

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005952  JOB CODE TITLE Benefits Manager 1  JOB CODE 65255 <i>Open. 3.19.13 AUC</i>	<input 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 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 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Provides management oversight & manages entire assessment & monitoring system of assigned programs (e.g. health & ancillary, disability, workers compensation, life, vision, dental, voluntary supplemental benefit programs, occupational injury leave); utilizes resources to keep abreast of trends; analyzes, researches & interprets results, variances & trends against national & regional benchmarks; analyzes program data & recommends ways to reduce expenditures through program changes; develops policies & procedures & monitors contracts in regards to relationships to third party administrators, insurance carriers & other vendors & evaluates compliance; reviews all communication material for state employees from third party administrators & vendors for compliance with state standards; works with consultant to develop request for proposal (RFP); coordinates with consultants in establishing criteria & evaluation; manages implementation with new vendors; researches, develops & monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned.	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.		
		* developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: Benefits Mgt Anal: 20005946 & 20005927		SIGNATURE OF AGENCY REPRESENTATIVE <i>Stephen Souda</i>	DATE 3-19-13	

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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. 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: Benefits Mgt Anal: 20005946 & 20005927		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/19/13