

BENEFITS SPECIALIST

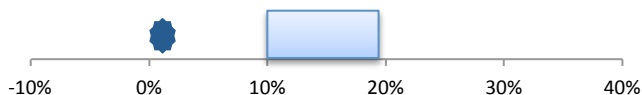
What do they do? Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

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.
- Prepare occupational classifications, job descriptions and salary scales.

Ohio Job Outlook "Slower than average" (+1.7%)



Projected % change in number of jobs by 2020

Note: Blue band = Average growth (10% to 19%)

National Job Outlook through 2020: 5.0%

Most Important Occupational Skills

BASIC SKILLS

- Active Listening
- Critical Thinking
- Speaking

PROBLEM SOLVING SKILLS

- Complex Problem Solving

SYSTEMS SKILLS

- Systems Analysis
- Judgment and Decision Making
- Systems Evaluation

SOCIAL SKILLS

- Social Perceptiveness
- Coordination
- Negotiation

TECHNICAL SKILLS

- Operations Analysis
- Programming

RESOURCE MANAGEMENT SKILLS

- Time Management
- Mgmt of Personnel Resources
- Mgmt of Financial Resources

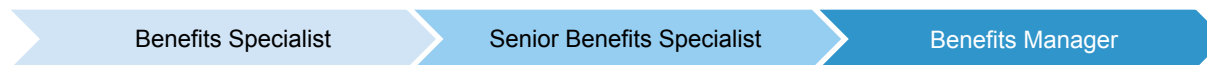
The most important skills required for performing this job well are underlined.

How much did these jobs pay in 2013?

Average: \$59,100 per year
(\$28.42 per hour)

Career Pathway and Educational Requirements

Entry-level (\$30,000-\$60,000) Mid-level (\$50,000 - \$90,000) Managerial (\$80,000 +)



REQUIRED FOR ENTRY

- High school degree

REQUIRED FOR ADVANCEMENT

- Bachelor's degree
- Multiple years related work experience

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SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Employee Benefit Specialist – CEBS (International Foundation of Employee Benefit Plans, unavailable online)