

CAREER PATHWAY: BENEFITS SPECIALIST



What do they do? Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

People with these roles and responsibilities are also called: Compensation Analyst, Human Resources Specialist (HR Specialist), Human Resources Analyst, Personnel Specialist, Benefits Analyst, Benefits Administrator, Benefits Manager, Human Resources Generalist, Compensation/Benefits Specialist

Some typical job duties include:

- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Prepare occupational classifications, job descriptions and salary scales.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$57,880

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Critical Thinking, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Negotiation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Employee Benefits Specialist — CEBS:
(International Foundation of Employee Benefits Plans)