



# HUMAN RESOURCES AND RECRUITMENT OFFICERS

NOC 12101

Identify and advertise job vacancies, recruit candidates, and assist in the selection and reassignment of employees.



## 3-YEAR OUTLOOK



Moderate

## 3-YEAR JOB OPENINGS

62

## MEDIAN HOURLY WAGE

\$31.73

\$21.25 \$49.74  
LOW HIGH

## TYPICALLY REQUIRED



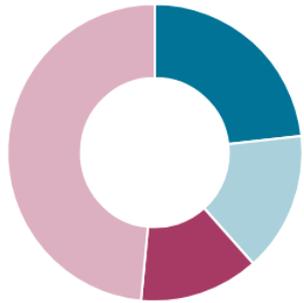
College or apprenticeship

## EMPLOYED

512

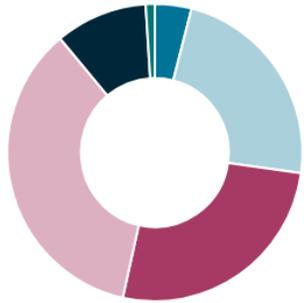
## AVERAGE SALARY

\$65,600



### EMPLOYMENT BY INDUSTRY

23.2%	Public administration
15.2%	Administrative and support, waste management and remediation services
13.1%	Educational services
48.5%	All Other Industries



### EMPLOYMENT BY AGE

4.0%	15-24
23.2%	25-34
26.3%	35-44
35.4%	45-54
10.1%	55-64
1.0%	65+

### ALSO KNOWN AS

- Human Resources Officer
- Personnel Officer
- Recruitment Specialist
- Staffing Analyst
- Staffing Coordinator

### MAIN DUTIES:

- This group performs some or all of the following duties:
- Identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications
  - Advise job applicants on employment requirements and on terms and conditions of employment
  - Review candidate inventories and contact potential applicants to arrange interviews and transfers, redeployment and placement of personnel
  - Recruit graduates of colleges, universities and other educational institutions
  - Coordinate and participate in selection and examination boards to evaluate candidates.

