

# 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



## CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

**Certified Employee Benefits Specialist (CEBS)**  
*International Foundation of Employee Benefits Plans*