



Human Resources Careers

Industry Growth

The United States Bureau of Labor Statistics projects a faster than average (21-35%) growth in human resources jobs from 2004-2014.

Source: O*NET Online

According to the California Employment Development Department, human resources positions should experience a 16% growth in California between 2004 and 2014.

Source: CA EDD

Sample Job Titles

| | |
|---|--|
| Benefits and Compensation Administrator | Director of Human Resources |
| Chief Human Resources Officer | EEO Specialist |
| Director of Organizational Development | Employee Relations Administrator |
| Employee Assistance Program (EAP) Manager | Employment Manager |
| Employee Relations Manager | Human Resources Assistant |
| Employment Specialist | Human Resources Manager |
| Human Resources Generalist | International Human Resources Director |
| Labor Relations Specialist | Pension Plan Administrator |
| Organizational Development Director | Staffing Manager |
| Personnel Administrator | Trainer |
| Personnel Manager | Training Specialist |
| Recruiter | Wage and Salary Analyst |
| Training and Development Manager | Vice President of Human Resources |

Source: Best KeyWords for Resumes, Cover Letters, and Interviews

Sample Work Environments/Employers

| | | |
|--------------------------------------|---------------------------------|-------------------|
| Federal, State, Municipal Government | Corporations (private & public) | Union Environment |
| Outsourcing Companies | In-house Departments | Staffing Agencies |

Salary Ranges

| | National Low | National High | SF Low | SF High |
|---|--------------|---------------|----------|------------|
| CEO, Human Resources | \$62,000 | \$145,600+ | \$96,200 | \$145,600+ |
| Human Resources Manager | \$51,800 | \$145,600+ | \$63,500 | \$145,600+ |
| Compensation and Benefits Managers | \$42,700 | \$132,800 | \$49,100 | \$136,800 |
| Training and Development Manager | \$43,500 | \$141,100 | \$56,700 | \$142,700 |
| Compensation, Benefits, and Job Analysis Specialists | \$32,200 | \$80,100 | \$37,400 | \$88,500 |
| Training and Development Specialists | \$27,500 | \$80,600 | \$30,800 | \$91,300 |
| Human Resources, Training and Labor Relations Specialists | \$26,000 | \$88,600 | \$37,500 | \$93,900 |
| Employment, Recruitment, and Placement Specialists | \$26,600 | \$81,700 | \$31,300 | \$102,000 |
| Payroll and Timekeeping Clerks | \$21,200 | \$46,500 | \$24,900 | \$52,400 |
| Human Resources Assistant | \$22,700 | \$48,700 | \$25,200 | \$55,800 |

Source: CareerOneStop.org

Resume Keywords

| | | |
|---------------------------------------|---|-----------------------|
| American with Disabilities Act (ADA) | Benefits Administration | Career Pathing |
| Change Management | Claims Administration | College Recruitment |
| Compensation | Corporate Culture Change | Diversity Management |
| Electronic Applicant Screening | Employee Communications | Employee Empowerment |
| Employee Relations | Employee Retention | Employee Surveys |
| Equal Employment Opportunity (EEO) | Expatriate Employment | Grievance Proceedings |
| Incentive Planning | International Employment | Job Task Analysis |
| Labor Arbitration | Labor Contract Negotiations | Labor Relations |
| Leadership Development | Training and Development | Merit Promotion |
| Organizational Development | Multinational Workforce | Organizational Design |
| Performance Incentives | Needs Assessment | Performance Appraisal |
| Professional of Human Resources (PHR) | Senior Professional in Human Resources (SPHR) | Recruitment |
| Regulatory Affairs | Position Classification | Safety Training |
| Staffing | Retention | Train the Trainer |
| Training and Development | Succession Planning | Union Relations |
| Wage and Salary Administration | Union Negotiations | |

Source: Best KeyWords for Resumes, Cover Letters, and Interviews

Key Skills and Characteristics

| | | |
|-------------------|-----------------|------------------------------|
| Active Listening | Writing | Speaking |
| Negotiation | Time Management | Social Perceptiveness |
| Critical Thinking | Instructing | Judgment and Decision-Making |

Source: O*Net Online

Additional Resources

GGU Library:

HR Magazine
 HR Focus
 Personnel Today
 Human Resource Management

GGUCareers.com:

[Vault Guide to Human Resources Careers](#)
 Vault Occupational Profiles: Human Resources Assistant

GGU Career & Internship Services Library:

[Best KeyWords for Resumes, Cover Letters, and Interviews](#), Wendy Enelow

On the Web:

O*NET Online <http://online.onetcenter.org/>
 Career One Stop www.careeronestop.com
 Society for Human Resources Management www.shrm.org
 Northern California Human Resources Association www.nchra.org
 American Society for Training and Development www.astd.org
 National Association of Colleges and Employers www.nacweb.org