

Business and Financial Operations

Compensation, Benefits, and Job Analysis Specialists

Compensation, Benefits, and Job Analysis Specialists administer compensation programs for employers. They may specialize in specific areas such as pensions or position classifications. One of their chief duties includes collecting and examining detailed information about job duties in order to prepare job descriptions. Occasionally they are referred to as position classifiers because they usually determine classification, exempt or non-exempt status and salary scales. When a large company introduces a new job or reviews existing jobs, it calls upon the expertise of job analysts. They devise benefit and compensation policies assist in preparing and maintaining personnel records and handbooks and sometimes help negotiate collective agreements. Often their position incorporates administering a company's employee benefits program, notably its health, savings and insurance plans. They may work in conjunction with managers to formulate fair and equitable pay rates in line with that of similar companies and in compliance with changing laws and regulations.

Job analysts ensure the continued development and improvement of techniques for selecting, promoting, compensating, evaluating and training workers. They are responsible for functions such as making sure the company fulfills reporting requirements; performing multifactor data and cost analyses; assessing and providing advice on personnel procedures; and mediating the resolution of classification and salary complaints. Compensation, benefits, and job analysis specialists' duties include preparing reports on the long-term trajectory of different careers and interviewing employees to collect occupational information. In addition to this they research employee benefits and health and safety practices in comparable organizations and recommend changes or modifications to existing company policies.

Compensation, benefits, and job analysis specialists must be able to understand the structural and functional relationships among jobs and occupations. They also have to keep abreast of current occupational trends, affirmative action and employment equity programs, and regulations regarding the hiring procedure for Alien workers. Some knowledge of employment law is useful. People skills are necessary as they may serve as liaisons between business, industry, government, and union officials. The working environment is generally a well-lit office in a large corporation. The work week is typically 40 hours per week. Much of the time may be spent in long meetings with various management level executives.

Education/Training

How to Obtain:

In order to become a Compensation, benefits, and job analysis specialist a bachelor's degree and/or master's degree through a four year college or university is required. Hiring requirements vary by company but for most high level positions an advanced

degree is a requisite. In fact many colleges and universities do not offer degree programs in compensation, benefits, and job analysis until the graduate degree level.

For further advancement, some compensation, benefits, and job analysis specialists may opt to get a Certified Compensation Professional (CCP) and/or a Certified Benefits Professional (CBP) credential by completing online or classroom programs and passing a series of knowledge-based exams within each designation. This is offered by the WorldatWork Society of Certified Professionals.

The requirements for dual certification include:

- A passing score of at least 75% on 14 exams
- Passing two CCP and CBP core exams – T1 and T4.

Recertification status and membership in the WorldatWork Society of Certified Professionals are maintained by earning 12 credits every three years. Costs of continuing education vary.

More Information on Certification:

- WorldatWork Society of Certified Professionals
<http://www.worldatworksociety.org>

Average Costs:

Tuition and fees for a master's degree earned at an accredited public university in an area such as human resource management costs an average of \$11,400* per year. Completion time is generally 2 years.

CCP/CBP courses cost \$460 - \$1,810 for each certification course + \$550 - \$705 examination fee for each course. Total cost: \$1010 - \$2515.

WorldatWork Society of Certified Professionals membership fees range from \$55 - \$350

* Note: This figure does not include federal, state, or university financial aid resources such as grants, fellowships, scholarships or work study. It also does not include vocational rehabilitation or other state resources available specifically to people with disabilities. The out-of-pocket expense may be significantly less.