packages.

### *Employment, Recruitment and Placement Specialists*

Recruiters, these specialists recruit and place workers. They may travel to job fairs and college campuses to find promising job applicants. They may also screen, interview and test applicants, and may check references and extend job offers.

### *Human Resources Information System (HRIS) Analysts*

Professionals in this area coordinate, communicate and implement changes to the HR information systems.

### *Employee Assistance Plan Managers*

Sometimes called employee welfare managers, manager of work and family programs or work-life managers, these HR professionals oversee programs to enhance employee safety and wellness and improve work-life balance. They may manage occupational safety and health standards and practices, health and physical fitness plans, medical examinations, flextime

programs, food service and recreational activities, childcare and elder-care programs, and counseling services.

HR Specialists Median \$59,000

## Career and educational counseling

Career Counselors help others create successful plans for their future employment. Many take positions at educational institutions, government organizations and private agencies. Counselors offer advice and encouragement to their clients as they explore various career opportunities.

They also conduct psychological evaluations to identify social or psychological issues that may be inhibiting their clients.

Career Counselors are also a source of employment opportunities, so they promote job fairs, workshops and mentoring programs. They must also research the requirements required to pursue various career paths, so they can advise their clients on how to prepare for potential challenges.

\$30,000-70,000 (median pay around \$54,000) faster than average

## Labor and community organizing

Union Organizers - \$36,000

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*Organizers* are focused on building social organizations, expanding their membership base, raising questions or alternatives, developing sound *organizing* strategies, recruiting leadership, assisting with fundraising, running member meetings, and facilitating training sessions.

Fastest growing careers (18%) 2016-2026

### **What Social and Community Service Managers Do**

Social and community service managers coordinate and supervise social service programs and community organizations. They manage workers who provide social services to the public.

### **Work Environment**

Social and community service managers work for nonprofit organizations, private for-profit social service companies, and government agencies. The majority work full time.

Median pay \$64,000