

# HUMAN RESOURCES GENERALIST

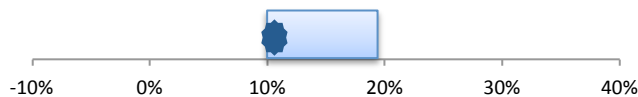
**What do they do?** Compile and keep personnel records, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files. Screen, recruit, interview, and place workers.

**People with these roles and responsibilities are also called:**  
 Human Resources (HR) Assistant, HR Specialist, Personnel Assistant, Administrative Assistant, HR Coordinator, HR Technician, HR Associate, HR Administrative Assistant, HR Consultant, HR Representative

**Some typical job duties include:**

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Explain company personnel policies, benefits, and procedures.
- Compile and prepare reports and documents pertaining to personnel activities.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Hire employees and process hiring-related paperwork.

## Ohio Job Outlook "Average" (+10.5%)



**Projected % change in number of jobs by 2020**

*Note: Blue band = Average growth (10% to 19%)*

**National Job Outlook through 2020: 18.1%**

## Most Important Occupational Skills

**BASIC SKILLS**

- Reading Comprehension
- Active Listening
- Speaking

**PROBLEM SOLVING SKILLS**

- Complex Problem Solving

**SYSTEMS SKILLS**

- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation

**SOCIAL SKILLS**

- Coordination
- Social Perceptiveness
- Service Orientation

**TECHNICAL SKILLS**

- Operation Monitoring
- Operations Analysis

**RESOURCE MANAGEMENT SKILLS**

- Time Management
- Mgmt of Personnel Resources
- Mgmt of Material Resources

*The most important skills required for performing this job well are underlined.*

## How much did these jobs pay in 2013?

**Average: \$48,364 per year  
 (\$23.25 per hour)**

## Career Pathway and Educational Requirements

Associate (\$20,000 - \$35,000) Specialist (\$30,000 - \$75,000) Managerial (\$50,000 - \$100,000) Executive (\$100,000+)



**REQUIRED FOR ENTRY / ADVANCEMENT**

- High school degree

**REQUIRED FOR ADVANCEMENT**

- Bachelor's degree

**REQUIRED FOR ADVANCEMENT**

- Bachelor's degree
- Multiple years related work experience
- Professional certification

**REQUIRED FOR ADVANCEMENT**

- Post-graduate degree
- Many years related work experience

**SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:**

**Human Resources Assistant Certificate** (offered by many community colleges)

**Professional in Human Resources** (HR Certification Institute, unavailable online)

**Senior Professional in Human Resources** (HR Certification Institute, unavailable online)

**Certified Human Resources Specialist** (MSU's School of Human Resources & Labor Relations, unavailable online)