100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301970

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

POSITION NUMBER 20005949

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefits Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005975 Benefits Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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 Appd 10.24.18 ac

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs a wide variety of both ongoing & special benefit projects in the health benefits area (e.g. dental, vision, COBRA, life); 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; assists in preparing bid specifications & requests for proposals, & evaluations of vendors; reviews enrollment, utilization, cost & other relevant data for assigned benefit plans offered to state employees; 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. Coordinates activities with consultants to oversee vendor performance.	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	Prepares reports on current benefits related issues & cost & benefit analysis; researches and evaluates benefit alternatives & options; maintains all assigned vendor contracts, amendments, audit reports & other documents pertinent to contracting with benefit plans.	Knowledge of 1, 3, 4* Skill in 5. Ability to 6, 7, 8, 9, 10, 11.
15	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.
15	Receives or develops vendor invoices (e.g. dental, vision, COBRA, life) & obtains manager approvals; submits to accounts payable for timely processing; maintains spreadsheets of invoice amounts & dates; maintains copies of invoices & answers internal & external inquiries about issues related to payables.	Knowledge of 1, 2, 4*. Skill in 5. Ability to 7, 8, 10

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 10-24-18

100-000U

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Bargaining Unit

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
10	Drafts & edits employee benefits communications, open enrollment material; revises communication materials to meet the needs of the state for assigned benefits programs; 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 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

JOB TITLE: Benefits Management Analyst

JOB CODE: 65251 Appl. 10.24.14

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Stan See

DATE: 10-24-14