Practitioners in the Human Resources field help employers recruit key talent, organize training for staff members, and negotiate employer-employee relations. Human Resources permeates all industries as staffing needs grow, and specialists are essential to ensuring that the right recruit is made for each job.

**KEY FINDINGS**

- Upper-division Human Resources jobs are growing rapidly in Orange County, and are increasingly important to aid employment growth in all industries.
- Most HR specialists get their start with a Bachelor’s or professional degree, though proven experience is also important to expanding opportunities.
- The most successful HR practitioners combine technology-aided organizational skills with interpersonal and negotiation skills to help companies retain satisfied employees.

**MOST IMPORTANT TASKS AND DUTIES**

1. **Interpersonal Skills**
   - Communicating with Supervisors and Peers
   - Getting Information
   - Establishing and Maintaining Relationships

2. **Active Listening**
   - Getting Information
   - Establishing and Maintaining Relationships

3. **Oral Comprehension**
   - Getting Information
   - Written Comprehension

4. **Critical Thinking**
   - Getting Information
   - Written Comprehension

5. **Dependability**
   - Getting Information
   - Written Comprehension

**TOP SKILL SETS**

- Personnel and Human Resources
- English Language
- Clerical
- Administration and Management
- Customer and Personal Service

**EDUCATIONAL LEVEL BY TYPE**

- Master’s: 18%
- Post-Bachelor’s: 3%
- Bachelor’s: 60%
- Other: 5%

**EMLOYMENT OVERVIEW**

<table>
<thead>
<tr>
<th>California</th>
<th>Orange County</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMAN RESOURCES ASSISTANTS</strong></td>
<td><strong>HR SPECIALISTS</strong></td>
<td><strong>HR SPECIALISTS</strong></td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Projected Earnings</td>
<td>Annual Salary</td>
</tr>
<tr>
<td>$43,915</td>
<td>$46,245</td>
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</tbody>
</table>

**RELATED COURSEWORK**

- Human Resources Management Certificate Program
- Business Administration Certificate Program
- Strategic Human Resources Leadership Program
- Linking HR Strategy to Business Success
- Organizational Leadership and Communication Certificate Program

*Figures are projections; actual salaries may vary.*

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