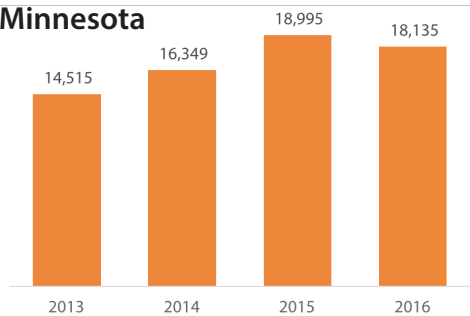


Human Resources Management Career Pathway

Minnesota State Career and Technical Education programs give you the skills that employers are looking for in their employees. With just the first-year courses completed, you would have the skills relevant for an entry-level job or internship that starts you on the path to a well-paying and exciting career!


Human Resources Jobs Posted Online in Minnesota



Hiring Statistics in Minnesota (1/1/17)

Growth in jobs 2015-2016:	-2% (negative)
Number of employers hiring now:	741 employers
Number of skilled people:	35,000 (low)
Overall outlook:	Bright
Average job posting period:	42 days
Median salary:	\$59,800 / year

Top Occupations

- Human Resources Specialists (30%)
- Human Resources Managers (28%)
- Training & Development Specialists (20%) [↗](#) 
- Human Resources Assistants (11%) [↗](#)
- Interviewers (5%)

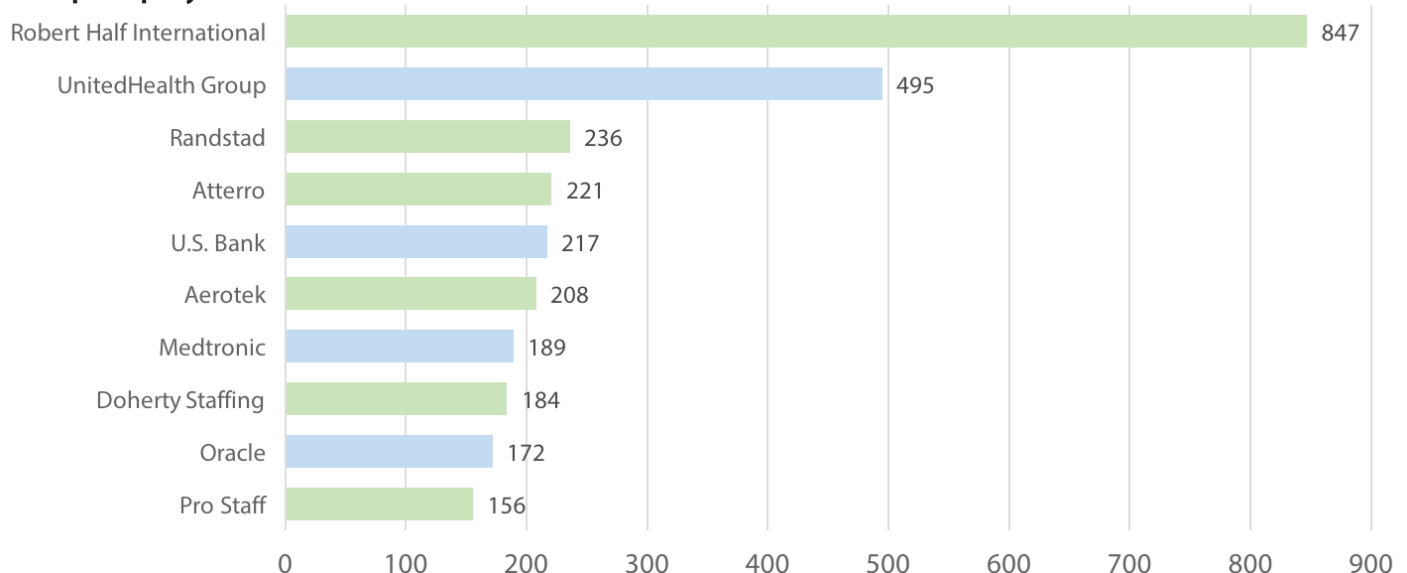
Sample First-Year Job Titles in this Pathway

- Recruiter
- Human Resources Generalist
- Staffing Specialist

Sample Senior-Level Job Titles in this Pathway

- Director of Human Resources
- Human Resources Manager
- Senior Recruiter

Top Employers who Recruited in 2016






Where to start?

