

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human resources
	UNIT OR OFFICE Benefits Administration Services

POSITION NUMBER <b>20005949 (29010.0)</b>	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Benefit Manager    20005969 ( 29300.0) Benefits Manager 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
	Page 1 of 2	
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>	
% 70	<b>Job Duties in Order of Importance</b> Manages entire assessment & monitoring system of assigned Benefit programs (e.g. health & 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 & agency relations affecting all state employees; develops & oversees implementation, coordination & on-going maintenance of statewide policies & procedures & monitors contracts in regards to relationships with third party administrators, insurance carriers & other vendors & evaluate compliance; works with consultant to develop request for proposals (RFP's); establishes criteria & evaluation; manages implementation with new vendor & monitors vendor performance specific to assigned benefit programs; utilizes resources to keep abreast of trends; analyzes; researches & interprets results, variances & trends against national & regional benchmarks; recommends ways to reduce expenditures through plan design changes; researches, develops & monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned.	<b>Minimum Acceptable Characteristics</b> Knowledge of: (1) health care benefits, (2) management & supervision principles, (3) public relations, (4) government structure & process*, (5) insurance, & health care fields. Skill in: (6) operation of a personal computer & related hardware/software (e.g. Microsoft Word, Excel). Ability to: (7) perform research & analysis, (8) define problems, collect data, establish facts & draw valid conclusions, (9) add, subtract, multiple and divide whole numbers, (10) calculate fractions, decimals & 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 & contacts with officials & general public, (15) deal with many variables & determine specific action, (16) complete routine forms*, (17) maintain accurate records.
JOB CODE TITLE <b>Benefits Manager 1</b>	* developed after employment	
JOB CODE <b>65255</b>	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE    DATE 9/29/08

APR 5-9-08 (65255)

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Benefits Administration Services

POSITION NUMBER  
20005949 (29010.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Benefit Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005969 (29300.0) Benefits Manager 2

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

Page 2 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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

JOB CODE TITLE  
Benefits Manager 1

JOB CODE  
65255

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*James W. Knight*

*4/16/08*

*APD 5-9-08*