

# Career Guide for Human Resources Professionals

# It's a great time to be a human resources professional.

The pandemic caused unprecedented disruptions across almost every industry, but HR professionals were especially impacted. They've adapted to recruiting, retaining, training, and managing remote workforces; they've had to find innovative ways to shorten hiring times, decrease burnout, and boost morale in a highly competitive job market; and they've been asked to improve operational performance and play a larger role in business transformation. All of this has required the rapid adoption of new skills—but it has also increased the demand for top HR professionals.

Whether you're taking the first step or the next step in your human resources journey, we've got the facts you need to make more informed career decisions.

## **Just starting a career in HR? This career guide is for you.**

Use the information presented here to discover which kinds of jobs are available, as well as the education, experience, and skills you need to excel.

## **Already have an established career? This career guide is for you.**

Check out our most recent salary data, as well as the latest insights on what you can do to accelerate your career growth.



## Human Resources Employment Outlook



Employment of HR managers is projected to grow **9%** from 2020-2030.

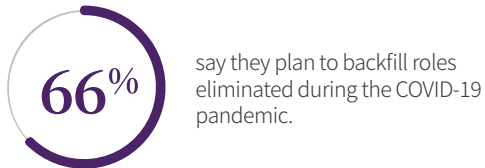


~**14,800** openings for HR managers are projected each year, on average.

<https://www.bls.gov/ooh/management/human-resources-managers.htm>

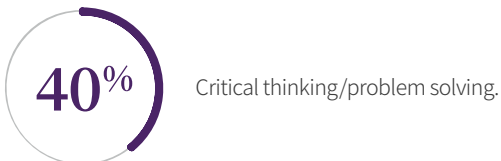
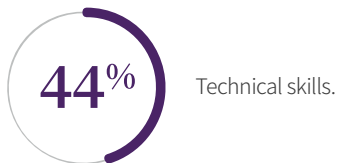
### Your Talent is in High Demand

In our 2022 Compensation & Workforce Trends Survey, employers told us that HR departments are hiring—and hiring quickly.



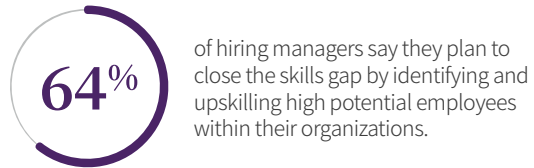
### Which Skills Should You Highlight?

Since the pandemic, HR departments have found it increasingly difficult to find candidates with the following skills, so consider highlighting these on your job applications.



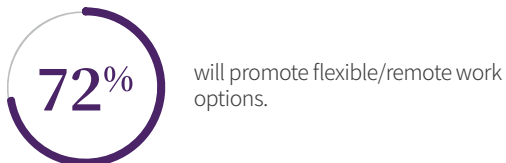
### Should You Stay or Should You Go?

Yes, there are job openings out there, but your current employer may also give you an opportunity to learn new skills and, in turn, earn a promotion.



### Get Ready to Negotiate

Of course, salary is important (we'll get to that later), but today's hiring managers are willing to discuss flexible or remote work arrangements, as well as bonuses to get the candidates they want.



### 2022 Compensation & Workforce Trends Survey Methodology

LHH Recruitment Solutions in partnership with Allison+Partners surveyed 1,405 hiring decision makers in the U.S. The survey was hosted in Qualtrics and panel was sourced from Lucid and Carrant Fielding Solutions. Fielding was conducted in late 2021.



# ▶ Human Resources Careers

Today's HR teams are seeking workers with elevated tech skills to help them prepare for more change and growth. To help you understand the roles in high demand and the expectations for those roles, take a look at the following job descriptions and salary data for key positions in the HR industry.

# Human Resources Generalist

The role of a Human Resources Generalist is to ensure that a company's most important asset—its human capital—is being nurtured and supported through the creation and management of programs, policies, and procedures, and by fostering a positive work environment through effective employee-employer relations. This role reports directly to the human resources manager.

