

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION HUMAN RESOURCES
		UNIT OR OFFICE BENEFITS ADMINISTRATION SERVICES

POSITION NUMBER 20005927 (26006.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
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USUAL WORKING TITLE OF POSITION Benefits Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005949 (29010.0) Benefits Manager 1
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NORMAL WORKING HOURS (Explain unusual or rotating shift)
 8:00 a.m. - 5:00 p.m. Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Performs a wide variety of both ongoing & special benefit projects in the health benefits area (e.g., health, life, dental, vision, managed mental health, COBRA, population health management, absence management, health care spending, flexible spending accounts, dependent care, voluntary health benefits); coordinates, monitors, & evaluates contractor performance of employee benefits programs; reviews periodic data produced by benefit program contractors; evaluates systemic benefit program & process deficiencies & recommends changes both internally & for contractors; prepares bid specifications & requests for proposals, & evaluations of vendors; reviews enrollment, utilization, cost & other relevant data for all benefit plans offered to state employees; establishes & implements criteria for assigned benefits program(s) eligibility; provides technical assistance to Human Capital Management (HCM) staff, benefits management representatives & benefit management customer service representatives; serves on a team of benefit management analysts.	Knowledge of (1) benefits administration, (2) accounting practices & procedures, (3) public relations, (4) government structure & process*. Skill in (5) use of personal computer & related hardware & software (e.g. Microsoft Word, Excel, Peoplesoft). Ability to (6) understand benefits insurance field, (7) handle sensitive inquiries from & contacts with officials & general public, (8) define problems, collect data, establish facts & draw valid conclusions, (9) use statistical analysis, (10) prepare meaningful, concise & accurate reports.
20	Drafts & edits employee benefits communications, (e.g., the employee benefit handbook, the Health Benefit Update & open enrollment material); assists in implementation of materials with vendors (e.g., layout, printing, & distribution); revises communication materials to meet the needs of the state; reviews benefits program contractor's communications (e.g., open enrollment, miscellaneous correspondence, etc.) for employees & makes recommendations; develops & writes policies & procedures & submits to management for approval; interprets HMO contracts & health plan policies & established policies & procedures to ensure compliance with assigned benefits programs; conducts research for benefits plan design changes & drafts decisions; drafts policies & procedures for special projects.	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, (11) write & develop policies & procedures, (12) proofread technical materials, recognize errors & make corrections

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/21/08
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JOB CODE TITLE
 Benefits Management Analyst
 JOB CODE
 65251
 ARD 12-15-08

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION HUMAN RESOURCES
	UNIT OR OFFICE BENEFITS ADMINISTRATION SERVICES

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	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
	Page 2 of 2	
	JOB DESCRIPTION AND WORKER CHARACTERISTICS	
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Prepares reports on current benefits related issues & cost & benefit analysis; assists on collective bargaining concerning employee benefits by researching & evaluating benefit alternatives & options; maintains all assigned vendor contracts, amendments, RFP responses, audit reports & other documents pertinent to contracting with benefit plans; prepares Controlling Board Requests for Benefits Administration Services & maintains records thereof.	Knowledge of 1, 3, 4* Skill in 5. Ability to 6, 7, 8, 9, 10, 11.
10	Attends meetings; provides advice to & answers questions from public officials & agencies regarding benefits issues; serves as liaison with vendors, agencies, & private contractors; enter, edit & retrieve data & produce documents; other duties as assigned (e.g., research & analysis, special projects).	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, 12.
	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE
		DATE 11/21/08

ARD 12-15-08

JOB CODE TITLE
Benefits Management Analyst
 JOB CODE
65251