

JOB DESCRIPTION:	Compensation & Benefits Administrator		
DEPARTMENT:	Human Resources		
REPORT TO:	HR – Director of Compensation & Benefits		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR	#196120	DATE APPROVED:	02-SEP-2020
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists and manages the completion of Human Resources duties for benefits.

DUTIES:

1. Responsible for input and management of Human Resources aspect of benefits including processing paperwork to NMPSIA, ERB, and PERA, following up with staff on benefits issues, answering basic and non-routine questions. Works closely with benefit liaisons as needed to resolve employee concerns or issues. Coordinates and tracks changes and updates with Third Party Administrators including IRS guidelines and restrictions for such plans.
2. Coordinates the agency's FMLA leave of absence, informing staff of their rights under our policies and procedures, processing paperwork, following up with staff regarding benefits and return to work status.
3. Provide benefit orientations including but not limited to leaves, retirement, and insurance packages.
4. Maintains data base for regulatory requirements, running reports and statistics as needed, scheduled or required to ensure up to date information is contained within the HRIS and personnel files. Verification and payment of all retirement plans and benefits payments on a monthly basis.
5. Answers staff and applicant questions regarding a wide variety of personnel issues including policy and procedures, benefits, recruitment, payroll, etc.
6. Responsible for issuance of all University contracts for Faculty and Adjunct Faculty.
7. Oversees and manages the integrity and data administration in the HRIS system. Responsible for input of information into the HRIS program including payroll changes, new hires, merit increases, benefits, etc. Terminates employees within the system. Ensures forms are accurately filled out by supervisors and that payroll department is notified in a timely fashion of any changes that could affect employee pay or status.
8. Manages the timely upgrades and upkeep of the payroll support data including but not limited to position, benefit, and job status codes. Manages and inputs data for payroll periods and holiday calendars.
9. Provides guidance to supervisors regarding employment decisions when Human Resources Director is not available.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree with 4 years of experience or Associate degree with 7 years of experience or High School Diploma or GED plus 10 years Human Resources

experience. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Must have solid demonstrated knowledge of human resources function. Must be knowledgeable of University policies and procedures, compensation and benefits structure. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications (Word & Outlook).
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)