A Human Resources Generalist analyzes HR data and handles a wide variety of departmental issues, including staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. They also advise employee and management personnel on the interpretation of personnel policies, programs, and procedures.

## Education Requirements

Depending on the job you want, you may need:

- High school diploma or equivalent.
- Most require a bachelor's degree in a related area.
- 3-5 years of experience in the field.

## Essential Skills

- Organizational skills.
- Ability to multitask efficiently.
- Strong communications skills.
- High discretion and ethics.
- Skilled at conflict resolution.

## Roles & Responsibilities

- Manage job recruitment, selection, and promotion.
- Develop and overseeing employee benefits and wellness programs.
- Develop, promote, and enforce personnel policies.
- Promote employee career development and job training.
- Serve as a primary contact for work-site injuries or accidents.

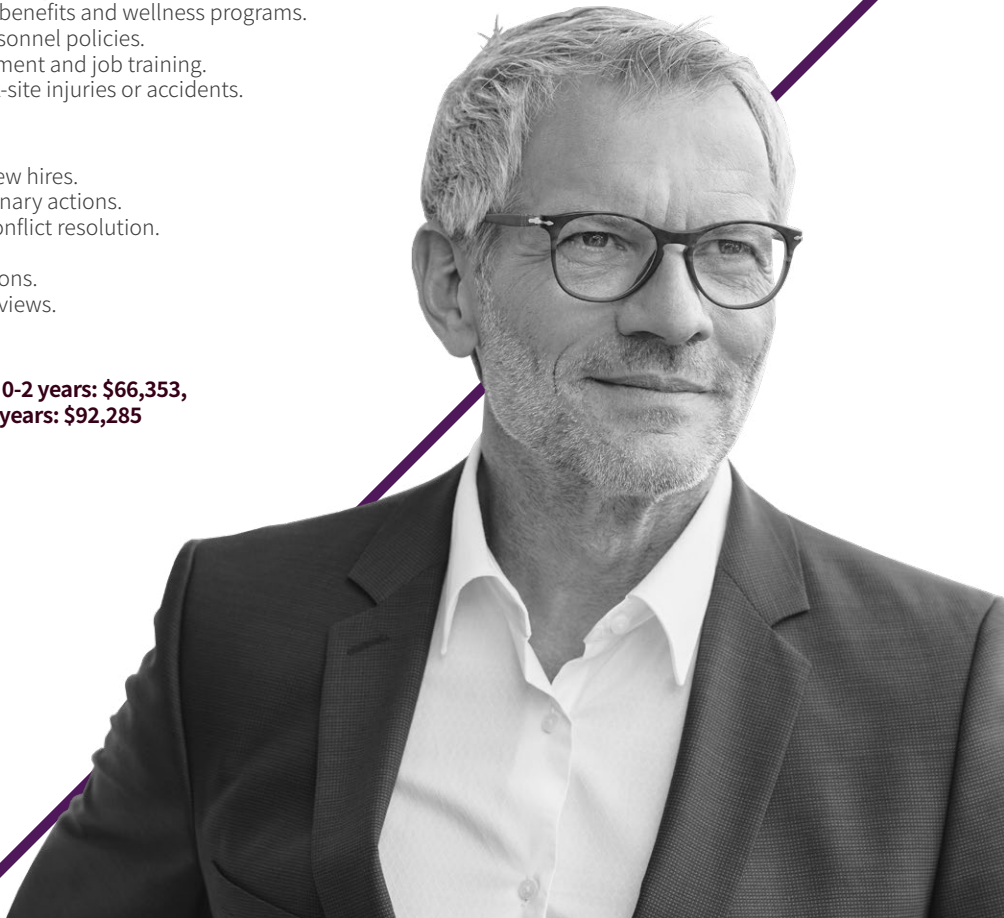
## Day-to-Day Duties

- Provide orientation programs for new hires.
- Provide guidance regarding disciplinary actions.
- Manage employee advocacy and conflict resolution.
- Oversee employee benefits.
- Review compensation and evaluations.
- Conduct employee performance reviews.



