



## MAKE A DIFFERENCE!

If you want a career where you can make a difference in people's lives, consider working in human resources (HR) for a city or county. There are many jobs to choose from, such as clerical, administrative, recruiting, training, employee relations, compensation, HR database administration, benefits administration and payroll.

## JOB DUTIES

HR professionals provides assistance to employees and managers to ensure that organizations have the right people in the right place at the right time. They identify qualified candidates to fill vacancies and ensure new employees receive appropriate training. HR staff make sure pay is competitive and that health coverage and other benefits are available.

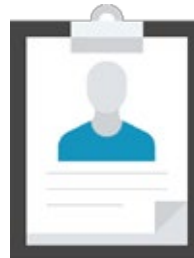
## HIRING OUTLOOK

Demand for human resources professionals is on average higher than all other professions. The U.S. Bureau of Labor Statistics predicts job growth for human resources managers to increase 9 percent through 2024, 5 percent for human resources specialists and 7 percent for training and development managers.



Find your path in ...

# HUMAN RESOURCES



## SALARY

Many jobs in the human resources field offer excellent salary and competitive benefits packages.

### CAREER

HR Analyst/Specialist/  
Technician  
HR Specialist II  
HR Technician III  
HR Manager  
HR Assistant Director  
HR Director

### SALARY RANGE

\$41,023-\$69,962  
\$43,977-\$80,251  
\$54,620-\$92,901  
\$53,811-\$99,304  
\$66,956-\$118,769  
\$70,317-\$169,656

*Source: Mid-America Regional Council 2016 Local Government Salary Survey*

## WHAT IT TAKES

For entry-level positions, candidates should possess:

- High school diploma or GED and basic computer skills.
- For some positions, direct experience is required.

For more advanced professional-level positions, candidates should have:

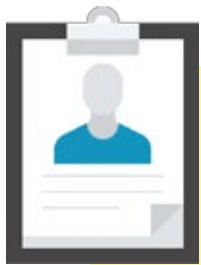
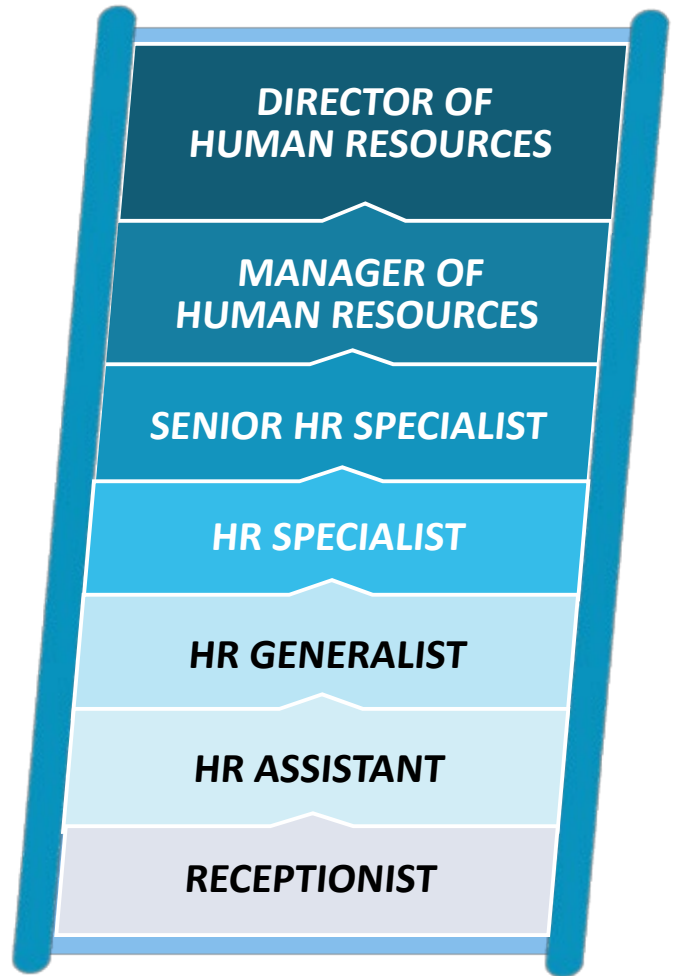
- A bachelor's degree in human resources, business administration, organizational development, or other related field.
- For more senior-level positions, direct experience in human resources is required.

# CAREER LADDER

Human resources offers a variety of entry-level positions and opportunities for advancement as an employee continues his or her education and gains work experience. Cities and counties often prefer to recruit local talent and promote from within.

Many types of specialized career fields are available, such as recruiting, training, employee relations, compensation, HR database administrator, benefits administration and payroll.

The career ladder to the right shows the pathway, starting as receptionist moving up to director of human resources.



## TOP SKILLS

- Active Listening
- Speaking
- Critical Thinking
- Reading Comprehension
- Analytic Thinking
- Writing
- Active Learning
- Collaboration
- Ability to Influence Others
- Ability to Interpret Rules

## EDUCATION

Obtaining a high school diploma or GED is the minimum education requirement for most careers in human resources. However, many organizations prefer to hire individuals with a bachelor's degree for more advanced positions.

