## Occupational Titles
- Human Resource Generalist
- Director of Human Resources
- Employment and Placement Manager
- Employment, Recruitment, and Placement Specialist
- Recruiter
- EEO Officer
- Affirmative Action Coordinator/Officer
- Employer Relations Representative
- Compensation, Benefits and Job Analyst
- Occupational Analyst
- Compensation Manager
- Employee Benefits Manager
- Employee Assistance Plan Manager
- Employee Welfare Manager
- Training & Development Manager and Specialist
- Training Specialist
- Director of Industrial Relations
- Labor Relations Manager
- Conciliator
- Mediator
- Arbitrator
- International Human Resources Manager

## Employment Settings
- Local/state/federal government agencies
- Labor unions
- Business
- Healthcare
- Social services
- Staffing agencies
- Manufacturing industries
- Financial services
- Insurance companies
- Real estate firms
- Hospitals
- Commercial banks
- Computer and data processing services
- Management and public relations firms

## Typical Work Activities
- Processing and managing employee benefits
- Recruiting new employees
- Interviewing prospective employees
- Hiring new personnel
- Provide training opportunities to enhance employee skills
- Promote on-the-job satisfaction

## Skills & Abilities
- Ability to communicate effectively with people
- Conflict resolution
- Negotiating
- Training
- Planning and developing programs
- Conducting surveys
- Evaluating training practices
- Screening
- Interviewing
- Testing
- Evaluating

## Resources and Internet Sites
- National Society for SHRM: www.shrm.org
- American Society for Training and Development: www.astd.org
- HR.com
- HR Jobs: www.shrm.org/jobs
- HR World: www.hrworld.com
- Monster Human Resources: www.monsterhr.com
- HR Job Net: www.hrjobnet.com
- Jobs For HR: www.jobs4hr.com
- World at Work: www.worldatwork.com

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**Occupational Titles cont...**
- Human Resources Information System Specialist
- Personnel Consultant
- Personnel Development Specialist
- Human Resources Coordinator
- Position Classifier