### HR Generalist

Base Salary by Experience: **0-2 years: \$66,353,**  
**3-10 years: \$75,758, 10+ years: \$92,285**





# HR Manager

Careers in Human Resource Management are a meaningful opportunity to help employees achieve their career goals while elevating a company's productivity. As a senior role, those who excel are well-versed in business management and understand the ins and outs of employee relations.

Successful careers in Human Resource Management require a deep knowledge of every general HR function, including managing employee relationships, enforcing labor laws and company policy, and technical and administrative tasks. Often, these individuals are the arbiter of inter-employee conflicts, and conflict-resolution skills are a requirement to succeed in the role of an HR Manager.

## Education Requirements

- Bachelor's degree.
- 5+ years of related work experience.
- Some positions require a master's degree.

## Essential Skills

- Leadership abilities.
- Interpersonal skills.
- Effective at conflict resolution.
- Organizational skills.
- Ability to make strong decisions.
- In-depth knowledge of workplace laws and company policies.

## Roles & Responsibilities

- Maximize and streamline work productivity.
- Advise managers and employees about goals, company policies, and initiatives.
- Act as a liaison between employees and upper management.
- Oversee the recruitment, training, and employee on-boarding processes.

## Day-to-Day Duties

- Solve and mediate staffing issues, including enacting disciplinary measures.
- Plan and administer employee benefit programs and coordinate payroll.
- Interview and hire employees.
- Schedule employee leaves.
- Administer benefits.
- Enforce a company's policies and values.



## HR Manager

Base Salary by Experience: **0-2 years: \$87,902,**  
**3-10 years: \$125,617, 10+ years: \$152,893**

# Benefits Specialist

Benefits Specialists are an integral part of a company's HR department. They are responsible for managing and administering a company's employee benefit and compensation programs, from retirement plans and health insurance to life insurance and beyond.

Benefits Specialists have an in-depth knowledge of both benefits and the federal and state laws that govern them. They need to know how to sort out issues, like coordinating an employee's leave in accordance with the Family and Medical Leave Act (FMLA) or changing contributions in a 401(k) account. They're also the go-to person for both new hires and long-standing employees looking to make the most out of what their employer offers.

## Education Requirements

- Associate or bachelor's degree.
- 2-5 years of related experience.
- SHRM Certification (recommended).

## Essential Skills

Research and analytical skills.

- Organizational and time management skills.
- Verbal and written communication skills.
- Knowledge of employee benefits and laws.
- Computer proficiency.

## Roles & Responsibilities

- Research, analyze, and administer healthcare plans and wellness programs, from medical and dental benefits to disability and family leave.
- Coordinate non-salary employee compensation like retirement plans, pensions, tuition reimbursement, and stock options.
- Assist with the administration of all benefits and retirement programs.
- Ensure the accuracy of all benefits enrollments.
- Assist with the open enrollment process.

## Day-to-Day Duties

- Advise employees, answer questions, and enroll staff in benefit and compensation programs.
- Process various paperwork, especially regarding disability, FMLA absences, and employee life status changes.
- Appeal decisions made by insurance companies, resolve disputes, and solve problems with benefits and compensation programs.
- Perform quality checks of benefits-related data.



### Benefits Specialist

Base Salary by Experience: **0-2 years: \$47,216, 3-10 years: \$59,602, 10+ years: \$82,778**

### Senior Benefits Specialist

Base Salary by Experience: **0-2 years: \$53,634, 3-10 years: \$71,742, 10+ years: \$93,857**

### Benefits Supervisor

Base Salary by Experience: **0-2 years: \$54,587, 3-10 years: \$61,086, 10+ years: \$104,858**

### Benefits Manager

Base Salary by Experience: **0-2 years: \$61,827, 3-10 years: \$101,556, 10+ years: \$121,403**

### Benefits Director

Base Salary by Experience: **0-2 years: \$99,367, 3-10 years: \$115,894, 10+ years: \$189,878**





# Benefits of Working with a Recruiter

Recruiters can be your best friends in your job search. Not only do they have a finger on the pulse of the industry, but they know what types of candidates hiring companies are looking for. They also know what it takes to get noticed in today's competitive job market. These are all important advantages for HR professionals who are looking for the next great opportunity.

