

DELTA COLLEGE
COUNSELING/ADVISING & CAREER SERVICES
HUMAN RESOURCES MANAGER

Salary Range: \$26,590 to \$145,600 and higher

Personal Interests: Activities concerned with communication of information to others.

Work Environment: Indoor office setting; surroundings are well lighted and comfortably heated or air-conditioned. May spend time in a plant (in industrial setting).

Description

Human resources managers may describe and evaluate job positions, post job openings on Internet employment web sites, search for on-line resumes submitted by potential job candidates, and recruit applicants to fill job openings. Job duties may include recording and evaluating information such as job experience, education, skills, qualifications, and job performance. Individuals working in human resources provide information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits. They may maintain job files on employees and administer various employee benefits such as medical, dental, stock options, worker's compensation, savings plans, dependent care and van pooling. Human resources managers may collect labor market data, develop and administer applicant tests, hire and train employees, assure compliance with federal, state and local regulations concerning equal opportunity practices and employee safety regulations, and settle grievances of employees within the business.

Working Conditions

Human resources managers may work alone or supervise staff as part of a large personnel department, depending on the size of the organization. Work is usually indoors in an office setting with well-lighted and comfortably heated or air-conditioned surroundings. In an industrial setting, time may be spent in

the plant. Employees in personnel offices generally work 35-40 hours a week on a regular daytime schedule. During labor-management negotiations, however, 50 hours per week or more is not uncommon. Some human resource managers may be required to travel which may lengthen their workweek.

Most human resources managers do not belong to unions but some join professional associations such as The American Society for Personnel Administration and The International Personnel Management Association. Members of unions or professional associations must pay dues.

Training, Other Qualifications

Because of the diversity of duties and level of responsibility, the educational backgrounds of human resources managers vary considerably. For entry-level jobs, employers usually seek college graduates. Many prefer applicants who have majored in human resources, personnel administration, or industrial/labor relations. Others look for college graduates with technical, business, or a well-rounded liberal arts background.

Many colleges and universities have programs leading to a degree in personnel, human resources, or labor relations. Some offer degree programs in human resources management or compensation and benefits.

Delta College offers a two-year Business Administration associate degree including specific coursework in human resources. Students may transfer to a four-year college upon completion of their two-year degree at Delta to complete a four-year bachelor degree in Human Resources Management.

Job Outlook

Employment of human resources managers in Michigan is expected to grow faster than the average for all occupations through the year 2014.

This is Michigan's Employment Outlook to 2014:

Employment Region	Number Employed (2014)	% Growth	Projected Yearly Openings
Ann Arbor Area	216	27.1	8
Battle Creek Area	60	17.6	2
Benton Harbor Area	57	14	2
Central Michigan	47	17.5	2
Detroit MSA	1727	20.3	51
Flint Area	88	14.3	2
Grand Rapids Area	405	31.5	15
Jackson Area	81	24.6	3
Kalamazoo Area	100	23.5	3
Lansing MSA	215	17.5	6
Muskegon Area	39	30	2
Northwest Lower Peninsula	68	15.3	2
Saginaw MSA	138	16.9	4
Thumb Area	36	16.1	2
Upper Peninsula	77	16.7	2
West Central Michigan	11	57.1	0

Earnings and Advancement

Earnings of human resource managers vary by job function, level of education, length of experience, and type of employer. Those who have international responsibility have significantly higher salaries.

Annual salaries of Human Resources Compensation and Benefits Managers in May 2006 were:

Area	Average	Salary Range
Michigan	\$78,810	\$39,480-\$131,360
Ann Arbor	\$91,310	\$49,480-\$141,230
Detroit	\$98,260	\$46,450-\$145,600+
Grand Rapids	\$73,110	\$32,890-\$116,890
Kalamazoo	\$74,760	\$37,140-\$101,460
Lansing	\$66,390	\$38,500-\$104,280

Promotion usually means more responsibility and administrative duties. Human resource managers can advance within their own company or transfer to another employer. Those in middle ranks of a large organization often transfer to a better job in a smaller company. Experience, education, and performance are important factors in advancement. A master's degree or law degree in the field of labor relations is particularly helpful.

Related Occupations

Occupations related to human resources managers are counselors, education administrators, public relations specialists, lawyers, and psychologists.

HumResMgr.doc SC / Updated 10/07
Sources: Occupational Outlook Handbook, Michigan Occupational Information System, Delta College Catalog.

Career Center, D132
Bay City/Saginaw (989) 686-9072
Midland/Auburn (989) 495-4000 ext. 9072
Frankenmuth, Birch Run, Reese & Vassar: (989) 758-3400, ext. 9072
<http://www.delta.edu/careercenter>

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