100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301950

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Benefits Administration	Franklin

POSITION NUMBER 20005946

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Benefits Management Analyst	20005952 Benefits Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ 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 TITLE Benefits Management Analyst

JOB CODE 65251

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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3/11/10

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Benefits Management Analyst

JOB CODE 65251

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.	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, 12.
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.	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, 11.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B. Richardson	3/16/10