The skills gap in the industry is fueling competition among employers, which means greater opportunities for candidates. Generous bonuses and greater professional development opportunities are more commonplace—all of this makes working with a recruiter more valuable than ever.

## Employers are outsourcing hiring

Reviewing resumes and screening candidates is time-consuming, and the cost of making a bad hire can cost hundreds of thousands of dollars. That's why more employers are trusting third-party recruiters to take care of their hiring. The initial interviewing and screening allow hiring managers to focus on their other priorities. Hiring managers are then exposed to only the most qualified candidates.

This means many of the best positions aren't found on a job board or a company's careers page. These positions are often only revealed when working with a recruiter. Specifically, by working with a recruiter who specializes in HR positions. Unless you're working with a well-connected recruiter, you might miss out on your dream job.

## Recruiters know what employers want

Yes, there are career opportunities made possible by the skills gap, but employers still spend time, attention, and resources to avoid costly hiring mistakes. While presenting yourself as the ideal candidate, you may unknowingly sabotage yourself.

A recruiter can work with you to determine in which areas you excel. Recruiters also know how to clean up any areas that need a little polishing. They can coach you before your interviews and get you feedback from interviews that you may otherwise not be privy to. This way, you'll know what the employer thinks you did well or where you fell short. This insight can be invaluable as it can help you avoid making the same mistakes in the next interview or how to adjust before you accept an offer.

## Using a recruiter is a better use of your time

Job searching alone is time-consuming, particularly if you're currently working. On your own, you may be able to apply and talk to three companies a week. Working with a recruiter, you could reach ten times as many employers in the same amount of time. Since that's their full-time job, recruiters work 40+ hours a week to get candidates hired. It will save you time and as a candidate, it costs nothing. That's a pretty good return on investment.

## Negotiate a higher salary, as well as better benefits and perks

While we are all for initiatives that reward loyalty, it must be said that switching jobs typically means a big boost in pay. If you've been with your current employer for a while, you've probably been receiving cost of living adjustments and promotions amounting to three to ten percent per year. But when you switch jobs, you could be looking at up to a 15 percent increase or more. If you're not up to date on current salary ranges and bonuses, you could end up leaving money on the table. A recruiter, on the other hand, is keenly aware of the going rate for your skill set and experience and can help negotiate to make sure you're paid what you are worth.

With the demand for talent outpacing supply, especially for skilled HR talent, candidates have a real opportunity to benefit from higher salaries and other perks. Working with an experienced, connected recruiter can help you take advantage of this job market by connecting you to excellent opportunities and competitive pay in far less time than it would take to conduct a job search on your own. LHH is plugged in to the HR world and has offices all over the country, with recruiters specializing in your market. Contact your local office to get connected to a recruiter today!

## About LHH

At LHH, we exist to help people, teams and organizations find and prepare for what's next. Our end-to-end HR solutions future-proof organizations and careers all over the world. Through Advisory, Career Transition & Mobility, Insights, Learning & Development and Recruitment Solutions, we enable transformation, and our job is never done because there's always another tomorrow to prepare for.

We make a difference to everyone we work with, and we do it with local expertise, backed by a global infrastructure and industry-leading technology. LHH's over 8,000 colleagues and coaches span 66 countries worldwide, working with more than 15,000 organizations, a majority of Fortune Global 500, and nearly 500,000 candidates each year. Together we address needs across the entire talent journey, helping organizations build their capabilities and individuals build brighter futures. There is a world of opportunity out there. Let's get to work.

LHH is a part of the Adecco Group, the world's leading talent advisory and solutions company, headquartered in Zurich, Switzerland.

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