

2024 CAREER GUIDE

# for Human Resources Professionals

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# 2024 Career Guide

FOR HUMAN RESOURCES PROFESSIONALS

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# 2024 Outlook

Heading into 2023, many were bracing for an almost certain recession. However, despite these concerns, the labor market simply maintained a slow, but steady pace of growth. This resilience has led to a more cautiously optimistic outlook: hope for a possible “soft landing” of reduced inflation without a recession and massive unemployment.

As of the publication of this guide, job growth is consistent, unemployment remains low, labor force participation rates are holding steady (or slightly increasing), and the rate of workers quitting is returning to pre-pandemic levels. We’re still keeping an eye on the possibility of a recession—after all, the full impact of Federal Reserve interest rate changes can take 6 to 12 months to ripple through the economy.

However, one thing remains certain: competition in today’s job market is fierce as ever, so showcasing your value and staying tuned in to market trends is paramount.

**Our 2024 Guide for Human Resources Professionals is designed to help you:**

- ▶ Gain insights into Human Resources roles, ensuring you’re well-informed and prepared.
- ▶ Boost your confidence in career discussions, knowing the unique value you bring to the negotiating table
- ▶ Equip you with the knowledge and tools to make informed career decisions and develop strategies for long-term growth.



## Trends to Watch

Temporary employment continues to trend down, declining by 242,000 since March 2022. In the past, dips in temp employment have been leading indicators of recessions. That being said, temp employment is still higher than (or on par with) pre-pandemic levels.

In 2023, the Federal Reserve raised interest rates to address inflation. This means that while there could be an initial rise in wages in 2024, the momentum of this wage growth will likely taper off as the year progresses.

The labor force participation rate hasn't fully bounced back to its pre-pandemic levels, possibly because many individuals aged 55 and older chose early retirement during the pandemic. However, it's interesting to note that the participation rates for those aged 25 to 54 have seen a significant uptick.

# 2024 Top In-Demand Jobs in Human Resources

## HR Generalist

**Day-to-Day:** Handling a wide range of HR tasks like recruitment, benefits administration, employee relations, and performance management, onboarding, and maintaining HR records.

**Skill Highlight:** Effective communication and a broad understanding of various HR functions. Strong interpersonal skills, adaptability.

**Career Trajectory:** Often progresses to roles like HR Manager, director or HRBP.

Average Salary Range: \$50,000 - \$70,000

## HR Manager

**Day-to-Day:** Overseeing HR teams and functions, developing policies, strategizing on talent development, collaborating with senior management, and ensuring legal compliance.

**Skill Highlight:** Leadership, strategic thinking, and deep understanding of employment laws.

**Career Trajectory:** Can progress to roles like HR Director or Chief Human Resources Officer (CHRO).

Average Salary Range: \$65,000 - \$100,000

## Recruiter

**Day-to-Day:** Sourcing candidates, conducting interviews, liaising between candidates and hiring managers, and overseeing the hiring process from start to finish.

**Skill Highlight:** Excellent communication skills, Networking, sales skills, and the ability to assess talent effectively.

**Career Trajectory:** Can progress to roles like Talent Acquisition Manager or move into broader HR roles.

Average Salary Range: \$45,000 - \$75,000

## HR Business Partner

**Day-to-Day:** Working closely with management to align HR strategies with business goals, including advising on policies, talent, organizational changes, and analyzing HR metrics.

**Skill Highlight:** Business acumen, relationship management, and strategic consultation.

**Career Trajectory:** Can advance to senior HR leadership roles or specialized areas of HR.

Average Salary Range: \$70,000 - \$100,000

## HR Specialists

**Day-to-Day:** Focusing on specific HR functions like recruitment, training, benefits, or employee relations.

**Skill Highlight:** In-depth knowledge of their specific area and adaptability to changing HR trends.

**Career Trajectory:** Can specialize further or move to generalist or managerial roles.

Average Salary Range: \$40,000 - \$75,000



# ▶ Human Resources Careers

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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 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.





## 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 of Working with a Recruiter

As a Human Resources professional with the right mix of skills and experience, you're a hot commodity. 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 and working with a recruiter is 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 the Human Resources industry. 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 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 experienced Human Resources 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 world of Human Resources and has offices all over the country, with recruiters specializing in your market. Visit [LHH.com](http://LHH.com) to get connected with a recruiter today!

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 Career Transition & Mobility, Leadership 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 global infrastructure and industry-leading technology. LHH's over 8,000 colleagues and coaches span over 60 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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