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SYLLABUS FOR CERTIFIED COMPENSATION & BENEFITS ANALYST (CCBA)®

Offered by: Global Institute for Leadership, Human Resources and Project Excellence (AGILE-HRP)®

PROGRAM DESCRIPTION

The **Certified Compensation & Benefits Analyst (CCBA)®** is a globally recognized certification program designed for HR professionals who manage or influence compensation strategy, total rewards, and benefits administration. This credential validates expertise in compensation analysis, salary structure design, employee benefits strategy, compliance with labor laws, and global reward systems. The program equips professionals with the analytical and strategic skills to build competitive, fair, and cost-effective compensation and benefits programs that attract and retain top talent.

COURSE LEARNING OUTCOMES

Upon successful completion, participants will be able to:

1. Analyze compensation structures using internal equity and market data.
2. Develop and manage competitive salary and incentive plans.
3. Interpret and apply labor regulations (e.g., FLSA, ERISA, ACA) to rewards programs.
4. Design employee benefits packages aligned with organizational goals.
5. Conduct total rewards audits and job evaluations.
6. Use HR analytics to drive compensation and benefits decisions.
7. Align pay-for-performance models with business strategy.
8. Support executive compensation, global mobility, and expatriate benefits planning.



TARGET AUDIENCE

- HR Managers and Specialists
- Compensation & Benefits Analysts
- HR Business Partners
- Payroll and Total Rewards Specialists
- HR Consultants
- Talent Management Professionals
- Benefits Coordinators

EMPLOYMENT OUTLOOK (U.S. BUREAU OF LABOR STATISTICS):

According to the **U.S. Bureau of Labor Statistics**, employment for compensation, benefits, and job analysis specialists is expected to grow 6% by 2032. The median annual wage is \$70,990, with senior compensation analysts and benefits managers earning between \$90,000 – \$140,000+, especially in sectors such as tech, finance, healthcare, and consulting where competitive compensation strategy is essential.

CAREER PATHS FOR CCBA® HOLDERS:

- Compensation & Benefits Analyst
- Total Rewards Manager
- HR Compensation Consultant
- Executive Compensation Analyst
- Global Mobility Specialist
- Payroll & Benefits Administrator
- VP of Total Rewards



MODULES AND SUBMODULES

Module 1: Foundations of Compensation & Benefits

- 1.1 History and Evolution of Total Rewards
- 1.2 Objectives and Strategic Role of Compensation
- 1.3 Regulatory Overview (FLSA, Equal Pay, ERISA, etc.)

Module 2: Job Analysis and Evaluation

- 2.1 Job Documentation and Job Descriptions
- 2.2 Job Evaluation Methods (Point Factor, Market Pricing, etc.)
- 2.3 Determining Job Worth and Internal Equity

Module 3: Base Pay Structures and Salary Administration

- 3.1 Designing Pay Grades and Ranges
- 3.2 Developing Pay Policies and Pay Progression Models
- 3.3 Benchmarking and Market Data Analysis

Module 4: Incentive Compensation and Pay-for-Performance

- 4.1 Variable Pay Models (Bonuses, Sales Commissions)
- 4.2 Linking Incentives to Business Goals
- 4.3 Designing Recognition and Retention Programs

Module 5: Employee Benefits Strategy

- 5.1 Health and Welfare Plans (Medical, Dental, Vision)
- 5.2 Retirement and Pension Plans (401(k), Defined Benefit)
- 5.3 Voluntary and Flexible Benefits

Module 6: Executive Compensation and Equity Plans

- 6.1 Executive Pay Strategies
- 6.2 Stock Options, RSUs, and Deferred Compensation
- 6.3 Legal Compliance and Board Approval

Module 7: Global Compensation and Expatriate Pay

- 7.1 Global Mobility Packages
- 7.2 Local vs. Global Pay Structures
- 7.3 International Taxation and Allowances

Module 8: Legal Compliance and Risk Management

- 8.1 Auditing Compensation and Benefits Programs
- 8.2 Complying with Wage and Hour Laws
- 8.3 Managing Plan Risks and Litigation Exposure

Module 9: Compensation & Benefits Analytics

- 9.1 Using Data to Drive Total Rewards Decisions
- 9.2 Key Metrics (Compa-Ratio, Benefits Utilization, Cost per Hire)
- 9.3 Dashboards and Visualization Tools

Module 10: Trends and Future of Total Rewards

- 10.1 Remote and Hybrid Work Compensation Models
- 10.2 Pay Transparency and Pay Equity
- 10.3 Wellbeing and Lifestyle Benefits

CERTIFICATION EXAM DETAILS

- **Format:** 100 Multiple Choice Questions
- **Duration:** 90 Minutes
- **Passing Score:** 70%
- **Retake Policy:** One free retake within 3 months
- **Delivery Mode:** Online, remote proctored

CERTIFICATION TESTING OUTCOMES (Skills & Competencies Assessed):

Participants are assessed on their ability to:

- Design and administer salary structures
- Interpret compensation law and compliance frameworks
- Strategize competitive benefit offerings
- Utilize compensation benchmarking tools
- Apply analytics to support pay decisions
- Align compensation with employee performance and business goals
- Recommend improvements for total rewards systems

ACCREDITATION AND RECOGNITION

The **CCBA®** credential is accredited by **AGILE-HRP®** and recognized across **government agencies, multinational corporations, consulting firms, and educational institutions**. It aligns with global HR standards including **ISO 30414 (Human Capital Reporting)** and **WorldatWork total rewards frameworks**.

CERTIFICATION DELIVERABLES

- Digital and Printed Certificate: Certified Compensation & Benefits Analyst (CCBA)®
- Verified Digital Credential Badge
- Total Rewards Toolkit (Templates, Dashboards, Policy Samples)
- Access to the AGILE-HRP® Global Compensation Network
- 30 CEUs (Continuing Education Units)
- Priority invitation to webinars and workshops

PROGRAM FORMAT

- **Duration:** AS NEEDED
- **Mode:** Online (Self-Paced or Instructor-Led)
- **Assessment:** Capstone Rewards Strategy Presentation + Final Exam

ELIGIBILITY REQUIREMENTS

- A Bachelor's degree in HR, business, or related field
- OR Minimum 1–2 years of experience in HR or Compensation & Benefits
- Familiarity with job evaluation or payroll systems preferred

NEED ASSISTANCE?

For queries or certification support:

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