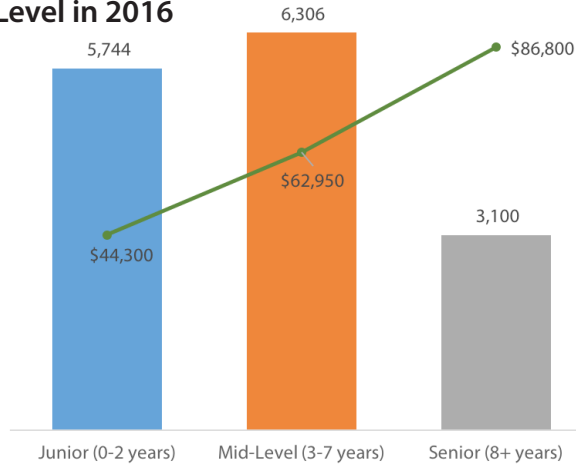
Here's what **UnitedHealth Group** says about what it takes to become a **Workforce Manager:**

"The candidate will have large impact on employee engagement and retention by ensuring appropriate staffing levels and action plans to inventory situations. They will also:

- Forecast claim volumes and resource needs,
- Ensure proper staffing levels to meet contractual obligations,
- Strategically evaluate staffing levels across sites."

-  Rising Jobs (+5% or more from 2015 to 2016)
-  Bright Future Jobs (DEED-identified)
-  Green Jobs (DEED-identified)

Median Salary Advertised by Experience Level in 2016



Top 10 Certifications

- Professional In Human Resources (SHRM) ↗
- Senior Professional In Human Resources (SHRM) ↗
- Driver's License
- Occupational Safety and Health Administration (OSHA) ↗
- Health Insurance Portability & Accountability Act Prof.
- Instructor Led Training
- Human Resource Business Professional ↗
- Certified Employee Benefits Specialist
- Certified Compensation Professional
- Certified Public Accountant

Top 10 Hard Skills

- Bilingual (primarily Spanish)
- Succession Planning ↗
- Legal Compliance
- Quality Assurance
- Business Systems ↗
- Customer Relationship Management ↗
- Technical Support ↗
- Training Design
- Technical Recruiting
- Quality Systems ↗

Top 10 Software Skills

- Microsoft Office Package (primarily PowerPoint) ↗
- Applicant Tracking Software (ATS)
- Oracle PeopleSoft
- Human Resource Information System (HRIS) ↗
- Learning Management System ↗
- Adobe Captivate
- Human Resource Management System (HRMS)
- Cisco WebEx
- Microsoft Office Visio
- UltiPro ↗

Top Employers Recruiting Interns

- TE Connectivity
- UPS
- Measurement Specialties, Inc.
- Lifetouch
- Xcel Energy

Top 10 Soft Skills

- Communication Skills ▲
- Detail-Oriented ↗
- Employee Relations ↗
- Project Management ↗
- Creativity ▲
- Problem Solving ▲
- Organizational Skills
- Integrity ▲
- Work Independently
- Customer Service-Oriented



↗ Rising Skills (+5% or more from 2015 to 2016)
▲ Matches to CTE Foundation Knowledge/Skill

Start your career in Human Resources with these occupations that require just a few college-level courses for your first internship. Upon completion of a 2 or 4-year degree, you'll be well on your way in any number of exciting career pathway directions! Talk to an academic navigator or visit the CTE website to explore! <http://www.mncareerpathways.org/pathways/>

Top Entry-Level Positions Advertised in Minnesota (0-2 Years Experience)

Occupation	Job Titles	Total Job Count 2016	Change from 2015
Human Resources Management	Human Resources Specialists	2,207	-3%
	Training & Development Specialists	↗ 1,072	25%
	Human Resources Assistants	↗ 1,005	19%
	Human Resources Managers	↗ 896	8%
	Interviewers	412	-12%

↗ Rising Jobs (+5% or more from 2015 to 2016)



Bright Future Jobs (DEED-identified)



Green Jobs (DEED-identified)

Data collected from online job postings between 2013 and 2016 from CEB TalentNeuron Recruit in December 2016 (www.wantedanalytics.com). Bright Outlook and Green Jobs identified by DEED's Employment Outlook based on BLS 2014-2024 projections. UnitedHealth Group quote from the a public post on CareerBuilder: <http://www.careerbuilder.com/job/J3G3NW6G434RMM97HBK?ipath=JRG2&searchid=7ab06ac2-73c1-4069-96df-7de9d9ceaca9&siteid=cbnsv> Report developed by RealTime Talent February 2017 with the support of AgCentric, the Southern Minnesota Center for Agriculture, GreenSeam, AgriGrowth, the Minnesota Department of Agriculture, Career and Technical Education Consortium Leaders, and faculty from Minnesota State Colleges and Universities across the state.

Human Resources Management Career Pathway