

The Job of The Week

04/17/2017

Position

Human Resource Specialist – Human Resource Manager

**Not Just a Job It's a Career with a Sunny Outlook
According to O*Net**

How Many Jobs in the Region?

Dozens!

Employers with Current Openings

Chase Health Rehab & Residential Care – Pay dependent on experience

Staffworks - \$40,000.00 - \$50,000.00 per year

**United Health Services – Several positions open – Pay dependent on
experience**

**NBT Bank – Director, compensation and benefits – Pay dependent on
experience**

SUNY Delhi – Human Resource Manager – Pay dependent on experience

**SUNY Delhi – Senior Human Resource Associate – Pay dependent on
experience**

SUNY Delhi – Human Resource Associate – Pay dependent on experience

Taylor Corporation – Human Resource Manager (Amsterdam, NY) – pay dependent on experience

Colgate University – Human Resource Assistant – Pay dependent on experience

ConMed – Human Resource Manager (Utica, NY) – Pay dependent on experience

What Does the Job Entail and Why is it Important?

- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software. ⊕
- Interpret and explain human resources policies, procedures, laws, standards, or regulations. ⊕
- Hire employees and process hiring-related paperwork. ⊕
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities. ⊕
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
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- An organization cannot build a good team of working professionals without good Human Resources. The key functions of the Human Resources Management (HRM) team include recruiting people, training them, performance appraisals, motivating employees as well as workplace communication, workplace safety, and much more.
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O*Net Data

Human Resource Specialist / Manager

11-3121.00 - Human Resources Managers

13-1071.00 - Human Resources Specialists

The wages for someone working in these positions in New York State range from a low of \$34,120.00 per year to well over \$100,000.00 per year!

Educational Requirements

It is reported that most people in this field have a BA or higher educational degree.

Local Colleges with a Related Educational Program

SUNY Cobleskill

<http://www.cobleskill.edu/academics/registrar/College%20Catalog%202016-2017%20for%20Web.pdf#page=72>

Herkimer Community College

<http://www.herkimer.edu/learn/programs-and-majors/program/9/human-resource-management-a-a-s>

In addition to these programs any College with a strong business program could prepare a student to work in this field.



C.O.R.E.

Career Opportunities in Rural Education