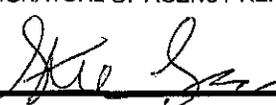


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 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 Human Capital Management Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans, directs & coordinates all activities of the Department of Administrative Services (DAS), Human Resource Division (HRD), Benefits Administration; directs policy implementation & administration of self-funded & fully insured state employee benefits 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.
*developed after employment		

List Position Numbers & Job Titles of Positions Directly Supervised: Program Administrator 2: 20005944 Benefits Manager: 20005943, 20005942, 20005976, 20005980, 20005971, 20005975 Data Admin Mgr. 1: 20005978	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4-10-13
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POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 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 Human Capital Management Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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: 8:00 A.M. TO: 5:00 P.M.			

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. 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 64617 JOB CODE TITLE Human Capital Management Administrator 2 64617 App'd 4-12-13 ALC	List Position Numbers & Job Titles of Positions Directly Supervised: Program Administrator 2: 20005944 Benefits Manager: 20005943, 20005942, 20005976, 20005980, 20005971, 20005975 Data Admin Mgr. 1: 20005978	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4-12-13
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