



Compensation & Benefits Specialist

HR/8

Human Resources

JOB SUMMARY

This position is responsible for administering the college's compensation and benefits operations.

MAJOR DUTIES

- Assists employees with benefit inquiries and trains/educates them on benefit plans and system office and/or legislative changes impacting benefit coverage.
- Researches and resolves benefit coverage issues.
- Process benefit changes, updates and terminations, as well as other routine employee changes such as contact information.
- Enters new-hire data into various databases.
- Operates a computerized payroll system to assist, as needed, in the performance of payroll activities.
- Works directly with the Shared Services Center to complete benefit tasks, and security functions.
- Campus administrator for retirement account, and handles remittance payments of retirement vendors.
- Maintains employee sick leave, shared sick leave program, and vacation accruals and records.
- Handles and manages the records and certification for employee leaves of absence (FMLA, ADA, WC, etc.).
- Manages workers' compensation and unemployment compensation process and records.
- Maintains a list of retirees and coordinates annual retiree events.
- Manages the student worker budget related to institutional and federal work study funds.
- Coordinates campus benefits and wellness fairs and initiatives.
- Performs related duties and other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of payroll accounting processes.
- Knowledge of employee benefits and deductions processes.
- Knowledge of college policies and procedures.
- Knowledge of federal and state laws and USG policies regarding benefits, disabilities, and leaves of absence.
- Skill in decision-making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Human Resources assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college policies and procedures, federal and state laws regarding payroll and benefits, the payroll manual, and software user manuals. These guidelines, while at time clear and direct, sometimes requires judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting, supervisory and technical duties. Strict regulations and the need for accuracy contributes to the complexity of the position.
- The purpose of this position is to supervise the college's compensation and benefits functions. Success in this position contributes to the efficiency, effectiveness and accuracy of those functions.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, bank representatives, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no supervisory responsibility. May supervise committees, projects, and investigations related to the core job responsibilities.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.