



Human Resource Information System Management Specialist (42F)

Information on the Army and its Soldiers and Officers needs to be very organized and properly documented. It's the Human Resources Information System Management Specialist's job to keep it that way. The Human Resources Information System Management Specialist operates and manages the information systems for field personnel, as well as trains and assists all system users.

The duties of the Human Resources Information System Management Specialist include:

- Analyzing, processing and maintaining Soldier and Officer information files and supporting documentation

- Monitoring feedback from Army Headquarters

- Identifying system problems

- Preparing correspondence and forms in draft and final copy

- Posting changes to Army regulations and other publications

TRAINING

Job training for Human Resources Information System Management Specialists consist of nine weeks of Basic Training, where you'll learn basic Soldiering skills, and approximately eight weeks of Advanced Individual Training with classroom instruction where you'll learn:

- Basic typing

- General office skills

- How to prepare military correspondence and forms

- How to manage personnel records

- Computer update and retrieval procedures

HELPFUL SKILLS

Helpful attributes include:

- Interest in English, speech, business administration and typing

- Ability to follow detailed procedures and instructions

- Ability to communicate and write clear instructions or correspondence

Interest in working closely with others

ADVANCED RESPONSIBILITIES

Advanced level Human Resources Information System Management Specialists provide technical assistance to other Soldiers within the same discipline. Advanced level Human Resources Information System Management Specialists also identify the training needs of all system users and makes sure to tailor the training to meet their needs.

RELATED CIVILIAN JOBS

In civilian life, a Human Resources Information System Management Specialist could work in any business that requires personnel or human resources experience. The payroll, timekeeping and human resources departments of most companies require the kinds of skills that you'll acquire as a Human Resources Information System Management Specialist.

RELATED ARMY POSITIONS

Telecommunication Operator/Maintainer (25D)

Information about this MOS provided by: www.goarmy.com

For further information visit: www.minnesotanationalguard.org