

Compensation & Benefits Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Has expert knowledge about employee benefit plans; registration, claims processing, relations with benefits providers, ERISA and other regulations respecting benefits
Is knowledgeable about organization operations: organization chart, authority levels, compensation system, personnel policies, and benefits
Operates the computerized HRIS system and utilizes PC technology to perform tasks, prepare reports, and track human resource information and data
Has completed the CCP/CBP (certified compensation professional/certified benefits professional) training program and maintains current information on compensation and benefits trends
Manages the compensation system including job analysis, internal/external equity analysis, market-based compensation surveys, and merit matrix development

QUALITY OF WORK:

Maintains absolutely accurate records for all personnel matters
Conducts annual compensation and benefits analysis to ensure competitive pricing and features
Develops and maintains standardized processes for determining compensation program specifics and benefits administration specifics, and ensures all compensation and benefits matters are processed in conformance with standardized requirements
Maintains absolute confidentiality about compensation and benefits matters respecting individual employees of the organization

QUANTITY OF WORK:

Processes all compensation\benefits matters (claims, enrolments, pay changes, etc..) in a timely manner
Is comprehensive and extensive in conducting surveys of compensation and/or benefits; uses at least _____sources of data; involves at least _____vendors
Processes all transactions respecting personnel records on a daily basis, thereby providing up to date records at all times
Responds (participates in) to surveys from outside organizations, returning forms within one week
Researches new concepts, processes, strategies in compensation and benefits management for potential application at the organization

DEVELOPMENT OF EMPLOYEES:

Schedules and enrolls all department employees in training courses, seminars, and conferences pertaining to compensation and benefits administration
Challenges employees to assume increasingly more difficult tasks and develop their inventory of knowledge, skills, and decision-making abilities
Implements some job rotation and cross-training to ensure coverage and backup for all jobs within the department