

More South Dakota Hot Careers

Beyond the
Top **30**



High Demand & High Wage Career

Career Cluster: Business Management & Administration

Human Resources Specialists

Standard Occupational Code 13-1071

What They Do

Perform activities in the human resource area, ensuring the employers they work for have the staff with the skills and knowledge needed to produce the goods or provide the services involved. Includes employment specialists who screen, recruit, interview and place workers.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Enterprising (Persuaders) - Like to influence, persuade or lead people and manage others. They enjoy working on a team toward goals, competition and business-like activities.

Conventional (Organizers) - Detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career.

Relationships — Allow employees to provide service to others and work with co-workers in a friendly, non-competitive environment.

Support — Offer supportive management that stands behind employees.

Achievement — Results oriented, allow use of strongest abilities and provide feeling of accomplishment.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career.

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Deductive Reasoning
- Problem Sensitivity

Basic Skills You Need

- Speaking
- Active Listening
- Reading Comprehension
- Critical Thinking
- Writing
- Service Orientation
- Social Perceptiveness
- Active Learning
- Judgment and Decision Making
- Complex Problem Solving
- Instructing
- Coordination

Education & Training

A bachelor's degree in human resources, business or a related field is recommended for human resources specialist positions.

Recommended Levels* for the National Career Readiness Certificate

| | |
|---------------------|---|
| Applied Math | 4 |
| Workplace Documents | 4 |
| Graphic Literacy | 4 |

*Using the median skill level.

Where They Work

The South Dakota industries which employ the largest number of human resources specialists are:

- Administrative and Support Services
- State Government, excluding Education and Hospitals
- Federal Government
- Hospitals

South Dakota Employment & Wages

| 2020 Workers | 2030 Workers | Numeric Change | Percent Change | Average Annual Demand for Workers | Annual Median Wage | Annual Average Wage |
|--------------|--------------|----------------|----------------|-----------------------------------|--------------------|---------------------|
| 1,148 | 1,277 | 129 | 11.2% | 127 | \$60,113 | \$59,634 |

Additional References

Labor Market Information Center

www.dlr.sd.gov/lmic

Career OneStop

www.careeronestop.org

O*Net Online

www.onetonline.org

mySkills myFuture

<https://www.myskillsmyfuture.org/>

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Provided By

Labor Market Information Center
South Dakota Dept. of Labor and Regulation
605.626.2314

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August
2022