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| <b>POSITION DESCRIPTION</b>                |   | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS 301000 |
| DIVISION OR INSTITUTION<br>Human Resources | UNIT OR OFFICE<br>Benefits Administration | COUNTY OF EMPLOYMENT<br>Franklin                                      |

|  |  |   |  |                                    |
|--|--|---|--|------------------------------------|
| POSITION NUMBER<br>20005846<br><br>JOB TITLE<br>Deputy Director 4<br><br>JOB CODE<br>61314<br><i>Appeal 9-10-14 AC</i> | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree   |                                    |
|  | USUAL WORKING TITLE OF POSITION<br>Chief Benefits Officer  |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>See Table of Organization  |                                    |
|  | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:  | Bargaining Unit<br><br>Page 1 of 2 |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8 a.m.      TO: 5:00 p.m.                                 |   |  |                                    |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |   |  |                                    |
|  | %  | Job Duties in Order of Importance   | Knowledge, Skills & Abilities  |                                    |
|  | 50   | Provides assistance to the Director of the Department of Administrative Services (DAS) & the Deputy Director of the Human Resources Division (HRD); plans, directs & oversees activities of Benefits Administration in HRD of DAS: directs policy implementation & administration of self-funded & fully insured state employee benefit programs including health, dental, vision, disability & life insurance programs for all eligible state employees; designs & recommends expanded benefits packages to attract & retain dedicated workforce; leads research efforts to investigate potential benefits options & recommends additional or revised benefits packages; provides oversight of compliance of selected insurance carriers & administrators with service contracts & program procedures; reviews & evaluates service offerings by health plans including Preferred Provider Organizations (PPOs), Exclusive Provider Organizations (EPOs), Health Maintenance Organizations (HMOs), & integrated care delivery systems; provides assistance & technical advice to Benefits Administration; conducts staff meetings to exchange information regarding section operations of policies, procedures, laws & rules; supervises & facilitates continuing career development of assigned section staff (e.g., approves work schedules; assigns & reviews work; completes performance evaluations & action plans to maintain/improve performance; trains staff on section functions & applicable laws, rules & procedures; authorizes leave & initiates/recommends appropriate disciplinary actions as necessary).<br><br>Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt. | Knowledge of: (1) health benefits, (2) agency policies & procedures (e.g., ORC 124, ORC 4117, OAC 123)*, (3) government structure & process*, (4) management, (5) supervision principles, (6) public relations, (7) human relations. Skill in: (8) operation of personal computer & associated hardware/software (e.g., MS Word). Ability to: (9) deal with many variables & determine specific action, (10) calculate fractions, decimals & percentages, (11) use algebra, (12) interview job applicants effectively, (13) prepare meaningful, concise & accurate reports, (14) proofread technical materials, recognize errors & make corrections, (15) use proper research methods in gathering data, (16) prepare & deliver speeches before specialized audiences & general public, (17) gather, collate & classify information about data, people or things, (18) establish friendly atmosphere as supervisor of work unit, (19) handle sensitive inquiries from & contacts with officials & general public. (20) resolve complaints from angry citizens & government officials.<br><br>*developed after employment |                                    |
|  | List Position Numbers & Job Titles of Positions Directly Supervised:<br>See Table of Organization                            |   | SIGNATURE OF AGENCY REPRESENTATIVE<br>   | DATE<br>9-10-14                    |

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| <b>POSITION DESCRIPTION</b>                | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS 301000 |                                  |
| DIVISION OR INSTITUTION<br>Human Resources | UNIT OR OFFICE<br>Benefits Administration                             | COUNTY OF EMPLOYMENT<br>Franklin |

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| POSITION NUMBER<br>20005846<br><br><br><br><br><br><br><br><br><br><br>JOB TITLE<br>Deputy Director 4<br><br><br><br><br><br><br><br><br><br><br>JOB CODE<br>61314... <i>Copied 9-10-14 OC</i> | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update                                    | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |  |
|  | USUAL WORKING TITLE OF POSITION<br>Chief Benefits Officer   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005812 Deputy Director 6  |  |
|  | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified<br><input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type:  | Bargaining Unit<br><br>Page 2 of 2   |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8 a.m.      TO: 5:00 p.m.  |   |  |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>   |   |  |
|  | %   | Job Duties in Order of Importance   | Knowledge, Skills & Abilities  |
|  | 30  | Coordinates all benefits activities for HRD & serves as benefits advisor to Director of DAS & HRD Deputy Director; monitors & reviews proposed legislation & case decisions having impact on employee benefits including rules, laws & procedures; identifies policies & rules to be developed &/or revised by section's policy developers; reviews & responds &/or reviews proposed responses to complaints & inquiries that may result in legal action if potential violation exists; collaborates with Office of Collective Bargaining & union representatives on benefits issues; serves as member of Joint Health Care Committee to assist in developing recommendations on the operation & design of the State's health plans; assists managers in research of trends in employee benefits; gathers & prepares statistical & other data reflecting cost & usage of current employee benefits; reviews & assists in the development of benefit communication materials & benefit website design & content; assists in vendor value review & renewal process; evaluates budgetary & staff needs; recommends organization changes. | Knowledge of: 1, 2*, 3*, 4, 5, 6, 7.<br>Skill in: 8.<br>Ability to: 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20. |
|  | 20  | Obtains internal & external customer input; develops positions papers to include recommended alternative approaches to benefits administration & related policies; ensures the development of effective communications for all levels of employees to facilitate & maximize employee access to all benefits options.  | Knowledge of: 1, 2*, 3*, 4, 5, 6, 7.<br>Skill in: 8.<br>Ability to: 13, 14, 15, 16, 17, 19, 20.                |
|  | Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt.  |   |  |
|  | List Position Numbers & Job Titles of Positions Directly Supervised:<br>See Table of Organization   | SIGNATURE OF AGENCY REPRESENTATIVE<br>  | DATE<br>9-10-14  |