



South Dakota High Demand & High Wage Career

Career Cluster:
Management & Entrepreneurship



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 Styles (personality tendencies) of people who perform well in this occupation have:

Social Orientation — A tendency to seek out, enjoy, and be energized by social interaction at work.

Cooperation — A tendency to be pleasant, helpful, and willing to assist others at work.

Integrity — A tendency to be honest and ethical at work.

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
- Speech Recognition
- Written Expression

Work Activities

- Communicating with Supervisors, Peers, or Subordinates
- Working with Computers
- Documenting/Recording Information
- Performing Administrative Activities
- Establishing and Maintaining Interpersonal Relationships
- Getting Information
- Making Decisions and Solving Problems

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 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:

- Administrative and Support Services
- Federal Government
- Management of Companies and Enterprises
- Local Government, Excluding Education and Hospitals

South Dakota Employment & Wages

2024 Employment	2034 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,485	1,630	145	9.8%	135	\$67,590	\$74,450

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/>

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.

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Provided By

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

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