

# 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  
20005946

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: 20005952 Benefits Manager 1

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary  
 Intermittent       Unclassified      If FLSA Exempt, exemption type:      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	Performs a wide variety of both ongoing & special projects relating to employee benefits with focus on flexible spending accounts, commuter benefits & absence management including life, disability, workers' compensation, occupational injury leave, early intervention & return to work programs, wellness initiatives & case management programs; assists with health management & general benefits projects; creates, manipulates & reviews spreadsheets & databases using Excel, Access &/or SQL; coordinates, monitors & evaluates contractor performance of employee benefits programs as assigned; reviews data supplied by contractors & evaluates system & process deficiencies & recommends changes internally & with contractors; reviews bid specifications & requests for proposals & evaluations of vendors; reviews utilization, cost & other relevant data for assigned programs offered to state employees; provides technical assistance to benefits management representatives, benefits customer service representatives & agency staff.	Knowledge of (1) benefits administration, (2) accounting practices and procedures, (3) public relations, (4) government structure & process*. Skill in (5) use of personal computer & related hardware/software (e.g., Microsoft Word, Excel). 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.
25	Drafts, edits, reviews & revises workers' compensation-related communications & reviews & assists vendors with communications & dissemination; reviews & revises communication materials to meet the needs of the state; researches & drafts policies & procedures in coordination with assigned benefit areas to ensure compliance; conducts research, drafts decisions & recommends design changes to manager; reviews processes in all areas of benefits as assigned & recommends process improvements; 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.

\*developed after employment

JOB TITLE: Benefits Management Analyst  
JOB CODE: 65251  
App'd 6/13/10 BMLC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/11/10

