

**TITLE:**

Global Compensation and Benefits Specialist

**REPORTS TO:**

Global Compensation and Benefits Manager

**DEPARTMENT:**

Human Resources

**LOCATION:**

Boston, MA

**COORDINATES WITH:**

All Oxfam domestic and global staff, senior leadership, benefits brokers, third party benefits administrators / vendors and other external stakeholders.

**PURPOSE OF POSITION:**

Administers and maintains various compensation, benefits and HRIS-related data management systems, programs and initiatives. Performs compensation surveys, job audits, and research studies. Provides advice to Oxfam America (OA) employees regarding employee benefits and the design and review of benefit plans. Administers OA's human resources information systems and applications. Independently resolves or coordinates resolution of complex technical problems.

**PRIMARY RESPONSIBILITIES:**

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**Global Compensation and Benefits:**

- Evaluate new and existing job descriptions by analyzing duties and responsibilities, grade job descriptions to determine appropriate classification and salary levels.
- Participate in wage, salary and surveys, analyze the data and prepare recommendations as necessary to establish the fair market value of jobs.
- Analyze market survey data using intermediate statistical techniques.
- Assist with the development of market price compensation levels for all positions utilizing market data, salary survey information from national, regional, and local sources.
- Reconcile monthly benefits invoices/statements and ensure timely payment.
- Administer the employee benefits programs such as basic and major medical coverage, dental insurance, group life insurance, pension plan, wellness program, FMLA, STD, LTD, Life, and other benefits.
- Assist with annual benefits enrollment periods, coordinate with external plan vendors, help prepare and review communication materials.
- Monitor leave of absences ensuring proper benefit administration.
- Deliver benefits orientation for new hires and for employees exiting the company. Train new hires on Oracle Employee Self Service.
- Ensure that all documentation is accurate and properly filed.

## **Human Resource Information Systems (HRIS)**

- Develop and run reports distributed to management and departments within the organization
- Complete requests for ad-hoc reporting from HR staff and managers across the organization
- Work closely with Payroll department to trouble shoot any potential issues with the data in the HRIS system
- Audit data in the HRIS system for accuracy and reconcile it with monthly benefits payments.
- Enter new employee benefits in HR system as well as any employee benefit changes during the year.
- Responsible for data accuracy in the HR system with regard to pay and benefits.
- Provide back-up support to the HRIS Specialist with systems issues.

## **EXPECTATIONS FOR THE POSITION:**

- The incumbent will stay abreast of professional standards, trends and issues affecting this set of responsibilities, demonstrating continuous learning of the field.
- S/he will work effectively and collaboratively in support of building a team-based culture of work, will perform all duties appropriately for a multi-cultural environment, treating all persons with dignity and respect, and will be familiar with and committed to Oxfam America mission and goals.

## **QUALIFICATIONS:**

Required:

### Education:

- Bachelor's degree in Human Resources or related field.

### Experience and Core Competencies:

- Three to five years of progressively responsible compensation and benefits experience is required.
- Knowledge of benefit plans and how they operate.
- Comprehensive knowledge of job evaluation and descriptions, market pricing, and salary survey structure and participation.
- Ability to communicate with tact and diplomacy during the process of educating, mentoring and coaching staff and management is required.
- Knowledge of federal, state and local laws and regulations affecting compensation and benefits.

- High level of proficiency with HRIS systems, MS Office, including Excel and other statistical software applications.
- Takes pride in excellent customer service; responsive to employee questions; meets commitments.
- Very detailed and compulsive about data quality.
- Works well within a team environment, focusing on solving conflict and being open to others' ideas.

**Preferred:**

- Experience in global total compensation
- Professional certification(s) (CCP, CEBS, SPHR, GPHR) and experience analyzing compensation and benefits strongly preferred.
- Familiarity with Oracle HR system.
- Ability to communicate in Spanish or French.