

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS 301910
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20005846	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Benefits Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 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.		

**POSITION NUMBER**  
20005846

**JOB TITLE**  
Deputy Director 5

**JOB CODE**  
61315

APD 6/12/06 UED

List Position Numbers & Job Titles of Positions Directly Supervised:  
 20005944 Administrative Assistant 3; 20005969 Benefits Manager 2  
 20005943 Benefits Manager 1  
 20005979, 20005970, Benefits Management Analysts

SIGNATURE OF AGENCY REPRESENTATIVE  
*Nancy Kelly ms*

DATE  
 6.4.09

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	USUAL WORKING TITLE OF POSITION Benefits Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 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. Skill in: 8. 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. Skill in: 8. 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.				
JOB CODE 61315	JOB TITLE Deputy Director 5			
List Position Numbers & Job Titles of Positions Directly Supervised: 20005944 Administrative Assistant 3; 20005969 Benefits Manager 2 20005943 Benefits Manager 1 20005979, 20005970, Benefits Management Analysts		SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy Kelly MS</i>	DATE 6.4.09	