

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005949	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Benefits Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005971 Benefits Manager
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Attends meetings; prepares & presents information at Benefit & Human Resource conferences; provides advice to & answers questions from public officials, state agencies & employees regarding benefits issues; serves as liaison with vendors, & private contractors; operates a personal computer to enter, edit & retrieve data & produce documents; may serve on open enrollment committee & attend enrollment affairs.	Knowledge of: 1, 3, 4*, 5*. Skill in: 6. Ability to: 8, 9, 10, 12, 13.
15	Prepares & reviews reports on current benefits related issues & cost & benefit analysis & utilization & other relevant data for benefit plans offered to state employees; assists on collective bargaining concerning employee benefits by researching & evaluating benefit alternatives & options; may participate on joint labor-management committees; provides technical assistance to benefits management representatives, customer service representatives, & agency personnel; performs other duties as assigned.	Knowledge of: 1, 3, 4*, 5*. Skill in: 6. Ability to: 8, 9, 10, 11.

*developed after employment

JOB TITLE: Benefits Management Analyst
 JOB CODE: 65251
 App'd 6/28/10 GWS

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/28/10
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