

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301910

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Benefits Administration

COUNTY OF EMPLOYMENT  
Franklin

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefit Manager 1      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005846 Deputy Director 5

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary       Unclassified  
 Intermittent       Essential      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
70	<p>Manages entire assessment &amp; monitoring system of assigned Benefit programs (e.g. health &amp; ancillary, disability, workers compensation, life, vision, dental, population health management, voluntary supplemental benefit programs, absence management, occupational injury leave, early intervention, return to work), plan processing, provider &amp; agency relations affecting all state employees; develops &amp; oversees implementation, coordination &amp; on-going maintenance of statewide policies &amp; procedures &amp; monitors contracts in regards to relationships with third party administrators, insurance carriers &amp; other vendors &amp; evaluate compliance; works with consultant to develop request for proposals (RFP's); establishes criteria &amp; evaluation; manages implementation with new vendor &amp; monitors vendor performance specific to assigned benefit programs; utilizes resources to keep abreast of trends; analyzes; researches &amp; interprets results, variances &amp; trends against national &amp; regional benchmarks; recommends ways to reduce expenditures through plan design changes; researches, develops &amp; monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned.</p>	<p>Knowledge of: (1) health care benefits, (2) management &amp; supervision principles, (3) public relations, (4) government structure &amp; process*, (5) insurance, &amp; health care fields.                      Skill in: (6) operation of a personal computer &amp; related hardware/software (e.g. Microsoft Word, Excel).                      Ability to: (7) perform research &amp; analysis, (8) define problems, collect data, establish facts &amp; draw valid conclusions, (9) add, subtract, multiple and divide whole numbers, (10) calculate fractions, decimals &amp; percentages, (11) use statistical analysis, (12) deal with a variety of variables in somewhat unfamiliar context, (13) establish friendly atmosphere as supervisor of a work unit, (14) handle sensitive inquiries from &amp; contacts with officials &amp; general public, (15) deal with many variables &amp; determine specific action, (16) complete routine forms*, (17) maintain accurate records.</p> <p>* developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised:  
20005927 Benefits Mgmt. Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/2/07

POSITION NUMBER  
20005949

JOB CODE TITLE  
Benefits Manager 1

JOB CODE  
APD 10-1-09 UBS  
65255

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005949	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Benefit Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	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
20	Develops & writes policy & procedures specific to assigned benefit programs & makes recommendations to administrator; develops policies & procedures in regards to relationship to third party administrators (i.e. TPAs); serves as liaison with Office of Collective Bargaining for assigned benefit related issues; assesses alternative processes effect on employee benefits & recommends modifications of employee benefit programs; provides guidance & training to state agencies, health care providers, employees, vendors & consultants regarding benefit plan processing policies & procedures; develops cost trend reports & analyses; designs standard financial, clinical & utilization reports; interviews job applicants; enters, edits &/or retrieves data; performs other administrative duties related to benefits processing, as assigned.	Knowledge of: 1, 2, 3, 4*, (12) interviewing techniques Skill in: 6, 7, 8, 9, 10, 11, 12, 15, 17. Ability to: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, (18) ability to interpret a variety of technical materials in books journals and manuals.
10	Attends meetings & makes presentations regarding benefits; represents senior benefits manager &/or administrator at meetings & assumes responsibility & authority during senior benefits manager &/or administrators absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned.	Knowledge of: 1, 2, 3, 4*, 5. Skill in: 6. Ability to: 13, 14, 15, (19) prepare & deliver speeches before specialized audiences & general public

\* developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 20005927 Benefits Mgmt. Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/22/09
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