



Career Pathways: Human Resources



About Human Resources

Human Resource professionals plan, coordinate, and direct the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

Human Resource professionals help create a positive and productive workplace, where both the workers and the company can thrive. From recruiting skilled talent to fostering a culture of safety and growth, they shape a workplace where innovation meets production.

Key Tasks

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.



Key Skills

- Communication Skills
- Organization
- Analytical Skills
- Listening
- Patience
- Emotional Intelligence
- Negotiation Skills
- Complex Problem Solving
- Customer Service
- Conflict Resolution



Education & Certifications

- Bachelor's Degree in a Business-related field
- Bachelor's Degree in Human Resource Management
- Society for Human Resource Management (SHRM) Certified Professional
- Certified Human Resource Professional (CHRP)
- Master's Degree in Human Resource Management (MS-HRM)



Local College/ University Programs

- University of Scranton
- Penn State University
- Wilkes University
- King's College



Industry Sector Employers

- Chewy
- Fidelity Bank
- The AZEK Company
- Hydro
- I.D. Logistics
- Benco Dental
- Greiner Packaging
- The Wright Center
- Cardinal LG
- Alleima
- Procter & Gamble
- McLane Company

**List above shows a sampling of sector employers and college/university programs which is not limited to the list above.*



Learn more about Human Resources and other career pathways at [ScrantonChamber.com](https://www.scrantonchamber.com)

Sources:

<https://www.onetonline.org/>

