Transition Staffing Group

Your Search. Our Network.

Human Resources



Salary Guide

2019

HR Clerk — *$48,000 to $65,000*

- Publish and update job ads on
- Screen resumes and job applications and schedule interviews
- Update internal databases with new hire data and maintain employee records
- Distribute physical and digital training material
- Address employees' queries

Entry Level ..... **$48,000 - $53,000**

Mid Level ..... **$53,000 - $56,000**

Senior Level ..... **$56,000 - $65,000**

HR Assistant — *$36,000 to $62,000*

- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.

Entry Level ..... **$36,000 - $45,000**

Mid Level ..... **$45,000 - $54,000**

Senior Level ..... **$54,000 - $62,000**

HR Coordinator — *$45,000 to $72,000*

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.

Entry Level ..... **$45,000 - $54,000**

Mid Level ..... **$54,000 - $65,000**

Senior Level ..... **$65,000 - $72,000**

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HR Generalist — *$47,000 to $89,000*

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and compliance.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems; coaching and counseling managers and employees.
- Completes special projects by clarifying project objective

Entry Level ..... **$47,000 - $56,000**

Mid Level ..... **$56,000 - $71,000**

Senior Level ..... **$71,000 - $89,000**

HR Analyst — *$53,000 to $92,000*

- Gather benchmark data about jobs, compensation and benefits
- Map out salary ranges for our open positions
- Calculate retention, turnover and internal mobility rates
- Report on key recruiting metrics like time to fill and hiring costs
- Forecast costs by department and help create budgets
- Analyze employees' answers to internal surveys (like job satisfaction surveys)
- Assess results from our employee performance reviews

Entry Level ..... **$53,000 - $65,000**

Mid Level ..... **$65,000 - $75,000**

Senior Level ..... **$75,000 - $92,000**

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HRIS Specialist — *$61,000 to $98,000*

- Process employee data like leaves and benefits
- Export regular and ad hoc reports from our internal databases (for example, headcount and turnover reports)
- Create new accounts and manage access permissions
- Train system users on functionalities and new features
- Troubleshoot and report technical issues
- Develop data processing guidelines

Entry Level ..... **$61,000 - $72,000**

Mid Level ..... **$72,000 - $80,000**

Senior Level ..... **$80,000 - $98,000**

HR Manager — *$66,000 to $136,000*

- Establishes a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Establishes and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Entry Level ..... **$66,000 - $75,000**

Mid Level ..... **$75,000 - $95,000**

Senior Level ..... **$95,000 - $136,000**

HR Director — *$94,000 to $187,000*

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Develops and implements human resources strategies
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.

Entry Level ..... **$94,000 - $110,000**

Mid Level ..... **$110,000-$132,000**

Senior Level ..... **$132,000 - $187,000**

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Benefits Coordinator — *$35,000 to $55,000*

- Provide new employees with an explanation of benefits and instruct them on enrollment and fulfillment procedures
- Administrate COBRA, LOAs, FMLA usage and other issues as required by our in-house regulations and legal requirements
- Assist employee with enrolling in medical, dental and vision insurance plans
- Inform employees of changes to the benefits structure
- Resolve employee issues with insurance providers and other benefits administrators

Entry Level ..... **$35,000 - $41,000**

Mid Level ..... **$41,000 - $48,000**

Senior Level ..... **$48,000 - $55,000**

Benefits Manager — *$51,000 to $90,000*

- Recommends benefits programs to management by studying employee requirements and trends and developments in benefits offered by other organizations.
- Supports management's decision making by analyzing benefit options and predicting future costs.
- Identifies benefit options by studying programs; obtaining advice from consultants.
- Informs employees of benefit usage and distributes benefit reports.
- Resolves employee questions and problems

Entry Level ..... **$51,000 - $62,000**

Mid Level ..... **$62,000 - $75,000**

Senior Level ..... **$75,000 - $90,000**

Compensation Analyst — *$56,000 to $103,000*

- Determines employee benefit practices and interests
- Recommends employee benefit programs by examining, evaluating, and optimizing employee understanding, acceptance, and interests, costs, regulatory requirements, and competitive advantage.
- Evaluates proposed employee benefit contracts
- Provides management planning and explains employee benefits

Entry Level ..... **$56,000 - $67,000**

Mid Level ..... **$67,000 - $80,000**

Senior Level ..... **$80,000 - $103,000**

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Employee Relations Consultant — *$60,000 to $112,000*

- Counsels employees regarding work, family, or personal problems
- Explains company compensation and benefit programs, such as medical, insurance, retirement, and savings plans, and enrolls workers in specified programs
- Arranges for employee library, lunchroom, recreational facilities, and activities
- Prepares newsletter and other reports to communicate information about employee concerns and comments and organizational actions taken
- Prepares reports and enters and updates medical, insurance, retirement, and other personnel forms and records, using computer

Entry Level ..... **$60,000 - $77,000**

Mid Level ..... **$77,000 - $95,000**

Senior Level ..... **$55,000 - $112,000**

Talent Acquisitions Manager — *$77,000 to $140,000*

- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans
- Perform sourcing to fill open positions and anticipate future needs
- Plan and conduct recruitment and selection processes
- Supervise recruiting personnel
- Organize and/or attend career fairs, assessment centers or other events
- Use metrics to create reports and identify areas of improvement

Entry Level ..... **$77,000 - $86,000**

Mid Level ..... **$86,000 - $105,000**

Senior Level ..... **$105,000 - $140,000**

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Recruiter — *$50,000 to $83,000*

- Work with outside headhunters and staffing agencies to identify new talent
- Review and analyze resumes using our in-house ATS software program
- Scour job search websites for potential recruits and contact those candidates
- Interview potential sales staff members using industry-standard techniques
- Walk new hires through the hiring and training process
- Serve as an employee advocate for new hires as well as established employees
- Complete all new-hire paperwork

Entry Level ..... **$50,000 - $60,000**

Mid Level ..... **$60,000 - $71,000**

Senior Level ..... **$71,000 - $83,000**

Recruiting Manager — *$66,000 to $129,000*

- Update current and design new recruiting procedures
- Supervise the recruiting team and report on its performance
- Keep track of recruiting metrics
- Implement new sourcing methods
- Review recruitment software and suggest the best option for company needs
- Recommend ways to improve our employer brand
- Coordinate with department managers to forecast future hiring needs

Entry Level ..... **$66,000 - $75,000**

Mid Level ..... **$75,000 - $92,000**

Senior Level ..... **$92,000 - $129,000**

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10509 Vista Sorrento Parkway
Suite 300
San Diego, California 92121

858.404.9900 Phone
858.404.9901 Fax

The wide range of salaries listed are meant to accommodate all size of companies within both the public and private sectors in the San Diego market. For a tailored analysis of your current team or a specific position please contact us. We provide market salary analysis as a complimentary service for our clients and candidates.