CAREER PATHWAY: 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.

HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE: $38,410

HOW MANY JOBS ARE THERE?

490 Annual projected job openings

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Pay Range</th>
<th>Required for Entry/Advancement</th>
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</thead>
<tbody>
<tr>
<td>Associate</td>
<td>Human Resources Assistant</td>
<td>$20,000–$35,000</td>
<td>High School Diploma</td>
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<tr>
<td>Specialist</td>
<td>Human Resources Specialist</td>
<td>$30,000–$75,000</td>
<td>Bachelor's Degree</td>
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<tr>
<td>Managerial</td>
<td>Human Resources Manager</td>
<td>$50,000–$100,000</td>
<td>Bachelor’s Degree, Multiple Years Related Work Experience, Professional Certification</td>
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<tr>
<td>Executive</td>
<td>Vice President, Human Resources</td>
<td>$100,000+</td>
<td>Post-graduate Degree, Many Years Related Work Experience</td>
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CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
- H.R. Assistant Certificate
  Offered by many community colleges
- Professional in Human Resources
  HR Certification Institute
- Senior Professional in Human Resources
  HR Certification Institute
- Certified Human Resources Specialist
  MSU’s School of Human Resources & Labor Relations

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