



<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

POSITION NUMBER <b>20005846</b>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Benefits Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 <b>61315</b>	List Position Numbers & Job Titles of Positions Directly Supervised: HCM Admin 1: 20014505, Program Administrator 2: 20005944 Benefits Manager 1: 20005943, 20005952, 20005976, 20005971, 20005975; Data Admin Mgr1: 20005978		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 6/28/08		