

Introduction to Human Resource Concepts

Lesson 1 - Human Resources Assistant

Introduction

WORKBOOK

Lesson 1 Overview

In this part of the course, you will be introduced to:

- What is a Human Resources Assistant?
- Potential Careers
- Employment Outlook

Human Resources Assistant

- Human Resources Assistant – assists with the administration of the day-to-day operations of the human resources functions and duties.
- The HR Assistant may have responsibilities in all or some of the following functional areas:
 - Department development
 - Human Resources Information Systems
 - Employee Relations
 - Training and Development
 - Benefits administration
 - Compensation
 - Organizational development
 - Executive administration
 - Employment law

Human Resources Assistant

- Primary Objectives of the HR Assistant includes:
 - Safety of the workforce
 - Development of a superior workforce
 - Development of the Human Resources Department
 - Development of an employee-oriented company culture emphasizing:
 - **Quality**
 - **Continuous improvement**
 - **High performance**
 - Personal, ongoing development

Potential Careers

- Human Resources Assistants may find a position in almost every industry.
- The Bureau of Labor Statistics provides the following:

Industries with the Highest Levels of Employment

Industry	Employment	Percent of industry employment	Hourly mean wage	Annual mean wage
Federal Executive Branch (OES Designation)	10,740	0.54	\$20.97	\$43,620
Management of Companies and Enterprises	10,370	0.47	\$18.81	\$39,130
Employment Services	7,720	0.22	\$17.30	\$35,990
Department Stores	6,210	0.44	\$14.67	\$30,510
Local Government (OES Designation)	5,830	0.11	\$20.08	\$41,770

Potential Careers

- The Bureau of Labor Statistics provides the following:

Industries with the Highest Concentration of Employment

Industry	Employment	Percent of industry employment	Hourly mean wage	Annual mean wage
Federal Executive Branch (OES Designation)	10,740	0.54	\$20.97	\$43,620
Management of Companies and Enterprises	10,370	0.47	\$18.81	\$39,130
Department Stores	6,210	0.44	\$14.67	\$30,510
Vocational Rehabilitation Services	1,100	0.34	\$16.26	\$33,810
Office Administrative Services	1,520	0.34	\$17.76	\$36,950

Potential Careers

- The Bureau of Labor Statistics provides the following:

Highest-Paying Industries for this Occupation

Industry	Employment	Percent of industry employment	Hourly mean wage	Annual mean wage
Metal Ore Mining	70	0.14	\$25.76	\$53,570
Wired Telecommunications Carriers	680	0.11	\$24.19	\$50,310
Office Furniture (including Fixtures) Manufacturing	240	0.23	\$23.89	\$49,700
Natural Gas Distribution	60	0.06	\$23.58	\$49,040
Communications Equipment Manufacturing	120	0.13	\$23.39	\$48,650

Employment Outlook

- The Bureau of Statistics provides the following guidance regarding the future employment of Human Resources Specialists⁽¹⁾:

Quick Facts: Human Resources Specialists	
2010 Median Pay	\$52,690 per year \$25.33 per hour
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2010	442,200
Job Outlook, 2010-20	21% (Faster than average)
Employment Change, 2010-20	90,700

⁽¹⁾ Note: specifics for a Human Resources assistant are not available.

Lesson 1 Review

- Human Resources Assistant
- Potential Careers
- Employment Outlook



Questions

and

Answers

Review Questions:

1. True or False: Development of a superior workforce is one of the functions of the HR Assistant.
 - A. True
 - B. False
2. True or False: HR Assistants may be found in just about every industry.
 - A. True
 - B. False
3. The HR Assistant aids in the development of an employee-oriented company culture by emphasizing all of the following except:
 - A. Quantity
 - B. Quality
 - C. Continuous improvement
 - D. High performance
4. Which of the following is an area where an HR Assistant may have responsibilities?
 - A. Employee relations
 - B. Training and development
 - C. Employment law
 - D. All of the above
5. Which of the following is not a primary objective of the HR Assistant?
 - A. Safety of the workforce
 - B. Development of an average workforce
 - C. Development of the Human Resources Department
 - D. Personal, ongoing development

Answer Key:

1. A
True. This is one of the five functions of the HR Assistant.
2. A
True. According to the BLS, multiple fields employ HR Assistants to aid in their HR departments.
3. A
Quality, continuous improvement, and high performance are the ways in which an employee-oriented culture is developed.
4. D
These are only a few of the functional areas where an HR Assistant may have responsibilities.
5. B
One of the objectives of an HR Assistant is to develop a superior workforce, not an average one.