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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-105 |
| **DATE**  June 30, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New NOF Apprenticeable Occupation: Human Resources Generalist

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new National Occupational Framework (NOF) to an apprenticeable occupation: Human Resources Generalist.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Human Resources Generalist will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Human Resources Generalist was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Hughes McLean and approved by the OA Administrator on January 18, 2023.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the competency-based training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards. Within certain limits, the sponsors of NOF apprenticeship programs are permitted to customize the job functions or competencies contained in a NOF for Human Resources Generalist occupation.

However, OA encourages the use of all core competencies to be included in the approved WPS.

* 1. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New NOF Apprenticeable Occupation.** The occupation Human Resources Generalist was submitted for an apprenticeability determination.

(Alternate Title: Human Resources Generalist)

(Existing Title: Career Development Technician)  
O\*NET-SOC CODE: 13-1071.00

RAPIDS Code: 1057

Type of Training: Time-based, Hybrid, Competency-based

Term Length: Time-based 3000, Hybrid 3,000 – 4,500

Human Resources Generalist performs the following duties:

• Recruit, hire, and onboard new employees and provide continuing employee training

• Maintain knowledge of relevant guidelines, laws, and labor market information and develop and communicate personnel policies accordingly

• Administer employee compensation and benefits and address employee relations issues, also collaborate with and advise organization management on HR concerns

1. **Inquiries.** If you have any questions please contact Doug McPherson, Supervisory Apprenticeship and Training Representative, at (202) 693-3783 or mcpherson.douglass@dol.gov.
2. **Attachments.**

