



Job Title: Compensation and Leave Specialist

Job Summary: The Compensation and Leave Specialist is responsible for the day-to-day administration and maintenance of Benco's Compensation and Leave of Absence Programs.

Qualifications:

Education: Bachelor's Degree in Human Resources, Business Administration or a related field.

Experience: 1-3 years of experience in Human Resources with an emphasis on Compensation and Leave administration.

Skills Needed: Ability to communicate effectively; excellent interpersonal skills; strong organizational and problem-solving skills; ability to handle multiple tasks and projects simultaneously; knowledge of benefit and compensation laws including FLSA, PPACA, COBRA, ERISA, FLMA, HIPAA, and GINA; proficiency in MS Office Suite (Outlook, Excel, Word and PowerPoint); HRIS experience (benefits administration portals, payroll systems, etc.); PHR/SPHR/CEBS certification preferred.

Duties and Responsibilities:

Compensation

- Guides job description creation/review process to ensure descriptions are complete and accurate; evaluates positions for content using whole job analysis techniques and prepares or directs the preparation of formal job descriptions and career ladders, including teaming with the Law department to classify jobs consistent with the provisions of the Fair Labor Standards Act
- Conduct job evaluations and market assessment using market data and internal evaluations.
- Prices jobs and assigns pay grades by balancing the intended competitive position to the external labor market with the relative internal value of the job to the company
- Assesses geographic labor markets to establish and maintain competitive national and local pay structures
- Assist with annual bonus and incentive plan processes
- Accurately processes salary increases and one-time payments in a timely manner.
- Conducts meetings and presentations as required to educate managers and HR on compensation fundamentals.
- Develops new systems and tools, techniques, and methodologies to streamline compensation processes and optimize resources

Leave of Absence (LOA)/ Workers' Compensation

- Administers Disability and Leave of Absence Programs, including FMLA, short term disability, long term disability, workers' compensation, and personal leaves.
- Internal point of contact for all LOA/FMLA and STD/LTD questions and concerns.
- Accurately files worker's compensation claims and follows through on paperwork in a timely manner. Efficiently investigates each claim for corrective action, etc.



- Communicates with associates regarding their needs for leave and/or modified work schedules. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
- Maintains reasonable communication with associates on leave to facilitate smooth and timely return to work; relays communication between associates and their managers during leave within reason.
- Advises managers on the interaction of leave laws with paid time off, workers compensation, and short-term and long-term disability benefits.
- Oversees the return-to-work process for employees returning from extended FMLA, workers compensation, or other leave(s).
- Facilitates all accommodation requests under the ADA.
- Administers other company time-off programs as assigned in accordance with internal policy and applicable laws.

General

- Performs other duties as assigned to support the efficient operation of the department and company.
- Act as a strong team player with a proactive and collaborative approach to problem solving.
- Ability to maintain confidentiality and handle sensitive situations appropriately when performing job duties.
- Prepares presentations, communications, and standard work documents as required.
- Works on HR projects, events and committees within compensation and leave specialty and across broader HR team.

All job duties and responsibilities are essential functions of the position.