



# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301970

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Benefits Administration

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005927

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefits Management Analyst      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary  
 Intermittent       Unclassified      If FLSA Exempt, exemption type:      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
15	Participates on the Workers' Compensation Coalition; prepares reports on current benefits-related issues & cost & business analysis; assists in collective bargaining concerning employee benefits by researching & evaluating benefit alternatives & options.	<b>Knowledge of 1, 3, 4*.</b> <b>Skill in 5.</b> <b>Ability to 6, 7, 8, 9, 10, 12.</b>
10	Attends meetings; provides advice & answers questions from agency representatives & employees regarding benefits issues; serves as liaison with vendors & private contractors; operates a personal computer to enter, edit & retrieve data & produce documents.	<b>Knowledge of 1, 3, 4*.</b> <b>Skill in 5.</b> <b>Ability to 6, 7, 8, 9, 10, 11.</b>

\*developed after employment

JOB TITLE  
Benefits Management Analyst

JOB CODE  
65251

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

1-31-14

*Cond 2.3.14 AC*