



**South Dakota  
High Demand  
&  
High Wage  
Career**

**Career Cluster: Business Management  
and 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
- Speech Clarity

## Basic Skills You Need

- Speaking
- Active Listening
- Reading Comprehension
- Critical Thinking
- Writing
- Service Orientation
- Social Perceptiveness
- Active Learning
- Judgment and Decision Making

## Education & Training

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

A registered apprenticeship is another option for preparing for this occupation. To learn more, visit [StartTodaySD.com](http://StartTodaySD.com) or contact your local Job Service office to get started.

## 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:

- Employment Services
- State Government, excluding Education and Hospitals
- General Medical and Surgical Hospitals
- Management of Companies and Enterprises

## South Dakota Employment & Wages

2022 Employment	2032 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,461	1,592	131	9.0%	138	\$61,920	\$69,140

## Additional References

**Labor Market Information Center**  
[www.dlr.sd.gov/lmic](http://www.dlr.sd.gov/lmic)

**Career OneStop**  
[www.careeronestop.org](http://www.careeronestop.org)

**O\*Net Online**  
[www.onetonline.org](http://www.onetonline.org)

**mySkills myFuture**  
<https://www.myskillsmyfuture.org/>

Auxiliary aids and services are available upon request to individuals with disabilities. U.S. DOL funded. For details, see [dlr.sd.gov/lmic/eta\\_grant.aspx](http://dlr.sd.gov/lmic/eta_grant.aspx).

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

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