

Human Resources Manager and Specialist

What Do They Do?

Human Resource Managers and Specialists serve as a link between management and employees. They oversee the business of managing people in an organization including their pay, benefits, career development, training, hiring, and other functions.

Human Resource Managers and Specialists may describe and evaluate job positions, and recruit, interview and recommend applicants to fill job openings. Human Resource Managers and Specialists may work alone or supervise staff as part of a large personnel department. In a smaller organization, a Human Resource worker may perform many different functions, while in a larger organization; they may specialize in different areas. Some may work as recruiters who search for, interview and test job applicants. Others may work with benefits, establishing and maintaining pay and fringe benefits for employees, while some work as Equal Employment Opportunity (EEO) officers who investigate and resolve EEO complaints and examine the company's practices to make sure there are no violations.

What Do I Have To Do To Be One?

Because the duties of Human Resources Managers and Specialists are so varied, the educational backgrounds are also varied. An Associate Degree, Bachelor's Degree or Master's Degree may qualify a person for this occupation. Some employers look for college graduates who have majored in Human Resources, Personnel Administration or Industrial and Labor Relations.

Some courses to take in high school to prepare you for this job are Communications, Business, Public Speaking, Economics and English.

People who are Human Resources Managers or Specialist like having business contact with people and are concerned with communicating information to others. To work in this profession you should be able to reason and think logically, organize and analyze information, communicate well, both orally and in writing. You should also be able to see different points of view as well as be persuasive.

How Much Do They Make?

Earnings for Human Resource Managers and Specialists vary by job function, level of education, experience and the size, type and location of the employer.

Nationally, recent college graduates with Bachelor's Degrees in Human Resources and Labor Relations were offered beginning annual salaries ranging from \$30,000 to \$45,000 in late 2004. Annual average salaries of Human Resource Managers and Specialists in the Detroit area ranged from \$48,430 to \$99,638, depending on the specialty.

What Can I Expect From The Job Market?

Nationally, about 976,300 Human Resource Managers and Specialists were employed in 2002 with growth faster than the average for all occupations through the year 2012. However, employment of Human Resource Managers and Specialists in Michigan is expected to grow more slowly than the average for all occupations through 2010. There are about 22,525 Human Resource Managers and Specialists employed in Michigan. Most worked in urban areas and were employed in private industry.

For more information on this career, click here: [Human Resources Career Information](#)

Factoid

Human Resources Specialists and Managers serve as a link between management and employees. They help businesses manage their staff by providing specialized services to staff members. Human Resources Specialists and Managers perform functions such as recruiting qualified employees and hiring them for jobs in the organization, and conducting employee orientation and training. Human resources workers also develop company policies and procedures, employee surveys, and other perform other administrative duties

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