

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 LOW

$49.74 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

512

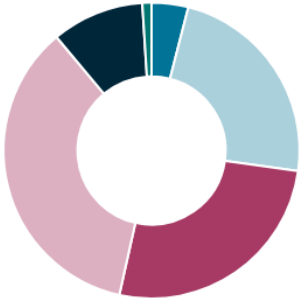
AVERAGE SALARY

$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.

