



Human Resource Professional

Youth Apprenticeship

HUMAN RESOURCE PROFESSIONAL

Human Resource Professionals support organizational management of employee hiring, benefit administration, payroll, and general employee relations.

Length of Apprenticeship: One or two years

OCCUPATIONAL COMPETENCIES

Youth apprentices work with a job site mentor to demonstrate the following competencies.

Year 1: Youth apprentices must complete a **total of 5** Required Year 1 competencies and 4 more competencies from the Additional Year 2 Competencies. **Eight** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Year 2: Youth apprentices must complete the remaining **6** Additional Year 2 competencies. **Five** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. Those skills should be added to the competency list for assessment.

Required YEAR 1 Competencies	Additional YEAR 2 Competencies
<ol style="list-style-type: none"> 1. Use Human Resource Information Software (HRIS) 2. Maintain employee and organization confidentiality 3. Support recruitment efforts 4. Support hiring efforts 5. Support employee benefit plan activities 	<ol style="list-style-type: none"> 1. Support social media efforts 2. Contribute to employee orientation activities 3. Support payroll tasks 4. Support organizational safety activities 5. Assist culture and engagement efforts 6. Maintain employee and candidate records 7. Support employee relations activities 8. Contribute to employee training and development 9. Process employee terminations 10. Support employee leave of absence

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Human Resources and Payroll Specialist
- Human Resources Assistant