100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 301910

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | Benefits Administration | Franklin |

POSITION NUMBER 20005846

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Chief Benefits Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005812 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8 a.m. TO: 5:00 p.m.

JOB TITLE: Deputy Director 5

JOB CODE: 61315

Appd 3/6/12 BMO

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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). | 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. |
| | Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt. | *developed after employment |

List Position Numbers & Job Titles of Positions Directly Supervised:
20005944 Program Administrator 2;
20005943, 20005952, 20005976, 20005980, 20005971, 20005975 Benefits Manager I; 20005978 Data Admin Mgr I

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 2/6/12

100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 301910

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | Benefits Administration | Franklin |

POSITION NUMBER 20005846

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Chief Benefits Officer | 20005812 Deputy Director 6 |

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit



NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8 a.m. TO: 5:00 p.m.

JOB TITLE Deputy Director 5

JOB CODE 61315

Appd 9/6/12 Bmo

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| 20005944 Program Administrator 2; 20005943, 20005952, 20005976, 20005980, 20005971, 20005975 Benefits Manager 1; 20005978 Data Admin Mgr 1 | [signature] | 9/6/12 |