

Human Resources Specialist

Hire people, pay them right and keep the company on the correct side of employment law.

TYPICAL PAY

\$75,940

a year, full time

PAY RANGE

\$47k to \$129k

starting to experienced

TIME TO QUALIFY

2 to 4 years

after high school

DEMAND

Very high

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

**Offices, remote, hospitals,
factories, staffing agencies**

How you get there

- 1 High school diploma** Grade 12
Business, accounting, psychology and any class that makes you write and speak in front of people.
- 2 Bachelor's degree** 4 years
Human resources, business, psychology or communications all work. The federal career profile lists a bachelor's degree as the usual entry point.
- 3 An internship or a campus job** Summers
Any role where you handled schedules, hiring paperwork or onboarding. This is what gets you the interview.
- 4 Coordinator or recruiter** 1 to 3 years
Job postings, interview scheduling, new-hire paperwork, benefits questions. Dull, and the fastest way to learn how a company really works.
- 5 Certify and specialize** Year 2 onward
Sit a professional exam, then pick a lane: recruiting, benefits and compensation, employee relations, or people systems and data.

Pros and cons

- + Every organization needs this, so the jobs are everywhere
- + The federal profile rates growth as rapid with large numbers of openings
- + Office hours, and often remote or hybrid
- You work for the company, not for the employees, and sometimes that hurts
- Firings, complaints and investigations land on your desk
- A lot of repetitive paperwork in the first few years

Optional boosts

SHRM-CP (Society for Human Resource Management Certified Professional). SHRM-SCP (Society for Human Resource Management Senior Certified Professional). Credentials from a second certifying body. Payroll certification.

Where these numbers come from

My Next Move: Human Resources Specialists (13-1071.00)
Society for Human Resource Management: certification
HR Certification Institute
United States Department of Labor: Fair Labor Standards Act

Numbers checked September 2026. Pay figures are typical full-time annual amounts in United States dollars, based on Bureau of Labor Statistics wage data and published pay scales. They vary by state, employer and experience. Tuition is for in-state students at public schools unless the card says otherwise. Sources, links and the click-through version: <https://career.help/us/careers/human-resources-specialist>

Good to know

The main certification has no entry requirement

You can sit the Society for Human Resource Management Certified Professional exam without a degree or a set number of years in the job. That is unusual, and it makes this one of the few office careers w...

Minimum wage is a floor, not a number

The federal minimum is \$7.25 an hour, but states and cities can set higher ones and most have. Whoever runs payroll has to apply whichever rate is highest for each worker, which is a real part of the j...



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