Fitzgerald Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Model of Notes from Career Cruising - Job Description Summary**

Form needed - in short phrases and key words, not sentences, organized into groups, and bulleted

Human Resources (HR) Specialist

General Description

* hire, fire, train, keep employees happy

Specific Duties

* Maintain necessary work force
  + post jobs seeking applicants for positions a company must fill
  + collect and verify applications and resumes
  + hire
  + fire
  + train
* Make sure employees are happy with their jobs and company benefitting from employees
  + Deal with problems employees might have
  + employee disputes or complaints
  + Plan work schedules
  + Manage benefits offered to employees by company
  + insurance, pensions, sick and vacation days
  + Develop and explain company policies
  + Goal - create good work environment - everyone happy, healthy, productive
    - balance employee desires with company's budget
    - make sure employees produce profit for company
  + Make sure laws followed
    - examples of types of laws must follow - health, safety, labor
    - prevent law suits

HR departments vary in size

* One person - must be able to do all on own (generalist)
* Large teams - employees specialize (specialists)
  + examples of areas of specialization
  + compensation
  + training
  + safety
  + labor relations
  + benefits

Examples of top positions

* manager of human resources
* vice president in charge of human resources

**Notes based on following description in Career Cruising**

Have you ever applied for a job? You were probably told to send your resume to the human resources department. Have you ever wondered what happens in the HR department? This is where you'll find the experts at solving-and preventing-any problems people have at work.

Human resources specialists are called HR specialists for short. They hire, fire, and train their company's employees. They also make sure current employees are happy with their jobs.

HR specialists deal with all sorts of issues inside a company. They help settle employee disputes or complaints. They help plan work schedules. They also manage employee benefits. They provide pension information to workers who are retiring. They also explain their company's HR policies to new recruits.

The goal of the HR department is to maintain a good work environment for all employees. This means keeping everyone happy and productive. It also means keeping costs as low as they can without making too many compromises. They make sure employees make money for the company rather than lose it.

HR specialists enforce labor laws within the company. For example, they make sure the company accommodates an employee with a disability. They must also follow strict health and safety rules. They need to make sure all laws are followed, or an employee can sue the company.

HR departments vary in size, depending on the size of the company. They can range from a single person to a large team of specialists. Whatever the size, the goals and duties of the department remain the same.

Those who work in large departments might focus on one area of HR. This can include compensation, training, safety, labor relations, or employee benefits. In smaller companies, they might be responsible for all of these duties, plus more. These HR specialists are sometimes called generalists.

Those with the right experience and training can be promoted to manager. From here, they can even move into an executive position, such as vice-president of HR.