

Compensation and Benefits Specialist Job Description

Job Title – Compensation/Benefits Specialist	Reports to: Chief Human Resource Officer	
Job Code-	Overtime Status: <u>Exempt (not eligible)</u> <u>X Non-Exempt(eligible)</u>	
Department – Human Resource	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the delivery of the compensation and benefits plans to hospital staff. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of compensation and benefit plans within health care environments and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • None 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Performs analysis in compensation and benefit processes, bonus programs, health insurance, retirement programs, deferred compensation plans, and workers' compensation • Arranges timely special benefit arrangements, severance agreements, early retirement, and non-standard programs • Performs monthly payroll audits • Manages required disclosures and reporting of summary Annual Reports, Summary Plan Descriptions, COBRA, and HIPAA Privacy requirements • Develops and maintains audit policies and procedures to ensure consistency and compliance with State and Federal laws as they relate to payroll and benefits • Monitors, completes research and analyzes compensation and benefit trends; as well as supports benchmarking efforts to provide on-going recommendations to maintain and enhance competitiveness of global benefit programs within health care environments 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Develops reports and analyzes trending for senior management • Attends staff meetings • Collects and analyzes staff compensation and benefit survey results • Distributes yearly total rewards statement to staff 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Finance or equivalent • PHR Certification 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 5 years experience as HR professional in an organization having 500-1000 staff members • Preferred - 5 years experience as HR professional in health care environment 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office and HRIS system • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Compensation and Benefits Specialist Job Description continued

General Activity	Number of Hours				
	None X	1-2	2-4	4-6	6-8
Drive	X				
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift			1/3 or more of shift	
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
	Turn				
Use of Hands and Feet	Gross Motor Function			Precise Motor Function	
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift			1/3 or more of shift	
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>			Yes	
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People		Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date _____

Employee Signature _____

Supervisor-Print Name and Date _____

Supervisor Signature _____