

CAREER INSIGHT

HUMAN RESOURCES MANAGEMENT

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

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

3 Hire employees and process hiring-related paperwork.

4 Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.

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

Interpersonal Skills

Active Listening

Communicating with Supervisors and Peers

Oral Comprehension

Getting Information

Written Comprehension

Concern for Others

Organization

Attention to Detail

Cooperation

Critical Thinking

Dependability

Integrity

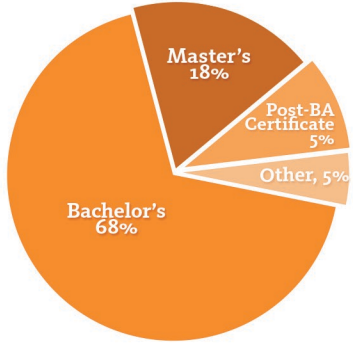
Speech Recognition

Establishing and Maintaining Relationships

Staffing Organizational Units

KEY TRAITS

EDUCATIONAL LEVEL BY TYPE



EMPLOYMENT OVERVIEW

CALIFORNIA EDD, OES 2014		HUMAN RESOURCES ASSISTANTS	COMP. AND BENEFITS MANAGERS	HUMAN RESOURCES MANAGERS	TRAINING AND DEV. MANAGERS	HUMAN RESOURCES SPECIALISTS*	TRAINING AND DEV. SPECIALISTS
ORANGE COUNTY	ANNUAL SALARY	\$45,313	\$135,928	\$130,950	\$126,245	\$70,095	\$67,123
	PROJECTED EMP. GROWTH 2010-2020	10.80%	6.50%	15.10%	19.20%	22.10%	27.00%
CALIFORNIA	ANNUAL SALARY	\$43,753	\$126,205	\$123,112	\$124,895	\$68,211	\$69,128
	PROJECTED EMP. GROWTH 2010-2020	13.14%	3.57%	15.53%	18.52%	23.32%	31.91%
UNITED STATES	ANNUAL SALARY	\$38,520	\$112,040	\$111,180	\$107,770	\$61,560	\$60,780
	PROJECTED EMP. GROWTH 2010-2020	10.10%	3.10%	13.20%	11.20%	7.90%	15.50%

* Bright Outlook - occupations are expected to grow rapidly in the next decade, will have large numbers of job openings, or are new/emerging occupations according to the U.S. Department of Labor.

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